



CITY OF BELLE ISLE, FL

SPECIAL EVENTS COMMITTEE MEETING

Held in City Hall Chambers, 1600 Nela Avenue, Belle Isle

Held the 3rd Wednesday of Every Month

Wednesday, October 16, 2024 * 6:30 PM

AGENDA

Special Events Committee Board Members

Kathy McCoy, Chair

OPEN - Vice Chair

Kyle Sue VanVelzen | Doug DeYoung | Lynne Voltaggio

OPEN | John Tremblay

Non-voting

Nicholas Fouraker

Welcome to the City of Belle Isle Special Events Committee meeting. Agendas and all backup material supporting each agenda item are available in the City Clerk's office or on the city's website at www.belleislefl.gov.

1. **Call to Order and Confirmation of Quorum**
2. **Public Comments**
3. **Approval of Minutes**
 - a. Approval of the Meeting Minutes - Sept 19, 2024
4. **Unfinished Business**
 - a. Centennial Event Updates
 - b. Light the Way Holiday Event
5. **New Business**
6. **Next Meeting Schedule**
7. **Adjournment**



**City of Belle Isle
Special Events Committee
September 19, 2024
Meeting Minutes**

Call to Order

The meeting was called to order by Chair Kathy McCoy at 6:02 p.m. and a quorum was confirmed.

Attendance

The secretary recorded attendance as follows:

Present: Kathy McCoy, John Tremblay, Lynne Voltaggio, Doug DeYoung, Kyle Sue Van Velden. Holly Bobrowski, City Commissioner, was also present as an invited guest

Absent: Betty Lynn DeJarnette

Approval of Minutes

- Minutes of the August 14, 2024, were read. A motion was made by John Tremblay and seconded by Kyle Sue Van Velden to approve the minutes. The minutes were approved.

Unfinished Business

- The committee members were updated with information regarding the types of games that will be present at our Centennial Celebration. A discussion of the specific placement of games and other important information ensued. The following list provides the list of other items of importance:
 - Committee members should arrive no later than 3:30 p.m. to assist with setup.
 - Volunteers for the event are needed.
 - Parking areas should be identified, and permissions secured as required.
 - The quote for the stage and banner were discussed. A motion was made by John Tremblay to include the banner on the stage and Doug DeYoung seconded the motion.
 - Banners will be placed on the stage.
 - The stage will be delivered at noon on Oct. 19.
 - Chairs and tables will be dropped off at 10:00 a.m. Port-a-johns will be delivered between 10:30 and 12:00 p.m.
 - Vendors and tents cannot be setup any earlier than 2:00 p.m.
 - Phil in Public Works will oversee waste management for the event.
- Additional items covered for the event include:
 - The Cornerstone Band and Choir will perform at 4:00 p.m. for 30 minutes
 - At 4:30 p.m. Mayor Fouraker welcomes attendees followed by remarks from Commissioner Uribe and other officials.
 - Games and rides will begin at 4:00 p.m. and end at 8:00 p.m.

**City of Belle Isle
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New Business Centennial Celebration

- A list of vendors should be added to the flyer for publication and distribution.
- Band Music will begin at 6:00 p.m. and end at 10:00 p.m.
- Prizes will be given to children participating in the games. Holly and Kathy will visit the wholesale distributor to select prizes.
- The City of Belle Isle staff will handle the Belle Isle merchandise available for sale. Tank tops have been ordered and will be available for sale.
- Bags will be used for free bottles of wine rather than neck tags.
- Signs stating “No Alcohol Beyond This Point” will be used rather than fencing or barriers to contain alcohol to the beer garden.
- Doug DeYoung provided information regarding beer and wine. Details are being finalized regarding vendors.
- Food Vendors have been identified and include a variety of different food items for sale.
- 1,000 wrist bands will be used to identify those individuals who wish to obtain alcoholic beverages after providing confirmation of required age.

Other New Business

- Santa has been confirmed for the Santa ride through the city on December 10 and 12 and for Light the Way on December 4, 2024.
- Commissioner Uribe was contacted to secure the county’s stage for Light the Way.
- The location of the stop at The Landings has been moved to the lake lot.

Next Meeting

- A meeting to review additional event details will be held on Wednesday, October 9, 2024, at 6:00 p.m. if the meeting room at City Hall is available.

Adjournment

Lynne Voltaggio made a motion to adjourn the meeting and John Tremblay seconded the motion. The motion was approved, and Kathy McCoy adjourned the meeting at 7:00 p.m.

Submission and Approval of Minutes

- Minutes submitted by: Lynne Voltaggio
- Minutes approved by: