



MINUTES

City of Oak Grove **Special** Steering Committee Meeting
Monday, July 8, 2024, at 9:00 a.m.
Oak Grove City Hall – Council Chambers
8505 Pembroke Oak Grove Rd.
Oak Grove, Kentucky 42262

The Oak Grove Steering Committee met in a regular session on July 8, 2024.

CALL TO ORDER

Vice Chairperson Melissa Lynch called the meeting to order at 9:00 a.m.

ROLL CALL

Vice Chairperson Melissa Lynch, Committee member Janet Edwards, Committee member Jean Leavell, and Committee member Traci Cunningham were present. Chairperson/Committee member Theresa Jarvis, Committee member Shelley Hawkins, and Committee member Roger Joiner were absent. Mayor Jackie Oliver was present for a small portion of this meeting. No citizens were present.

APPROVAL OF STEERING COMMITTEE MINUTES

Committee member Jean Leavell motioned to approve the June 28th, 2024, Steering Committee Special meeting. Committee member Janet Edwards seconded the motion. There was no discussion. A voice vote was taken with all members present in favor; the motion passed.

UNFINISHED BUSINESS

n/a

NEW BUSINESS - *City of Oak Grove 50th Anniversary*

Steering Committee to discuss details regarding the 50th Birthday Celebration.

1. Time capsule: A discussion was held about whether to purchase a real time capsule instead of an electrical box that had been suggested to use as a time capsule. It was agreed that a real-time capsule should be purchased. It was also agreed that Tara will start the collection of fees (\$50.00) to submit something no bigger than a 4"x6" item in the time capsule.
2. The Steering Committee agreed that actual invitations should be sent to the dinner guest list along with RSVPs that were sent out. Designed invitations need to be created. City Clerk Lorelynn Fisher stated that there have not been any more RSVPs turned in. This concerned the Committee members, so it was agreed that actual invitations be sent out to the recipients on the guest list.

3. Retail Merchandise: The Committee agreed that the 50th Anniversary Logo will be used, A non-city employee will transfer this logo onto the merchandise, T-shirts, etc.
4. Commemorative Coins: The city emblem will be printed on the front, and the 50th Anniversary Logo that was unanimously voted in is to be printed onto the reverse side of the coin. It was agreed that the Committee will approach the mayor and ask to purchase these coins through the city so that they aren't required to pay the state sales tax.
5. The Committee created a list of possible speakers, with Committee member Jean Leavell being the "Master of Ceremonies".
6. Traci Cunningham to create "Rat Cards" with both the front and back being used for informational purposes, schedule of events, as opposed to a pamphlet. On the rat card, one side will have Saturday's scheduled events and on the reverse side will have Sunday's scheduled events.
7. Tour Trail: Committee discussed the tour trail that will be taken from 10:00am-11:00am. It was discussed that water bottles be handed out to the citizens getting on the bus. Melissa Lynch also suggested that Isaiah Spencer to be compensated for gas used for this tour.
8. Committee member Janet Edwards stated that Richard Baker has an historical map of the city businesses from 1987. She suggested having that set out for viewing.
9. The longest standing business in the city is "Pals". The committee suggested inviting this business to the celebration dinner.
10. Vice Chairperson Melissa Lynch discussed the four different name changes and the persons who are responsible for naming the city.
11. The Committee brought to the attention of at least four (4) different schools having been present through the years.
12. Display of artifacts & vintage photos of the city at the Community Center is scheduled for September 16th, 2024-September 22nd, 2024. These artifacts and photos are to be taken to the Community Center from September 10th, 2024 – September 13th, 2024, for set-up of display. Discussion was held as to an informational Flyer to be put on our city website and city fb page.
13. Committee member Janet Edwards to have the 50/50 set-up by the end of this week.
14. Committee member Janet Edwards suggested a drink named after the city, a signature drink. The Committee agreed to have this drink named the "Oak Grove Special Racer". Vice Chairperson Melissa Lynch, to get with the Casino to inform them of this drink and Committee member Traci Cunningham to contact a bartender to create this drink.
15. Committee member Traci Cunningham said that the Committee should get a budget around for better planning. The Committee agreed. Committee member Traci Cunningham also stated that the Committee has collected \$10,000.00 from the city of Oak Grove, and \$2,000.00 from Tourism to make this celebration happen. Traci Cunningham stated that the August Steering Committee meeting should be used for the finalization of details of this celebration anniversary.

ANNOUNCEMENTS

The next Steering Committee Special Meeting is scheduled for July 30, 2024, at 9:30 a.m.

ADJOURNMENT

Committee member Janet Edwards made a motion to adjourn. The motion was seconded by Committee member Jean Leavell. There was no discussion. A voice vote was taken with all members present in favor; the motion passed. This meeting was adjourned at 10:30 a.m.

APPROVED BY:

Theresa Jarvis
Chairperson, Steering Committee

Date

ATTEST:

Lisa L Beckman
Deputy City Clerk

Date

DRAFT