The Committee met on August 6, 2014, at 3:30 p.m. at City Hall. Members present: Chair Lucarelli, Councilmember Childs, staff City Clerk Rinearson, Public Works George Thompson, Bill Thiele, and Tony Lang. Guests present: Al Mahaney, Fathoms O’ Fun; Terry Bontrager and Ron Weeks, Saints Car Club; and Kathleen Wilson, Port Orchard Librarian.

Public Works:

In response to Chair Lucarelli, Mr. Thiele clarified that the Public Works department will coordinate picking out the tree and decorating the tree and downtown the week before Thanksgiving. Mr. Thompson explained with the new equipment this year, they will have a learning curve to determine the proper height of the tree. The Committee will need to seek volunteers to haul the tree and to set the tree, last year this was done by Brad Paige.

The committee will need to get more lights to decorate City Hall, if they want more area lit up than last year. Clerk Rinearson reported approximately $1,700 was spent on light replacements over the last few years. Mr. Thiele suggested purchasing them at the end of the year for the next event, as a cost saving measure. In addition, Mr. Weeks suggested the committee contact South Kitsap Helpline, as sometimes they have more lights than what is needed.

Mr. Thompson explained some of the light expense was to re-work the wreaths and garland. They are all in good shape and equipped with C9 lights.

Organizations/Contribution for 2014:

Mr. Weeks indicated the Saints will not be doing roasted chestnuts, rather they will do chili. This will be held at the same time and same place at Kitsap Bank. They will need access to power. They said extending the pet parade to where they are would be appreciated. Clerk Rinearson reminded them to check with the Health Department for additional permits. Mr. Mahaney explained the amount of chili the other organization provided to determine the amount of the chili the Saints may need. Saints confirmed they will be serving the chili from 4 p.m. to 8 p.m.

Chair Lucarelli reported the Jingle Bell Run is not being ran by Ms. Cline, but she will still be helping and there will not be a Boutique this year, as a private event is already scheduled for the pavilion. Ms. Wilson indicated the POBSA may have a vendor craft fair by the cove between Myhre’s and the Port Orchard Market.

Mr. Thompson expressed to have the Jingle Bell Run coordinator contact the Public Works Department to coordinate traffic control. Also, the runners were hanging around a little longer than expected, which created the set up of the hayride portion to fall behind.

Mr. Bontrager said he will coordinate to have the fire truck again.

Chair Lucarelli stated all events will start 30 minutes earlier, as there was a lag time from when the Jingle Bell Run event ended, to when the Festival started.
Ms. Wilson said to Mr. Mahaney that Santa will be arriving at 5:30 pm and pictures will be from 6:00 pm to 7:30 pm. In addition, if he could coordinate with the church organization to lower the level of music to allow for the Choir by the Gazebo to be heard. Mr. Mahaney will contact the church.

Ms. Wilson said the Port Orchard Library will still have crafts for the kids and a program. They may not have the puppet show. She will contact the theater to see if they will still do a movie showing.

Chair Lucarelli announced the theme of the event: Sleigh Bell Ring – Port Orchard Glistening.

**City Hall:**

Clerk Rinearson said she would follow up with the Finance Department to determine if mailing brochures are still an option, since utility billing is outsourced. She will also coordinate with the Public Works Administrative staff on the process of printing and distributing the flyers to the school district. Lastly, she will work with the staff to make sure the Public Event application for the event is submitted.

Chair Lucarelli asked for an application be submitted for the Festival of Chimes and Lights as part of the Lodging Tax Fund. The request should include lights, garland replacement, advertising, and printed materials.

Councilmember Childs will check with Kitsap Bank, to see if they will include the brochure in with their customers’ statements.

**New Business:**

The committee needs to come up with a way to track visitors at the event. A thought was to have a guest log at City Hall for them to sign and leave their contact information. This would allow for the committee to start building a contact list. This list would be used to get the word out about the event and to keep them informed of the event each year.

There being no further business, Chair Lucarelli adjourned the meeting at 4:34 p.m.

**Next Meeting Date:** The next meeting will be held on September 10, 2014, at 3:30 p.m. at City Hall.

Copies to: Council/Mayor/Department Directors/City Attorney
POBSA
Fathoms O’ Fun
Port Orchard Library
Jingle Bell Run Coordinator
Chamber of Commerce
Sidney Arts Museum
Port of Bremerton