



## ***City of Boiling Spring Lakes***

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

---

### **Special Events Committee Meeting Minutes April 12, 2017 6:00 P.M. City Hall**

**ATTENDANCE:** Michelle Hennessy, Chairperson, Kathleen Caric, Lucille Launderville, Kevin Metzker, Sr.

**ABSENT:** James Stein (excused)

**COMMISSIONER LIAISON:** David Crawford

**STAFF:** Pamela Bellina, Administrative Assistant

**ALSO IN ATTENDANCE:** Corporal John Thomas

#### **I. CALL TO ORDER**

The regular monthly meeting of the Special Events Committee was called to order by Chairperson Michelle Hennessy, at 6:02 p.m.

#### **II. APPROVAL OF AGENDA**

Michelle stated Commissioner Crawford requested to add to the agenda 2017/2018 Fiscal Year Budget/Trailer under Old Business d and Michelle requested to add to Old Business e Purchase of Tents.

A motion was made by Kathleen Caric and seconded by Lucille Launderville to approve the agenda as amended above.

**Vote: 4 - 0**

### **III. APPROVAL OF MINUTES**

A motion was made by Kevin Metzker and seconded by Kathleen Caric to accept the March 8, 2017 minutes as written.

**Vote: 4 - 0**

### **IV. PUBLIC COMMENT**

There were no public comments.

### **V. OLD BUSINESS**

#### **a. Eggstravaganza Easter Egg Hunt ~ Recap**

Commissioner Crawford thought the event was well attended and was geared nicely toward the age of the children in attendance. Kathleen mentioned the only complaint she heard was they did not have anyone at the coloring table so the children did not know to go over there to color. Kathleen reiterated the need for more volunteers to help at the events. Unfortunately, because of Spring Break she could not get any of the high school kids to help. The members discussed having a blow-up slide and bouncy house for this event also and Lucille advised it was \$250 to rent both. The members discussed at length the need of a generator when they have blow-ups at events, especially Spring Fling, because the food vendors need the electric and the committee has to then borrow the Police Department's generator for the blow-ups. Kathleen thought bringing more electric into the park may be cheaper than purchasing a generator but Michelle said that request would have to go through the Parks & Recreation Department and Mary would have to put that in her budget. Commissioner Crawford said it was not an impossible task and he would make an inquiry.

Kevin thanked Corporal Thomas for providing the committee with tables and chairs for the event. Lucille will write thank you notes to The Office who had provided coupons for a free children's smoothie the day of the event, the Police Department for all their help, Food Lion for their donation, the principal and the teacher at the school whose class stuffed the Easter eggs and Spike's for providing a coupon for a free ice cream for the children who attended. Kathleen saved some of the coupons for the class who stuffed the Easter eggs.

#### **b. Spring Fling @ The Lakes**

Michelle created the flyers for the event and mailed applications to all vendors on the list. She had a few vendors that only had telephone numbers as the contact and they will need to be called. Michelle has contacted the people with Thor the Cannon to be at the event. Michelle said she spoke to Mr. Parker and he will be getting the car show together for the event. He has the flyers Michelle created which he will be posting and handing out. Kathleen asked how she should advertise the event on Facebook - individual flyers or use a combination flyer since there is a charge for each Facebook boost. In addition, she asked what date should she boost it on Facebook.

Michelle showed the flyer she created that had two of the events on one flyer, which could be used; and she thought May 1<sup>st</sup> would be a good time to boost the event on Facebook.

Kevin asked Corporal Thomas if the committee could use the Police Department's generator for the event. Corporal Thomas advised Lieutenant Spencer is the person to ask. Michelle said there are four trophies in storage that need to be cleaned up and has to purchase two more for the six categories of the car show. She will see if Brandall can clean up the four in storage. They will need four tents: one for Dennis, one for the kayaks, one for the cook-off voting tent and one for the car show voting tent. Corporal Thomas said he had two more tents in the trailer that can be used. Kathleen asked if they wanted to bring the jail but Commissioner Crawford thought it looked very used and worn. Lucille said the JROTC will be at the event and that Party Rentals is still in business and the rental for the blow-up slide and bouncy house is \$250. Party Rental requested payment before the event. Michelle asked Lucille to get an invoice prior to the event so she can submit a check request to the City. Michelle suggested the Party Rental vendor be at the park by 9 AM to set up since the other vendors will get there around 10 AM.

Michelle advised there is only one vendor for the cook-off contest so far which is the Fire Department. The VFW will be selling hotdogs but has not heard back if they want to sell barbeque. Commissioner Crawford offered to sell barbeque for Special Events since the Fire Department only wants to be in the cook-off. Michelle said there would also be funnel cakes and spiral fries. Kevin mentioned that Vanida Sisters would also like to be a food vendor which the members thought was a great addition.

Kevin asked if they will have any games at the event. Michelle said she would check the condition of the games in storage and figure it out from there but thought the kids were mostly interested in the slide and bouncy house.

**c. Music Festival**

Michelle asked the members if they had any fundraising ideas for this revamped event. Commissioner Crawford suggested hosting a casino night at the Community Center. There is a company in Raleigh that has tables and roulette wheels. He also mentioned a horse racing game: roll the dice and whoever gets the highest number, their horse advances. Whichever horse reaches the finish line first, wins. The committee also discussed having a beer and wine concession but Michelle advised the BOC was against that in the past. Commissioner Crawford also suggested making the casino night fundraiser by invitation only and will do more research about casino night and the beer and wine concession. Further discussion has been tabled to May.

**d. 2017/2018 Fiscal Year Budget/Trailer**

Commissioner Crawford met with City Manager Jeff Repp about the custom trailer for Special Events. There will be a line item of \$4,000 for the trailer in the budget replacing the storage rental line item. Budget workshops begin on April 21 at 9:00 AM. Commissioner Crawford provided the committee with an email from the trailer manufacturer with the specifications and upgrades. The trailer will be 7 ft. by 14 ft. with approximately 98 square feet of interior space which is similar to the storage rental unit. A few of the specifications are: 3,500

lb. tandem axels, a roof vent and dome light, stone guard and 2,000 lb. manual crank tongue jack, double rear doors and a side door and powder coated rims. The trailer is normally 6' 3" high but Commissioner Crawford had them add an additional 12" to the height and he also upgraded the exterior from 0.24 white aluminum to 0.30 white aluminum. The total price of the trailer is \$3,208 and Commissioner Crawford offered to pick up the trailer in Georgia so there will be no delivery charge of \$700+.

Commissioner Crawford asked the committee if they had any suggestions what else the trailer should have. Kevin suggested a spare tire and rim. Corporal Thomas suggested tire covers since it will not be used frequently and will prevent the tire rubber from rotting and a maximum air vent to go over the dome vent which will allow it to stay open without water getting in the interior.

Commissioner Crawford also said he would like to look into getting the trailer lettered. Corporal Thomas advised the Police Department uses Wild Child Graphix and since they have the City's emblem and lettering info, it may save some money. Corporal Thomas also suggested to polyurethane the inside so if any water does get inside, the plywood is protected. Commissioner Crawford suggested getting heavy duty shelving for the inside which can be bolted to the walls and would allow the plastic tubs to be stacked. Corporal Thomas also suggested bungee cords across the front of the shelving to prevent the tubs from falling. Commissioner Crawford further suggested getting wood blocks for the back of the trailer so when someone steps inside, the front end does not kick up. Corporal Thomas suggested a scissor jack for that problem. The members thanked Commissioner Crawford for all his work on getting the trailer.

#### **e. Purchase of Tents**

Michelle advised the members that their tents are quite old and starting to fall apart. There is \$900 in their capital fund which can be used to purchase new tents. Michelle found 10 x 10 Undercover Tents at Sam's Club which are commercial grade at a cost of \$229.98 per tent. Corporal Thomas and Commissioner Crawford both recommended Easy-Up tents. Commissioner Crawford researched them online at the meeting and they were very similar to the Undercover Tents. Since Corporal Thomas advised there are two tents on the trailer they can use, Michelle suggested waiting until after the season to purchase and maybe they can get a better deal.

### **VI. NEW BUSINESS**

There was no new business discussed.

### **VII. ANNOUNCEMENTS**

There were no announcements.

### **VIII. NEXT MEETING AGENDA ITEMS**

Spring Fling @ The Lakes  
Music Festival

## **IX. ADJOURNMENT**

A motion was made by Kevin Metzker and seconded by Kathleen Caric to adjourn the meeting at 7:02 PM.

**Vote: 4 - 0**

~ ~ ~ ~ ~

Respectfully submitted,

Pamela Bellina  
Administrative Assistant