

PRESENT:

Ginell Cooper
Chelsea Jones
Mary Wittkopf
Corinna McGuire
Kathy Kudrna
Council Liaison Keith Kudrna

ABSENT:

Gail Swanson

STAFF:

Devree Leymaster, City Recorder

GUEST:

Mayor Brian Cooper

**1. CALL TO ORDER – 6:30 PM
ROLL CALL**

2. PUBLIC WISHING TO SPEAK ON NON-AGENDA ITEMS

Mayor Cooper shared that Planning Commissioner Wendy Lawton has agreed to draft a sponsorship letter for Fairview on the Green. Ms. Lawton has expertise in communication and fund raising.

3. REVIEW AND ADOPT MINUTES: October 23, 2019

Member Wittkopf moved to approve the minutes and Chair Kudrna seconded. The motion passed unanimously.

4. EVENTS

a. Christmas Tree Lighting

CR Leymaster reported that Walt Morey Middle School Choir and the Fairview Library will participate in the event.

Committee reviewed the event and assigned tasks.

- CR Leymaster – order snowflake tattoos and stickers, envelopes, red ribbons, pencils, Santa/reindeer inflatable; research stanchions for crowd control; send last year's Santa letter to members; purchase hot chocolate, cider, cookies and candy canes; contact Rise City Church to see if they would host a photo op in the gazebo; draft and print signage for what and where activities are; and verify Anthem will participate and provide volunteers.
- Chair Kudrna – draft text for the letter and create information/address sample for letter from Santa, purchase scarfs, tablecloths, and decorations for craft area at Dollar Tree.
- Member McGuire – put up red ribbons around city hall.
- Member Wittkopf – create Santa letter stationary.
- Vice Chair Cooper – create letter cards for “candy cane” and scrabble sheets for activity while waiting in line.

5. COMMITTEE DISCUSSION ITEMS/UPDATES

Committee agreed there would be no meeting in December and the next meeting would be the annual work session in January in lieu of a regular meeting.

6. TENTATIVE AGENDA ITEMS

Annual Work Session – January 25; no regular meeting January 22.

- Christmas Pole Banners

7. ADJOURNMENT

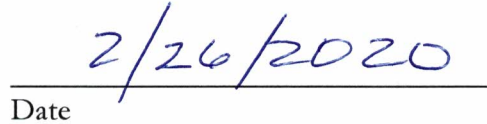
The meeting adjourned at 8:10 PM by consensus.



Kathy Kudrna
Chair



Devree Leymaster
City Recorder



Date