



**OAK RIDGE SPECIAL EVENTS COMMITTEE**  
**Meeting Minutes - In Person**  
**August 14, 2025 - 7pm**

Attendees: Amy Carrickhoff, Brent Carrickhoff, Caroline Ruch, Claudia Whitaker, Courtenay Harton, Diana Macklin, Makayla, Hashini Karthik, Patti Dmuchowski, Brandy Newcomb, Rose Shetzley and Sue Madison.

1. Meeting called to order at 7:00 pm – Patti Dmuchowski
2. Approve Agenda – Motion made by Courtenay Harton, 2<sup>nd</sup> by Diana Macklin and motion carried.
3. Approve Minutes of July 10, 2025 – motion made by Amy Carrickhoff, 2<sup>nd</sup> by Sue Madison and motion carried.
4. Veterans Honor Green - Status Update:
  - a. Phase 2 construction on boardwalk continues. Estimated completion is by the end of August.
  - b. The 3rd Order of Pavers have been installed by Parker Construction and Parks & Rec have been trained in installation.
  - c. The current Phase 2 & 3 total donations – Met with Sandra Smith to reconcile. After Phase 2 is completed, SE has \$5,358 for Phase 3.
  - d. Need volunteers for final reconciliation of pavers. Checking Patti's records with Town records. The purpose is to ensure no pavers were missed. Patti Dmuchowski will coordinate date and time.
  - e. Now that the VHG project is winding down, the town would like the fundraising to stop. So, we will no longer be putting out jars at our events.
  - f. The Committee needs to discuss the large donation by Jim Harton and associated recognition.
  - g. We need to change the wording on the tax letter for the purchase of pavers – Patti Dmuchowski
  - h. Interpretive panels – Phase 3 - Patti Dmuchowski & Ann Schneider
    - o Cost estimate \$7500
    - o Pending discussion with Town Council members
    - o Develop project plan
  - i. See if Scouts are interested in doing a Data Base on pavers – Hashini Karthik

## 5. Special Events Calendar for 2025:

- a. Memorial Day Ceremony – Monday, May 26, 2025 - Completed
- b. Kids Bike Parade – Friday, July 4, 2025 – Completed
- c. 911 – Thursday, Sept 11, 2025. Display will be put up for 1 week.
  - a. Met with ORFD Chief Ken Gibson to discuss their involvement – Patti Dmuchowski
  - b. Need to get 911 displays out of shed – Signs & Blue Lights – Brent Carrickhoff
  - c. No word on ORMA participation. See if Scouts can participate – Hasini Karthik
  - d. Town Council Speaker – Patti Dmuchowski
  - e. Discussion on lack of community news since NW Observer is no longer available. Connect 2 is published quarterly. Increased social media needed.
- d. Heritage Day – September 27, 2025, Claudia Whittaker & Rose Shetzley
  - a. Ad has been submitted – Sue Madison
  - b. Judges have been chosen - Claudia Whittaker.
  - c. Muffins will sell for \$1.00 each.
  - d. Any leftovers will be taken to the ORFD.
  - e. Project plan and supplies – Rose Shetzley
  - f. Request end of row location & tent – Patti Dmuchowski
  - g. Award ribbons, Lowes gift cards, Baker's rack & decorations. Patti Dmuchowski
  - h. Update Baking Contest rules and entry form for OR website and copies for Genevieve Geib at Town Hall – Sue Madison
- e. Veterans Day – Tuesday, Nov 11, 2025, at 10am – Speaker Christian Castelli
  - a. No ad as we missed the deadline for Connect 2.
  - b. Create program
  - c. No word from ORMA so see if Scouts are available.
  - d. Town Council Speaker
- f. LUN – Saturday, December 6, 2025
  - a. Installation volunteers needed on Thanksgiving weekend.
  - b. Needed supplies included in SE budget – Diana Macklin & Amy Carrickhoff
  - c. New Santa & Reindeers display - Ann Schneider
  - d. Luminaries up to the Farmhouse & Lights in Farmhouse Trees – Amy Carrickhoff & Diana Macklin

## 7. Additional Business –

- a. Farmhouse Open House for SE Volunteers. Maybe in October.
  - i. Brochure – Sue Madison

- ii. Obtain Approval from Ashley to have a volunteer table.
  - b. Celebration of America's 250 Year Anniversary on July 4<sup>th</sup>, 2026 – Concert in the Park.
  - c. Ben Walraven has suggested some “grandparent” shared event at the Farmhouse. Committee suggested quarterly story reading, snacks and arts & crafts. Will need to be developed and Scouts can help out.
  - d. Discussion on OR sign ordinances.
    - i. Permanent events sign like ORES has out front on #150
    - ii. Size of signs and length of time allowed to be left up
8. Motion to adjourn by Amy Carrickhoff, 2<sup>nd</sup> by Brent Carrickhoff and motion carried.
9. Next meeting on Thursday, September 11, 2025.

Respectfully submitted by

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Patti Dmuchowski, Chair