



City of Colleyville

Colleyville Events Steering Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817.503.1000
www.colleyville.com

Wednesday, February 26, 2014
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 23, 2013

3. REGULAR AGENDA ITEMS

3a Introductions of the new Colleyville Events Steering Committee members

3b Election of a Chairperson and Vice-Chairperson for the Colleyville Events Steering Committee

3c Discussion of the 2013 City Tree Lighting event / Holly Colley Holiday event

3d Discussion of the Upcoming 2014 Special Events

3e Discussion of the FY 2015 City Special Events

3f Discussion of Items for Future Agendas

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 21, 2014 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

A quorum of the Colleyville City Council may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Special Events Coordinator at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Events Steering Committee Minutes

City Hall
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Wednesday, October 23, 2013
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chairperson Amy Redfearn called the meeting of the Colleyville Events Steering Committee to order at 4:40 p.m.

Roll Call

Present: Chair Amy Redfearn, Manjiri Joshi, Kristen Isensee, Linda Salisbury and Patti Tanaka. Staff present: Mary Rodne, Lisa Escobedo, and Kathy Moore

Absent: J. Walt Mills

2. APPROVAL OF MINUTES

May 22, 2013

A motion was made by Manjiri Joshi and seconded by Linda Salisbury to approve the May 22, 2013 minutes as presented. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Post Event Discussion of Red, White and Sousa

In the interest of time restraints for one Committee member this item was skipped.

3b Discussion of the City of Colleyville Special Events FY2014 Budget Report

Director Rodne updated the Committee on the Special Events FY2014 budget and stated that City Council had approved a budget of \$87,000 for special events in FY2014. It was noted that the budget included \$15,000 for the Old Tyme Bar-B-Q, \$36,000 for Holly Colley and \$36,000 for Red, White and Sousa. Rodne added that the budget had a slight increase from FY2013.

3c Discussion of the Location for FY2014 City Special Events

Rodne informed the Committee that Holly Colley will be held at the Colleyville Center, and explained that staff was working on a layout to address safety concerns with the ponds.

3d Discussion of the Holly Colley Holiday Event

Director Mary Rodne stated that the community tree lighting ceremony would remain at City Hall and updated the Committee on various timelines for tree delivery and decorating. It was noted that the big tree will be decorated by staff on November 18.

Rodne also noted that the tree lighting was scheduled for December 3 at 6:15-6:30 pm, between City Council meetings. She added that the Library will host a holiday open house in conjunction with the tree lighting ceremony and that the event would include refreshments and various activities. Additionally, Santa would be in attendance and available for photos.

Kristi Isbell distributed the entertainment schedule for Holly Colley and a list of the community tree sponsors and noted that she was still working with both the entertainment and sponsor groups on confirmations. Mary Rodne stated that she was currently working with Leslie Hill at the Colleyville Center to coordinate a timeline for the set-up of the Holly Colley Holiday event. Rodne added that she plans to focus more on the entertainment.

Committee members agreed that with the absence of the tree lighting at the new location, the event needed something to draw everyone together as a community. Director Rodne stated that the arrival of Santa could possibly be used to create something "special" at the beginning of the event; a lengthy discussion ensued on possible ways to create something "special" for the event and a finale.

Discussions continued with Committee members voicing concerns on the logistics of the layout and safety concerns with the pond and geese. Director Rodne presented her current layout plan to the group and stated that staff would address the safety issues, and update the Committee at their next meeting.

Rodne concluded with an overview of the event, and stated that staff planned to increase the number of photo scenes and inflatable rides, along with new frame games. Additionally, she stated that the event would include carriage rides, food trucks and the Colleyville Lions Club photos with Santa.

3e Discussion of Items for Future Agendas

The Committee tentatively agreed to meet again on November 20, 2013; staff will send out reminder notices the week before to ensure that a quorum would be met.

Amy Redfearn informed staff that National Charity League (NCL) was interested in some volunteer opportunities with the City's upcoming events. Rodne noted that Lisa Escobedo was in charge of volunteers for the Holly Colley event, and that she had been in contact with the NCL organization.

4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

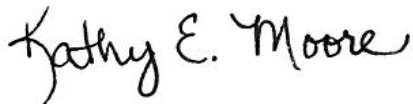
There were no citizen's comments/presentations regarding items not on the agenda.

5. ADJOURNMENT

A motion was made by Patti Tanaka and seconded by Linda Salisbury to adjourn the meeting. Motion approved. The meeting of the Colleyville Events Steering Committee was adjourned at 5:20 p.m.

APPROVED BY A VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS ON THIS THE _____ DAY OF February, 2014.

Minutes taken and prepared by:



Kathy Moore
Administrative Secretary



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a

Agenda Date 02/26/2014

Number 3a

Type Regular Agenda Items

Department Library

Title

Introductions of the new Colleyville Events Steering Committee members

Explanation

This item is for the introduction of the new Colleyville Events Steering Committee members.

Attachments

1. 2014 Colleyville Events Steering Committee Roster

Colleyville Events Steering Committee

CHAIRMAN

Amy Redfearn
7300 Chanel Court
Colleyville, TX 76034
W: (972) 896-3796
H: (817) 577-1009
amyredfearn@verizon.net
TERM: Dec 2012 - Dec 2014

Mary Lou Dove
800 Colleyville Terrace
Colleyville, TX 76034
W: (817) 713-2284
H: (817) 498-4949
[mldove1@tx.rr.com](mailto:ml dove1@tx.rr.com)
TERM: Dec 2013 - Dec 2015

Sandra McIntosh
500 Eudaly Drive
Colleyville, TX 76034
W: (469) 432-1903
H: (469) 432-1903
Mcintoshmail2012@gmail.com
TERM: Dec 2013 - Dec 2015

Walt Mills
404 Vintage Court
Colleyville, TX 76034
W: (817) 271-0353
H: (817) 271-0353
walt@PhotosByWalt.com
TERM: Dec 2012 - Dec 2014

VICE-CHAIRMAN

Patti Tanaka
4108 Cheshire Drive
Colleyville, TX 76034
H: (682) 552-5080
ptanaka86@yahoo.com
TERM: Dec 2012 - Dec 2014

Manjiri Joshi
1109 Riverwalk Court
Colleyville, TX 76034
H: (682) 325-4172
Mjoshi13@hotmail.com
TERM: Dec 2012 - Dec 2014

Ryan Milakovich
604 Colts Neck Court
Colleyville, TX 76034
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H: (469) 939-6931
RyanMilakovich@msn.com
TERM: Dec 2013 - Dec 2015



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3b

Agenda Date 02/26/2014

Number 3b

Type Regular Agenda Items

Department Library

Title

Election of a Chairperson and Vice-Chairperson for the Colleyville Events Steering Committee

Explanation

This item is for the election of a Committee Chairperson and Vice-Chairperson for the upcoming year.

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3c

Agenda Date 02/26/2014

Number 3c

Type Regular Agenda Items

Department Library

Title

Discussion of the 2013 City Tree Lighting event / Holly Colley Holiday event

Explanation

This item is provided for the discussion of the 2013 City tree lighting event, and the Holly Colley holiday event.

- A. Budget Report
- B. Community Trees
- C. Entertainment
- D. Children's Activities
- E. Photos with Santa
- F. Food Vendors
- G. Sponsorships/Donations

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3d

Agenda Date 02/26/2014

Number 3d

Type Regular Agenda Items

Department Library

Title

Discussion of the Upcoming 2014 Special Events

Explanation

This item is provided for the discussion of the upcoming 2014 special events.

A. Colleyville Old Tyme Bar-B-Q - April 25-26, 2014

B. Red, White & Sousa - June 27, 2014; 6:00 - 10:00 p.m.

Attachments



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Agenda Number 3e

Agenda Date 02/26/2014

Number 3e

Type Regular Agenda Items

Department Library

Title

Discussion of the FY 2015 City Special Events

Explanation

This item is provided to discuss the upcoming FY 2015 City special events.

Attachments



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Agenda Number 3f

Agenda Date 02/26/2014

Number 3f

Type Regular Agenda Items

Department Library

Title

Discussion of Items for Future Agendas

Explanation

This item is for the discussion of potential future agenda items; and to set a date for the next Colleyville Events Steering Committee meeting.

Attachments