

# MEMORANDUM

**DATE:** March 18, 2021  
**TO:** Mayor White & City Council  
**VIA:** Mercy Rushing, City Manager  
**FROM:** Doris Newman, Main Street Manager  
**SUBJECT:** Request for street closure on December 11, 2021

## Council Meeting Agenda Item for March 22, 2021

### **Background Information:**

Karen Barkley of RKB Events would like to host a Winter Market in downtown Mineola on Saturday, December 11, 2021. Ms. Barkley's business has hosted the Winter Market craft sale at the Mineola Civic Center for two years. She has requested closure of West Commerce Street between S. Johnson and Line Streets from 8:30 a.m. to 7:30 p.m. for her market and plans to hold a benefit concert with donations going to a local charity. She believes moving this event outdoors would make it a safer event to attend and she likes the downtown atmosphere.

### **Recommendation:**

The Main Street Board voted unanimously to recommend this request to the City Council.

### **Final Disposition:**

insurance for the day of events is Event Helper.



\*For parades, all animals shall be bagged; the person responsible for the animal shall be responsible for cleaning up after it.

Thanks Karen  
SPECIAL EVENT PERMIT APPLICATION

City Hall - 300 Greenville Hwy. Mineola TX 75773 - (903) 569-6183

**EVENT INFORMATION:**

Name of Event: Winter Market

Event Website: rkbevents.com / rkbevents.com fb

Complete Description of Event: Winter market consists of craft vendors some direct sales and food vendors we will also have a benefit food & toy drive for Mineola carzine skating (music)

Date(s) of Event: Dec-11-21 Event Time from 10 (am/pm) to 6 (am/pm)

**DETAILS OF EVENT:**

Blockage/Closure Time (if needed): from 8:30 (am/pm) to 7:30 (am/pm)

Location: Live / Johnson (between) on Commerce Street

(Note: Location of route map is required for every event. A traffic Control Plan may also be required.)

Estimated Number of Participants/Spectators: 100+

Name of Applicant: rkbevents Email: rkbevents@yahoo.com

Address: (Karen Barkley) 1441 CR 3420 Hawkins, TX

Contact Phone #: 479-903-1086 75765

Person in Charge on Day of Event: Karen Barkley Email: rkbevents@yahoo.com

Address: same

Contact Phone#: same

Application approved by city staff, contingent on council approval and must provide event insurance

Do Not Write in Area Below

Application Approved: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Date <u>3/19/2021</u>
Authorizing Official: <u>Cindy Hard</u>	Application Fee Required <u>\$100.00</u>
Application Fee Paid: Date: <u>3/19/21</u>	Amount: <u>\$100-</u>

City of Mineola  
Start of Receipt

03/19/2021 11:51:15 front  
Receipt Number: 112672 192.168.10.198  
Subsys: 0143004000  
UNSPECIFIED MISC. INCOME 100.00 N  
Payee: Karen Barkley  
Payee: Rkb events

Total: 100.00

Checks 100.00

Tender Reference: 221

Change Due: .00

End of Receipt