



City of Port Orchard

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Festival of Chimes and Lights Committee Minutes Monday, October 17, 2016; 3:30 p.m. at City Hall

Members present: Chair Lucarelli, Councilmember Donlin and City staff Brandy Rinearson. Guests present: Kathleen Wilson, Port Orchard Library; Bobbie Stewart, Port Orchard Bay Street Association; and Sheila Cline, Jingle Bell Run.

Discussion: Advertisement and Brochures

Chair Lucarelli confirmed advertisements are being finalized, as well as the brochure. The brochure is going to production soon and provided the Committee a sample proof of the brochure. Chair Lucarelli announced the honorary tree lighter is Mr. and Mrs. Bruce Titus. Clerk Rinearson added that flyers went out to the City's September and October billing statements.

Clerk Rinearson will also work on the Poster/Flyer for the merchants to place on their windows and/or hand out to the public.

Ms. Wilson expressed the desire of the School District to have risers and tents to cover the choirs during bad weather. She provided the history as to when we had risers and tents at the event and their locations.

Discussion: Tent Order

There was discussion of staff looking into purchasing tents for the event to protect the choirs while performing. During the discussion Ms. Cline indicated the Jingle Bell Run is looking to rent a 20' x 40' tent and asked if the City would have use for it. Clerk Rinearson said she recalled it was beneficial last year for people to stand under while waiting for the hay rides. There may be a minor cost to the City for the extra time.

In addition, Ms. Cline said she borrowed the Port Orchard Chamber of Commerce two 10' x 20' tents and once they are done, they could arrange for them to be moved to the Choir staging area and staff will look into having Public Works crew take down the tents after the event.

Discussion: Logistics Update:

Chair Lucarelli said the Pooch N Purr Pet Parade may not happen as of the logistics of coordinating the event with limited resources.

Ms. Wilson confirmed the movie theater will be hosting showings and the movie is Polar Express.

Public Event Application:

Clerk Rinearson said the application is being presented to the Council at the October 25, 2016, Council meeting; along with the Jingle Bell Run application.

There being no further business, Chair Lucarelli adjourned the meeting at 4:02 p.m.

Next Meeting Date:

November 7th and November 21st, 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