

RATTLESNAKE FESTIVAL WORKSHOP MINUTES
January 8, 2017
5:30 P.M.

PRESENT:

Mayor Pro Tempore: Elayne Bassinger
Commissioners: Sarah Thornberry
James Markley

Interim City Clerk: Rick Alley
Representatives: Thomas Promise Foundation
San Antonio Rotary Club
R.A.G.E

ABSENT:

Mayor: Mark Anderson
Commissioners: Eric Stallworth
City Attorney: Gerald T. Buhr
City Clerk: Laura Buzzone

Minutes Prepared By: Marissa Morales

1. OPENING REMARKS:

- A. Commissioner Bassinger announced the city is in the process of creating a special events application to benefit all future events in the city.
- B. Materials need to be submitted by event organizers for approval with reasonable time to make modifications, which will likely be covered in the event the special events application is adopted by the commission.

2. STREETS COMMISSIONER:

- A. Feedback received by Thomas Promise Foundation was mostly positive from the public and vendors.
- B. Commissioner Thornberry requested specific street closures to be communicated in advance to accommodate the school, church, and fire station operations.
 - 1. Representatives from the Thomas Promise Foundation expressed concerns over communication lapses with the city due to elections and tax issues.
 - 2. Commissioner Bassinger informed the representatives any communications occurring with a specific commissioner could be carried over to newly elected commissioners. She also clarified that the main points of contact would be with the streets and park commissioners.
- C. Information in the proposed checklist would include street closures and hours, chalk markings, traffic control, and details with the church and fire station that may prohibit layouts of the event.

3. PARKS COMMISSIONER:

- A. Commissioner Bassinger requested a map of the park layout be sent out more in advance.
- B. City ordinance requires alcohol vendors to be 1500 square feet from any church or school. Commissioner Bassinger expressed a preference to keep the alcohol vendors away from the playground and recommended the northwest corner, as the Rotary Club had done in the past. The location of the port-o-lets can be adjusted to accommodate the alcohol vendors.
- C. Pins were tacked into the ground marking off the 12 foot tent sized used by the craft

vendors.

D. Thomas Promise was unaware that trash pick-up was designated to them. Previous event organizers did the clean-up themselves or utilized volunteers.

E. The southeast corner of the park's electrical system was upgraded to 220 for food trucks, with the rest of the park at 110. Adapters plugged into the 220 hook ups would cause issues with the circuits. Communication between the event organizers and the vendors regarding the electric system was recommended.

1. Representatives from the Rotary Club and R.A.G.E. mentioned past work with the city to help upgrade the electrical systems of the park on multiple occasions.

4. CITY STAFF:

A. Interim City Clerk Rick Alley offered for City Hall staff to help direct questions and work with event organizers.

B. The alcohol license was requested at an earlier date.

1. Delays in getting the alcohol license signed were experienced by the Thomas Promise Organization. Clarification will be made whether the mayor or city staff is able to sign off on the license.

C. Communication from the Health Department was not received by the city until the Thursday of the event. Thomas Promise was informed of the requirement by the Health Department via Facebook.

1. Commissioner Thornberry mentioned deadlines with a point person being part of the proposed event application.

D. The certificate of insurance was also not received until the Thursday of the event.

E. Betty Burke of 11727 Oak Street questioned how the port-o-lets were obtained without notification from the Health Department. Previous organizers had been told the number of port-o-lets required for the event by the Health Department.

F. Rick Alley asked if Thomas Promise intended on changing the event to one day. A final decision had not been made on their behalf.

G. The event application is proposed to be available in February after commission review.

1. The commissioners clarified that the application will not dictate what can and cannot be done, serving as an overall request form for the commission to review all aspects of the event.

H. Commissioner Bassinger addressed concerns from Mark Jones regarding the charge for parking on his lot across from the Jiffy. The parking fee was not enforced the second day of the event after Mark spoke to a representative from Thomas Promise. The lot may still be available for parking at the next Rattlesnake Festival.

1. Betty Burke stated that the rotary Club did not a charge for official parking, which may have led to some confusion. Thomas Promise opted to charge for parking and make the snake show free to make the event more family friendly.

2. The commissioners advised for future event organizers to communicate with property owners about charging for parking to avoid issues of inadequate parking if the owner changes their mind. Commissioner Markley reminded attendees that the city provides the park, but the event organizers are responsible for the logistics of the event.

5. PUBLIC COMMENT:

A. City contract staff member Will Plazewski offered the assistance of himself and other past race directors at the request of the event organizers.

B. The Rattlesnake Festival allowed the Thomas Promise Foundation to provide 42,000 meals to children in Pasco County. Commissioner Bassinger commented on previous event funds

going back to various charities and non-profits.

- C. Commissioner Bassinger informed the representatives from Thomas Promise of the upcoming election and offered to help with a transition between commissioners if necessary, along with city staff.
- D. Eric Herrmann of 12353 Curley Street thanked everyone for continuing the tradition of the event.
- E. Commissioner Markley directed event organizers to attend public meetings for immediate issues that require attention from the commission as a whole.

6. **ADJOURNMENT:** Meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Marissa Morales, Assistant to City Clerk