

# Memo

**To:** President Foster & Council Members  
**Date:** October 6, 2022  
**Re:** Holiday Lights/Garland

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In anticipation of the upcoming holidays, we are looking at decorating town for the season. We have spoken to Putnam Township about the lighting of the park. Typically, the street trees are included in the bid process (with the Village paying that portion), however with the removal of several trees, that is no longer an option. As an alternative, we have looked at installing garland and lights on the streetlight poles. We received pricing from two companies, with the lowest from Santa's Light Crew, which is the same company being used by Putnam for the park lights. The proposal includes the lease of garland & lights, installation & removal and include:

Every pole from Marion Street to Pearl Street  
Every other pole going east & west

Total of 60 poles at a cost of \$105 each = \$6,300

As you can see from the attached quote, the 2<sup>nd</sup> & 3<sup>rd</sup> years would be \$55 per pole as the upfront cost of purchasing the decorations is factored in for the first year. It is feasible that more light posts could be added and planned for the following year(s).

Given the timing, we need to place the order and get on the schedule for installation if we wish to proceed. The DDA Board will not meet again until November 7<sup>th</sup>, which would not give us enough time to request the funding and get on the schedule for this year. The DDA Board has expressed their desire & willingness to conduct a Light Up the Park event this year, and these holiday decorations would create a warm, welcoming atmosphere. We are asking for approval of an amount not to exceed \$6,500 for the lease of materials, installation and removal of garland and lights for the holiday season. This will give us some flexibility if there may be additional post(s) needed to be added for consistency.

**FROM:**

Santa's Light Crew, LLC

1861 Hidden Meadow Dr.

Howell, MI 48855

**Quote****TO:**

Village of Pinckney

Pinckney, MI 48169

ITEM:	DESCRIPTION:	AMOUNT:
01	Approximately 12' Garland lit with C7 Bulbs wrapped around Light Poles along Streets of Downtown Area Price includes Lease and Installation of all Materials (Garland, Lights, Cords). Price assumes All Poles have working Outlets.	\$105

Second and Third Year Lease/Installation Price= \$55 per Pole.

Please call me at 517-861-1563 to schedule the installation. Please add a 3% processing Fee for payments made by Square (credit card).

Thank You,

Dave

Santa's Light Crew, LLC

517-861-1563

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