



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

COMMUNITY APPEARANCE COMMISSION MEETING MINUTES

City Hall

September 21, 2015 at 7:00 P.M.

Attendance: Ann Hollingsworth, Chairman, Marie Smith, Carmen Berk,
Carmen Suits, Zelma Rygg, Anne Boyle

Commissioner Liaison: David Putnam

Staff: Pamela Bellina, Administrative Assistant

I. Call to Order

The regular monthly meeting of the Community Appearance Commission was called to order by Chairman Ann Hollingsworth at 6:52 p.m.

II. Approval of Agenda

Ann Hollingsworth requested to add to the agenda Candidates' Forum which will be heard prior to Old Business as Commissioner Stilwell was making the presentation and Commissioner Putnam would be leaving the room during the presentation.

A Motion was made by Carmen Berk and seconded by Zee Rygg to approve the Agenda as amended.

Vote: 6 - 0

III. Approval of Minutes

A Motion was made by Carmen Suits and seconded by Anne Boyle to accept the August 17, 2015 minutes as written.

Vote: 6 - 0

IV. Public Comment ~ none.

Commissioner Putnam left Chambers at 6:55 PM

V: Presentation ~ Candidates' Forum

Commissioner Stilwell thanked the Commission for allowing her to make the presentation and commended the members on all they do for the City.

Commissioner Stilwell advised that the Candidates' Forum is a service to the residents of the City and is not political in nature. There are four things you must do to put this event on:

1. Location: Where to have the meeting. When Commissioner Stilwell held the forums, she held them at First Baptist Church which is a neutral location. The Community Center or City Hall are also options.
2. Date and Time: You may decide to have it one night or two nights. When Commissioner Stilwell held the forums she held them on two nights because not everyone can attend whatever night is chosen which allows more opportunities for citizens to attend. As for the time, take into consideration that resident work and have families to attend to. Commissioner Stilwell found the best time was 6:30 pm to 8:30 pm.
3. Forum: Commissioner Stilwell suggested you do not want to put anyone on the spot and you do not want a big debate because it makes for a mess. Commissioner Stilwell chose to have each candidate speak for a specific length of time and after all had spoken, citizens attended each candidate's table to speak one-on-one.
4. Notification: Notify candidates of date, time and location. Advise them of what they can have on their tables such as literature, signs, cake or cookies. Advise them how long they can speak for and that there will be a one-on-one afterwards. Notify the public by flyers, Jason Tyson of the newspaper, the City's website and the City's electronic sign.

What is needed the night of the forum:

- A. Welcome staff to welcome residents, show candidates to their tables but decide beforehand how you want to assign tables (first come/first served or assign tables),
- B. An emcee to introduce the candidates.
- C. Two timekeepers which is very important and to notify the candidates of this. The timekeepers will keep the candidates informed of the time constraints. One timekeeper watches the clock and at one minute before time is up, the other timekeeper will hold up a yellow piece of paper signifying caution and then when time is up, hold up red paper which means stop. Two timekeepers is important.
- D. Watchers of the Crowd – they will help guide the residents around the room so there is no one wandering around confused.

The Commission members tentatively scheduled October 20 and 22 as the dates to hold the forum. They agreed to the time of 6:30 pm to 8:30 pm. Ann Hollingsworth will speak with the First Baptist Church for availability of dates. The members also decided to allow mayoral candidates to speak for up to 10 minutes and commissioner candidates up to 5 minutes.

Commissioner Putnam returned to Chambers at 7:13 pm

V. Old Business

a. 2016 Calendar Sales ~ update

Carmen Suites had \$70 in calendar sales, Carmen Berk purchased a calendar for \$10 and Ann Hollingsworth had \$300 in calendar sales. Ann also sold a map for \$1.00 at the Bicycle Safety event. Ann noted there was approximately \$314.00 remaining from their calendar sales after recent purchases but did not include the calendar sales noted tonight.

b. Welcome Packages: magnets and imprinted plastic bag ~ update

Ann picked up the magnets from Brandall. Ann researched prices of bags to use for the Welcome Packages and provided the information for the members to review.

A Motion was made by Zee Rygg and seconded by Carmen Berk to purchase the bags in blue and have them imprinted with the City's logo.

Vote 6 - 0

c. Certificate of Appreciation

Ann purchased 5 certificate frames at Dollar Tree for use when presenting Certificates of Appreciation. Pamela printed and framed the Certificate of Appreciation for the Boiling Spring Lakes Fire Department and provided it to Ann.

VI. New Business

a. Property Recognition

The following properties were nominated for Property Recognition:

653 Birdie Lane ~ 112 Pike Road ~ 120 South Shore

Releases were acquired for the above properties. Anne Boyle will be taking pictures of the nominated homes this month.

b. Welcome Packages

Welcome packages were given to the following new residents:

43 Graham ~ 1128 Twin Lakes ~ 414 Pepperhill ~ 1113 Twin Lakes
1333 South Shore ~ 564 North Shore ~ 970 Nicklaus ~ 802 Trevino

Carmen Berk received coozies from Pristine Power Washing for use in the Welcome Packages. She also received a few visors from Pristine which the Commission members can wear at events.

VII. Announcements

Ann noted the reconfiguration of the stop sign at Spring Lake Park on Pine Road. Commissioner Putnam advised it was the City Engineer who recommended the reconfiguration and it was the Public Works department who performed the work.

Ann mentioned how nice the Library is set up now with extra shelving and noted there was a new children's book section.

Ann provided the members with note cards a friend had created and asked the members if they would like something similar to include in the Welcome Packages. Zee and Carmen Suits will research pricing.

Carmen Suits will go to Hobby Lobby to purchase easels to hold the Commissions large picture frames for use at events.

Ann advised the members that she met with George Demeter who has provided a disc with 60 pictures for the next calendar. She also met with Becky Marksberry who has provided 7 beautiful pictures and Bill White who has also provided 7 beautiful pictures all for consideration for the next calendar.

Ann advised the members that Shirley Tedesco was approved to join the Appearance Commission however she is currently traveling but will attend the October meeting.

Marie Smith noted how nice the grass was growing back on 50 Lakes Road after the County installed the water lines.

VIII. Adjournment

A Motion was made by Marie Smith and seconded by Zee Rygg to adjourn the meeting at 7:30 PM.

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant