



## **MINUTES**

City of Oak Grove Special Steering Committee Meeting  
Thursday, August 15<sup>th</sup>, 2024, at 9:30 a.m.  
Oak Grove City Hall – Council Chambers  
8505 Pembroke Oak Grove Rd.  
Oak Grove, Kentucky 42262

The Oak Grove Steering Committee met in special session on Thursday, August 15<sup>th</sup>, 2024.

### **CALL TO ORDER**

Chairperson Melissa Lynch called the meeting to order at 9:37 a.m.

### **ROLL CALL**

Chairperson Melissa Lynch, Committee member Janet Edwards, Committee member Traci Cunningham, Committee Member Jean Leavell, and Committee Member Roger Joiner were present. Committee member Shelley Hawkins, Committee member Edward Cook, and Committee Member Theresa Jarvis were absent.

### **APPROVAL OF STEERING COMMITTEE MINUTES**

Committee member Janet Edwards made a motion to approve the July 30<sup>th</sup>, 2024, Steering Committee Special meeting minutes. Committee member Roger Joiner seconded the motion. There was no discussion. A voice vote was conducted with all members present in favor; the motion passed.

### **UNFINISHED BUSINESS**

n/a

### **NEW BUSINESS**

Oak Grove 50<sup>th</sup> Anniversary Celebration

Chairperson Melissa created a “punch list” for the dinner scheduled for September 21<sup>st</sup>, 2024, as follows:

- The cake will need to be ordered two weeks prior to the scheduled dinner. The cake will be delivered on Friday, September 20<sup>th</sup>, 2024. Committee Member Janet Edwards stated that she has cake plates and will bring them to the dinner.
- A table will be in the front with t-shirts, coins, key chains, Valor Hall and Tourism swag. Committee Member Traci Cunningham will ask her employees to hand out bags with the “50<sup>th</sup> Anniversary” decoupage emblem on the front of these bags.

- The Police Department and Fire Department still need to RSVP for employee dinner and possible “Tug-O-War” contest.
- The dignitaries will have name plates at their tables.
- There will be eight (8), possible ten (10) assigned to a table. Chairperson Melissa Lynch to create the seating arrangements, to include two (2) tables for the “Mayors” of Oak Grove, both past and present. Committee Member Traci Cunningham will order the dinnerware. Committee Member Traci Cunningham spoke of the Menu that will be provided, along with the colors of the centerpieces for the tables and table runners.
- Mayor Jackie Oliver came into the meeting to hand out the city of Oak Grove coins that she personally ordered and purchased for the city of Oak Grove and its 50<sup>th</sup> year celebration.
- Barbara Jean Leavell to be the “Master of Ceremony”.
- A slide show will be created and placed on a thumb drive. One (1) week prior, the slideshow will be tested for accuracy.
- Committee Member Traci Cunningham will create an Invoice with incurred fees (waitstaff, bartender, etc.).
- Committee Member Janet Edwards to create Flyers for the event.
- Chairperson to give the program to Committee Member Traci Cunningham to design.
- Committee Member Traci Cunningham announced that the official Oak Grove “drink” will debut at the “Murder Mystery Dinner”, which consists of the “Oak Grove Racer – Bourbon, and the “Monarch Special” – a sweet drink.
- Committee Member Traci Cunningham to try to recruit caricature artist, Tracy Lathum.
- The committee discussed several games to play at the event.
- Committee Member Jean Leavell stated that she did not want the tour bus route to go through the city, as she said the city is too dirty to be seen and she would be embarrassed. It was discussed that the city-wide clean-up is already scheduled for September 14<sup>th</sup> and 15<sup>th</sup>.
- Committee Member Jean Leavell suggested that the artifact exhibit at the Community Center should be left up for a week after the event for the people to get a chance to see it.
- The local newspaper will dedicate the edition to the 50<sup>th</sup> Anniversary city-wide celebration.
- Chairperson Melissa Lynch stated, “we are in crunch time”, that the city Bio will need to be written by the Steering Committee.
- Committee Member Janet Edwards suggested that Milton Perry be invited to this event.

**ADJOURNMENT**

Committee member Janet Edwards made a motion to adjourn. Committee Member Roger Joiner seconded the motion. There was no discussion. A voice vote was conducted with all members present in favor; the motion passed. This meeting was adjourned at 10:43 a.m. No future meeting date was discussed at this time.

**APPROVED BY:**

\_\_\_\_\_  
 Melissa Lynch  
 Chairwoman, Steering Committee

\_\_\_\_\_  
 Date

**ATTEST:**

\_\_\_\_\_  
 Lisa L Beckman  
 Deputy City Clerk

\_\_\_\_\_  
 Date