

# Memorandum

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**Date:** August 13, 2009  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Winter Décor

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The Design Committee has reviewed their inventory for winter decorations. There are three strands of lights that need to be replaced in order to have 100 light strands.

Additionally, it was determined that the light and garland poles last year lacked decoration at the top. The Committee agreed that the larger bows that were on the bridges the year before last (and match the wreath bows) would add a nice finishing touch to the garland and light poles. Light poles that have the garland and string lights do not have wreaths at the top. I obtained a quote for the purchase of 100 bows at the cost of \$1,800.00 plus freight from the company that makes the bows.

**The Committee respectfully requests permission to purchase 100 bows (with ties) at the cost of \$1,800.00 plus freight; in addition to replacing the three strands of twinkle lights.**

Thank you.