

CITY OF BELLEVUE  
SPECIAL EVENTS COMMITTEE  
MEETING MINUTES

December 12, 2024  
8:30 a.m.

Bellevue City Hall  
Virtual Meeting

**MEMBERS PRESENT:** Susan Freeburg – Parks  
Rick Bailey – Parks  
Andrew Oltman - Fire  
Robert Spingler – Police  
Casiano Atienza – Transportation  
Christopher Rivera – Transportation  
Jonathan Rose – King County Metro  
Neal Christiansen – Community Representative - East Bellevue  
Laurie Scott – Community Representative - Downtown

**OTHERS PRESENT:** Emily Martella, Parks; Councilmember Stokes, Eric Stewart, King County Metro; Maggie Whittemore, Fire; Claude Iosso, City Manager’s Office; Lizzette Flores, Community Development; Hazel Phillips, Emergency Management; Brett Bernsten, Emergency Management

**RECORDING SECRETARY:** Gerry Lindsay

**1. CALL TO ORDER**

The meeting was called to order at 8:33 a.m. by Chair Freeburg who presided.

**2. COMMUNICATIONS: Written and Oral - None**

**3. APPROVAL OF AGENDA**

A motion to approve the agenda was made by Laurie Scott. The motion was seconded by Andrew Oltman and the motion carried unanimously.

**4. APPROVAL OF MEETING MINUTES**

A motion to approve the November 14, 2024, meeting minutes as submitted was made by Laurie Scott. The motion was seconded by Neal Christiansen and the motion carried unanimously.

**5. COMMITTEE REPORTS**

❖ Routing and Location Subcommittee Report

Casiano Atienza reported the subcommittee met to finalize the site plan, TCP’s and water barrier setup for the night market. The subcommittee is also still working on the winter events.

**6. OLD BUSINESS – None**

## 6. NEW BUSINESS

### ❖ 2025 Applications of Intent

#### A. All In For Autism

Chair Freeburg said the Bellevue Breakfast Rotary Club All In For Autism Run is a returning event. The footprint for the 5K run will be the same as before. The organizer is looking for April 27, 2025, from 8:00 a.m. 11:00 a.m.

A motion to approve the date, time and location for the event was made by Maggie Whittemore. The motion was seconded by Laurie Scott and the motion carried unanimously.

#### B. Kelsey Creek Sheep Shearing

Chair Freeburg said the Kelsey Creek Sheep Shearing event is looking for April 26, 2025. The organizer is expecting about 3000 attendees. The event will have the same footprint as they have had in the past.

A motion to approve the date, time and location for the event was made by Rick Bailey. The motion was seconded by Casiano Atienza and the motion carried unanimously.

#### C. Kelsey Creek Farm Fair

Chair Freeburg said the annual event at Kelsey Creek will also have a similar footprint. No big changes are planned. The organizer is looking for October 4, 2025 and is anticipating 3000 participants.

A motion to approve the date, time and location for the event was made by Neal Christiansen. The motion was seconded by Rick Bailey and the motion carried unanimously.

#### D. Crossroads Movies in the Park

Chair Freeburg said Crossroads Movies in the Park is a returning event as well. The 2024 iteration of the event included some vendors, and that seemed to go very well without any major issues. The city event is always well received by the community. The dates are July 31, August 7, August 14 and August 21 from 7:00 p.m. to 11:00 p.m.

A motion to approve the date, time and location for the event was made by Rick Bailey. The motion was seconded by Neal Christiansen and the motion carried unanimously.

### ❖ Post-Event Evaluation

#### A. Fiesta del Maiz

Chair Freeburg said the event was held on October 5. The first-time event drew about 500 attendees. The festival included art, food vendors, performances during the event, kids activities and educational presentations. The weather was pretty clear and in the mid-60s. The open space of the park worked

well for the vendors and attendees. The park is a space in which the event can grow in the coming years. Having the event in the neighborhood park attracted the community. The organizer said the food service requirements presented a difficulty, though they are designated by the health department. There was some confusion about the approved grade tents for the cooking tent. Some of the seasoned vendors believed they had the proper equipment, but they were told that they did not the morning of the event. There were no safety concerns. The organizer also indicated that guidance in regard to the city regulations could be improved through the planning. There was a lot of information to take in in just a couple of meetings, especially for first time event planners.

Chair Freeburg said staff did work with the organizers one-on-one a lot, but given that they had never done an event, things were a little overwhelming.

Chair Freeburg said all of the tent issues were worked through the morning of the event to facilitate having the vendors.

#### ❖ Comments/Follow-Up

Chair Freeburg informed the Committee members that the January 26, 2025, India Republic Day event had been canceled due to weather concerns. The event will be moved to an indoor location, either in Bellevue or somewhere else.

Chair Freeburg took a moment to thank the Committee members for a great year and noted looking forward to next year.

The first phase of the Eproval software will be up and running soon. Getting the system going has been a long work in progress, but it has now become a reality. Some of the departments have started their training. The software will create efficiencies for the Committee and the organizers, and hopefully it will eliminate some of the confusion.

Jonathan Rose took a moment to share that a process of dismantling a crane near the Bellevue Transit Center is upcoming. Due to legislation that will go into effect at the New Year, the work will require a full closure of the Bellevue Transit Center for two weeks, which is pretty unprecedented. It will present the biggest impact to King County Metro services ever experienced on the east side. It will be necessary to effectively relocate the transit center far as layover space, pick up, drop off, and transfers are concerned for all of those routes. Some coordination with some members of the Committee will be needed, especially Christopher Rivera and Casiano Atienza in transportation, and Robert Spingler in police, in working out the plans. The timeframe is February 15 to March 2, but that is subject to change.

## **8. NEXT MEETING**

❖ Next Meeting: January 9, 2025

## **9. ADJOURNMENT**

Chair Freeburg adjourned the meeting at 8:49 a.m.