



## **City of Port Orchard**

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### **Festival of Chimes and Lights Committee Minutes September 20, 2016; 5:30 p.m. at City Hall**

Members present: Chair Lucarelli, Councilmember Donlin and City staff Brandy Rinearson, Jenine Floyd, George Thompson and Bill Thiele. Guests present: Nathan Jones, Port Orchard Library; Mark Fessenden, Saints Car Club; Donna Etchey and Caleb Ward with Sound Publishing.

#### **Discussion: City Christmas Garland and Wreaths - Update:**

Deputy Clerk Floyd stated she received quotes from a vendor on pricing for garlands and wreaths, and also went and viewed the decorations. If staff were to try and fix the existing garlands, it would take about a day and a half for each garland. Also, each wreath and garland have cords zip tied throughout, and small pieces of wire stick out, which can cause injury. In addition, some of the bulb sockets are corroded, and will not work.

City Clerk Rinearson said she will put money in the budget for 2017 to purchase new wreaths and garlands.

Chair Lucarelli noted she would also like to look into other types of holiday decorations.

After discussing the condition of the decorations with the Public Works employees, the committee agreed to use the existing decorations for this year.

#### **Discussion: Tree for City Hall**

Mr. Fessenden with Saints Car Club, reminded the committee that he has found a tree, and will be donating it to the City for use in front of City Hall. He will coordinate with Public Works on the delivery date, and also finding someone to help put the tree up.

#### **Discussion: Advertisement and Brochures**

City Clerk Rinearson stated she reached out to our Utility Billing department and they will need the marketing materials for the September and October utility bills by the middle of September.

After discussion, Chair Lucarelli noted we will use the slim jim's, or one-ups sent out last year, and update the information for this year.

Ms. Etchey with Sound Publishing stated she will need the final brochure for printing by the end of September. She asked that Chair Lucarelli and Kelsey at Sound Publishing work together on the brochure.

Deputy Clerk Floyd noted she has received several pictures of the Festival of Chimes and Lights event, and she will forward them to Chair Lucarelli.

Mr. Jones with the Port Orchard Library, gave an update on the events the Library will be hosting.

**Discussion: 2016 Honorary Tree Lighter – Open for Suggestions**

Chair Lucarelli noted we are still accepting suggestions for the honorary tree lighter.

In addition, the Committee discussed issuing a pass for the Saints Car Club; the fire truck Santa will be coming into town on; contacting the Puget Sound Naval Ship for volunteers; researching a canopy for the choirs; movie and movie times for the Dragonfly theatre; and hay rides.

There being no further business, Chair Lucarelli adjourned the meeting at 6:29 p.m.

**Next Meeting Date:**

October 17, 2016, 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