

## MEMORANDUM

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Date: August 30<sup>th</sup>, 2016

To: Mayor Broderson & Muscatine City Council

From: Gregg Mandsager, City Administrator

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An area resident would like to donate the funds to purchase an animated LED holiday tree to be displayed during the holiday season and in conjunction with the Holiday Stroll.

Several locations for display are under consideration. The City would work cooperatively with the Donor, Chamber and MP&W to ensure that the tree was installed and operating during the holiday season. A lighting ceremony could be included into the holiday stroll festivities. I understand that this would revive a previous community tradition.

We would request City Council approval for the issuance of a purchase order in the amount of \$16,370.25 for an animated 18' LED Panel Tree. Please see the attached sales order.