



OAK RIDGE SPECIAL EVENTS COMMITTEE Meeting Minutes November 14, 2024 – 7pm

Attendees: Ben Walraven, Olivia Rudolph, Claudia Whitaker, Sue Madison, Courtney Harton, Ann Schneider, Barb Engel, Rose Shetzley, Amy & Brent Carrickhoff, Caroline Ruch, Diana Macklin, Martha Pittman and Patti Dmuchowski

1. The meeting was called to order at 7:00 - Patti Dmuchowski
2. The agenda was approved with a motion from Claudia Whitaker, 2nd by Barb Engel, no discussion and motion carried.
3. The minutes from October 10, 2024, were approved with a motion from Amy Carrickhoff, 2nd by Ben Walraven, no discussion and motion carried.
4. Veterans Fundraising to date:
 - a. The current total donated for Phase 2 is \$18,267. \$50K in the current capital budget.
 - b. Current Status of Phase 2 – Ann Schneider
 - i. Bill Bruce continues to move forward on Phase 2 with legal guidance to use a landscaper. This may allow us to bypass the formal bid process.
 - ii. Mark Reeves will again coordinate the project if approved.
 - iii. Looking at a possible start in the Spring.
 - iv. There is a current issue of no water at the site which is being worked on.
 - v. Ben Walraven brought up the suggestion of honoring the animals that served in the various war conflict. Further discussion is needed.
 - c. Karen Parrish from ORES & Scouts Eagle Project – American conflict signs placed around the boardwalk. This had always been our goal to have the ORES kids walk over and go through the noted 13 conflicts.
 - d. 2nd Order of Pavers – Delivered and installed
 - e. 3rd Order of Pavers – waiting on required limits to order from Polar Engraving.
5. Special Events Calendar for 2024:
 - a. 25th Anniversary “Volunteer” dinner – January 20 - completed.
 - b. Memorial Day Ceremony – Monday, May 27th, 2024 - completed
 - c. Kids Bike Parade – Thursday, July 4, 2024 - completed
 - d. 911 – Sunday, Sept 8 – completed
 - e. Heritage Day – Cancelled
 - f. Grand Opening & Veterans Day – Monday, Nov 11 at 10am – completed
 - i. Many thanks to Park & Rec especially Brent.
 - ii. Thanks to the Committee for all their hard work to complete this Phase.
 - g. LUN – Saturday, December 7, 2024

6. LUN

- a. Craft & Food Vendors are going well – Barb Engel.
 - i. Scouts will again be asked to help the vendors unload their materials. Olivia Rudolph will coordinate.
 - ii. Available SE volunteers will be needed to help with the vendors.
- b. Kyle Anders will drive the Grinch tractor. Barb Engel to check with Randy Collins on coordinating the wagon, side rails and steps.
 - i. We will need hay bales for the folks to sit on in the wagon. Barb Engel to check with Gray. If not available, we will use coolers covered with blankets.
 - ii. It was noted that the music used last year was not audible. Sue Madison suggested looking into a blue-tooth method for Grinch or Christmas music.
 - iii. Barb Engel and Sue Madison noted that the Grinch outfits are getting a little worn. Barb Engel or Sue Madison will purchase new ones.
 - iv. Olivia Rudolph also noted that we will need makeup for the faces of the Grinches.
 - v. We have also been asked to add ORES Jumpers, a jump rope group.
- c. Barb Engel's granddaughters will not be elves this year. Ben Walraven's granddaughter and friend will replace them. Ben Walraven will discuss with his daughter in-law Danielle Walraven and Barb Engle who provided a picture of last year's elves. Ensure outfits are complete if they need additional items.
 - i. It was questioned if the lighting was sufficient at the Santa booth and all agreed that with the new background and spotlights, it was much better.
 - ii. Brent Carrickhoff will also ensure that the lights on Field #1 are lit.
 - iii. Discussion also on the timing of the lighting of the tree and the darkness before it is lit while the choir is singing. The time to light the tree was moved to 5:45 and it was suggested to have several hanging lanterns with candles in them. Courtenay and Patti Dmuchowski to coordinate.
- d. Tiffany Hansen will again be doing "Letters to Santa"
 - i. Tiffany will need a table
- e. Olivia Rudolph verified that we will only be doing tattoos and not face painting. She will coordinate with the Scouts.
 - i. Olivia Rudolph will need a table for the Scouts. Suggested to be by Tiffany Hansen.
- f. Review timetable and events schedule (see attached).
- g. Installation of the Luminaries is as follows:
 - i. Mon – Dec 2 Diana and Amy will perform inventory on what is in the shed.
 - ii. Note that Diana Macklin and Amy Carrickhoff have ordered additional supplies, i.e., bulbs, electrical covers, etc.
 - iii. Tues – Dec 3 the SE volunteers and community volunteers will install the Luminaries
 - iv. The call for volunteers needs to be put on the OR Web Site and Next-door social media outlets on Monday, Nov 25th.

- v. Tuesday & Wed – Parks Dept will help with the installation of the arches and stars. Just keep Brock Dunigan in the loop.
 - h. Lawn Ornaments & Overhead Lights – Diana & Amy.
 - i. Diana Macklin & Amy Carrickhoff presented the options for a lighted archway down Cocco Lane heading to the concession stand. The group agreed upon the solid pipe ones. They presented spacing and installation options. The lights will connect into the luminaries running down the sidewalk. No additional wattage needed. We agreed to purchase 6 sets of 3 arches for \$126 apiece.
 - ii. Amy Carrickhoff also provided the luminary site map and the suggested spacing for the arches.
 - iii. Also discussed were possible large lawn decorations for the open space by the Christmas tree. Due to the tight scheduling of the LUN installation and not wanting to take on an addition display at this time, it was the consensus to review in January and investigate the use of a local woodworking person to create a large sleigh that can be assembled, disassembled and stored in the shed. This will be purchased in the Spring and used in the 2025 LUN.
 - iv. We will use the existing 25 stars in the open space this year.
 - v. Patti Dmuchowski will discuss this with Ashley Royal and see if approval is needed from the Recreation & Parks Board for the lighted arches. Caroline Ruch will represent SE if needed.
 - 1. Update – Ashley Royal has noted that approval is not needed.
 - 2. Update – Brock Dunigan will help with the installation of the arches and the stars. (See revised list of Requests for Parks assistance.)
 - i. Ad and Flyers – Sue Madison
 - i. Sue Madison will complete the ½ page ad for the NWO on Friday, Nov 15.
 - ii. Patti Dmuchowski will contact API to make up a new street banner and a new half circle to replace the old 25th Anniversary sign. It was suggested to have a Christmas tree in the middle and the words “Light Up the Night” on the bottom.
 - iii. Sue Madison will make up the flyers for Diana Macklin to distribute.
 - iv. We will ask Genevieve Geib to make up the 2 LUN Time Schedule signs and Brent Carrickhoff to stable them to the sandwich board. It will be placed at the crosswalk of Cocco Lane and Santa Lane.
 - j. It was noted that Sandra Smith had the 1st LUN event in 2015 and we should note this next year.
 - k. Patti Dmuchowski checked with SECU and Cross Fit and they will let us use their parking lots for parking overflow.
7. Electronic Taping of Special Events Meetings Status – Moved to the January 2025 Town Council Meeting. Nice to see so many volunteer committee members at the meeting to address the Town Council in opposition to this proposal.
8. Additional Items – Courtenay Harton noted that she will look into decorating the entrances to the two parks and see what she can do. This needs to be approved by Ashley Royal. We also discussed that next year we will decorate the farmhouse. Patti Dmuchowski provided Brock Dunigan with the scheduled SE event dates for 2025. (See attached document)

9. Motion to Adjourn – motion made by Ben Walraven, 2nd by Brent Carrickhoff, no discussion and the motion carried.
10. The next meeting will be December 12 2024 at Patti's House.