



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee

Meeting Minutes

August 9, 2017

6:00 P.M.

City Hall

ATTENDANCE: Michelle Hennessy, Chairperson, Lucille Launderville,
Kevin Metzker, Sr., James Stein

ABSENT: Kathleen Caric (excused)

COMMISSIONER LIAISON: David Crawford (absent)

STAFF: Pamela Bellina, Administrative Assistant

I. CALL TO ORDER

Chairperson Michelle Hennessy called the regular monthly meeting of the Special Events Committee to order at 6:00 p.m.

II. APPROVAL OF AGENDA

A motion was made by Kevin Metzker and seconded by Lucille Launderville to approve the agenda as written.

Vote: 3 - 0

III. APPROVAL OF MINUTES

A motion was made by Kevin Metzker and seconded by Lucille Launderville to accept the July 12, 2017 minutes as written.

Vote: 3 - 0

IV. PUBLIC COMMENT

There were no public comments.

V. OLD BUSINESS

a. Mayor's Cup Golf Tournament ~ August 19, 2017

Michelle advised they received six golf packages from local golf courses and all are foursomes. Steve will put in two golf packages so they still need one more package. Michelle will check with Carolina National and St. James as they have given a golf packages in the past but did not this year. Crow Creek will not be providing a package.

Michelle also advised there are currently 13 teams signed up and just before the meeting she heard from one more team who will sign up. She asked the members to be at the golf course around 7:30 – 7:45 AM to set up the registration tables. The members will monitor the coolers Steve White provides the golfers on the golf course.

b. 9/11 Memorial Bike Run ~ September 16, 2017

Michelle purchased the trophy for the event. Michelle gave Kevin the flyers and the vendor letters for door prizes which he will distribute.

Kevin already spoke with Food Lion, WalMart and Lowes Foods who have all agreed to provide two \$25 gift cards each as door prizes. He also has a commitment for two \$40 gift cards for the car detailing place in Southport. He was also waiting to hear from Napa Auto Parts.

Michelle reminded the committee Commissioner Crawford would be making barbeque for the event. Kevin offered to shop for supplies, condiments, soda and water.

Jim Stein arrived at 6:11

Michelle spoke with Deputy Elwood who would be taking care of the route and getting officers assigned to the event. Kevin will find a pastor to do the prayer as Mr. Eddie Garner had passed away.

Michelle will take the Beach House Harley and the Old Brunswick store stops and Lucille offered to take Hardee's. Michelle will contact the Exxon station in Shallotte to verify them as a stop.

VI. NEW BUSINESS

a. Special Events Ordinance

Michelle explained the Special Events Ordinance does mandate committee members must be residents of the City. Since she and Jim no longer reside in the City and would like to continue to serve on the committee, the City Manager made revisions to the Special Events Ordinance. Pamela provided the members with the proposed revised Ordinance and highlighted the amended sections. The items highlighted in yellow were added and the items with the strikethrough and

highlighted in orange were deleted. The City Manager requested the committee members review the proposed revisions and vote whether or not to accept the changes. If accepted, the revised Ordinance would go before the BOC for vote. A copy of said proposed revised Ordinance is incorporated herein by reference and made part of these minutes.

Michelle explained to Jim they can still be a part of the committee once their terms ends by volunteering for the events.

A Motion was made by Kevin Metzker and seconded by Jim Stein to approve the proposed revisions to the Special Events Ordinance.

Vote: 4 – 0

Michelle asked the members if anyone could give the report at the BOC meetings. Lucille offered to give the report at the BOC meetings and requested Pamela send her a reminder email the day of the meetings.

VII. ANNOUNCEMENTS

There were no announcements.

VIII. NEXT MEETING AGENDA ITEMS

Mayor's Cup Golf Tournament ~ recap
9/11 Memorial Bike Run
Fall Festival / Haunted Hayride

IX. ADJOURNMENT

A Motion was made by Lucille Launderville and seconded by Kevin Metzker to adjourn the meeting at 6:40 PM.

Vote: 4 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant

ORDINANCE #: _____

AN ORDINANCE AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE III
– BOARDS, COMMITTEES AND COMMISSIONS, DIVISION 7 – SPECIAL
EVENTS COMMITTEE OF THE CODE OF ORDINANCES FOR THE CITY OF
BOILING SPRING LAKES.

*WHEREAS, the Board of Commissioners desire to amend the above section of the
Code of Ordinances; and*

NOW, THEREFORE, BE IT ORDAINED, THAT:

Section 1. That the following sections of the Code of Ordinances are amended as follows:

Sec. 2-123. - Creation; name; number of members.

- (a) There is hereby created and established a special committee to be known as the special events committee. The special events committee will be composed of five (5) individuals who are permanent residents of the city. [All members must be residents of the city at the time of appointment; however, if a committee member were to move from the city during their term, they may remain on the committee to finish their term. At term end, the member would not be permitted to be reappointed for an additional term.]
- (b) [The board of commissioners may appoint two (2) additional members, who shall be characterized as alternate members. The alternate member with the most seniority shall be considered the first alternate and the other member shall be considered the second alternate. Alternate members are required to attend all meetings, however they may only vote when a regular board member is absent based on seniority. A quorum shall be determined based upon the membership number of five (5). The alternate members shall be appointed for terms of two (2) years and are eligible for reappointment.]

Sec. 2-123.1. - Powers and duties.

(a) The special events committee shall oversee and help organize and staff city sponsored events.

such as spring fling at the lake, mayor's golf tournament, battle of the bands, 9/11 memorial bike ride and the annual tree lighting, haunted hayride, raft race, as well as other events. All events are approved by the board of commissioners with all funds raised donated to community non-profit organizations.

Sec. 2-123.2. - Appointment; terms; vacancies.

[The board of commissioners shall] appoint two (2) members, one (1) of whom shall serve for a one-year term, and one (1) of whom shall serve for a two-year term. After the initial terms, all [All] further terms of office shall be for three (3) years for each member. Members shall be eligible for reappointment. Members may be terminated for missing three (3) consecutive meetings without legitimate reason and without having notified the special events chairman. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term. [If a regular board member should tender a letter of resignation or be removed for missing meetings without legitimate reason, the vacant position shall be filled by an alternate based on seniority and shall be appointed by the board of commissioners to fill the vacancy and a new alternate shall be appointed in his place. Vacancies occurring due to the expiration of term shall be filled by either the reappointment of the current board member or by the appointment of an alternate board member based on seniority.]

Sec. 2-123.3. - Meetings.

Meetings of the special events committee shall be held at [a time and date as determined by the committee] 6:00 p.m. on the second Wednesday of each month at the city hall. Regular monthly meetings shall not be required, and additional meetings may be held as needed for planning events at a date and time determined by the committee. The chairman of the special events committee shall call a

special meeting at any time by giving each member a twenty-four (24) hour notice. A quorum shall be in attendance before action of an official nature can be taken. A quorum shall constitute two (2) members plus the chairman.

Section 2. This ordinance shall become effective upon its adoption.

Adopted this this _____ day of _____, 2017.

CITY OF BOILING SPRING LAKES

Craig M. Caster, Mayor

ATTEST:

Jane McMinn, City Clerk