



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee**

#### **Meeting Minutes**

**July 10, 2019**

**5:30 P.M.**

**City Hall**

**ATTENDANCE:** Jackie Barker, Chair, Lucille Launderville, Brenda Hogan, Clark Sizemore, Joan Kinney, 1<sup>st</sup> Alternate

**ABSENT:** Michelle Hennessy, Co-Chair (excused)

**COMMISSIONER LIAISON:** Steven Barger (excused)

**STAFF:** Pamela Bellina, Administrative Assistant

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

Jackie Barker, Chair of the Special Events Committee, called the regular monthly meeting to order at 5:30 PM.

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

Jackie added Nicole Morgan, Planning Administrator for the City of Boiling Spring Lakes, to the Agenda prior to Old Business and to renumber the topics going forward. Nicole is here to speak about permits the Special Events Committee and/or their vendors should be obtaining from the City.

A motion was made by Lucille Launderville with a second by Joan Kinney to add Nicole Morgan to the agenda as V. Nicole Morgan, Planning Administrator.

**Vote: 5 – 0**

A Motion was made by Lucille Launderville with a second by Brenda Hogan to approve the agenda as modified.

**Vote: 5 - 0**

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

A motion was made by Brenda Hogan with a second by Joan Kinney to accept the June 12, 2019 minutes as written.

**Vote: 5 - 0**

### **IV. PUBLIC COMMENT**

There was no public comment.

### **V. Nicole Morgan, Planning Administrator, City of Boiling Spring Lakes**

Nicole reminded the committee it was the Spring Fling event that brought up questions with respect to permits for food vendors as well as fire code rules. Nicole advised the committee that the BOC adopted a mobile food truck ordinance. If food at the event will be free, there is no fee due to the county but the Health Department form must be submitted. If a business has a commissary with grey water receptacles and a water source, permits may not be needed as the business most likely already has a permit. Nicole requested that after the committee has accepted a food vendor registration for an event, to send them over to her for permitting. If food is prepared for instance at Papa John's and brought to the event to sell, Papa John's has a commissary (their kitchen at their place of business) and already has permits in place. As to food trucks, they should already be permitted but the committee should send them to her so she can verify everything is in place. Clark Sizemore will look into temporary food establishment requirements with the county.

As to fire codes, Nicole asked the committee to reach out to David Mammay Fire Inspector for the City and provide him with a site plan for their events to make sure they conform to fire codes.

### **VI. OLD BUSINESS**

#### **a. Mayor's Cup Golf Tournament ~ August 24, 2019**

Barbara Snyder, before her resignation from the Special Events committee, was able to obtain a golf package from Wilmington Municipal. Brenda and Joan were able to obtain two more golf packages at their site visits – one from Brunswick Plantation and one from The Pearl. They noted both establishments were great to work with. Brenda noted quite a few of the golf courses they visited were now corporate controlled so they left the letter and a flyer with each and will follow up. Joan and Brenda will update the chart since contact info has changed for a few of the courses.

Brenda, Clark and Joan will hang flyers around town. Lucille reiterated that the committee's main goal at this event is to get at least 10 golf packages and that Steve handles the rest of the event. The committee members will collect the money for registration and sell mulligans at the event.

**b. 9/11 Memorial Bike Run ~ September 21, 2019**

The committee received an email from Michelle with respect to this event and Jackie noted Michelle's points as she was unable to attend the meeting tonight. Michelle did confirm in the email that the date was good with the Sheriff's Dept.

Michelle's first point was cooking at the event. In the past, the Fire Department did the cooking and this year the committee has asked the VFW. Michelle noted that the bikers would appreciate seeing whom their registration money was going to benefit at the event and the Fire Department and Police Department should be a presence at the event. Since the VFW has already been asked to do the cooking for the event, they will wait to hear if the VFW has voted to participate at their meeting is later this month. If they have a conflict or there was not a favorable vote to participate, then Special Events will ask the Fire or Police Departments if they want to cook. In the future, they will keep in mind asking the Police and Fire Departments about cooking at events.

Michelle's second point was drawing the prizes while the riders are out. Michelle disagrees with that idea because the riders like to pick their own prizes. Jackie and Lucille both noted how excruciatingly long it was to draw the prizes and the riders seemed anxious to leave. They will try drawing the prizes while the rider are out this year and, if there is feedback that the riders did not like it, they will revert to the previous way and try to modify the process.

Michelle's third point was about not serving the same food for each event. The members thought it was permissible to serve hamburgers and hot dogs but can perhaps switch it up with brats and sausage for a future event. BBQ takes a long time to prepare and no one on the committee has a cooker that can prepare the pork.

Jackie will ask the Police and Fire Departments to participate at the event with selling raffles. If the VFW is not available to cook for the event, Joan can ask at the Fire Department Auxiliary meeting if the Fire Department would consider cooking the food. Jackie discussed with the members the time to start the event and they settled on registration at 9:00 AM and kickstands up at 10:00 AM.

Jackie prepared a liability release for the two motorcycle run events. She had previously provided the release to Pamela to share with Jeff Repp and the City Attorney for their opinion and approval. Both Jeff and the City Attorney gave their blessings on the release. Michelle had noted she was against having the riders sign the release.

Jackie advised the JROTC Color Guard was available for the event and Joan will follow up with them. Jackie advised she has some prizes she will donate as door prizes or raffles for the event. This year they would like to concentrate on gas/auto and food/restaurant type gift cards as well as Beach House Harley gift cards, as they seemed most popular for the Spring Bike Run. Jackie will contact Brandall about the trophy. Lucille suggested they start getting door prizes in August. Jackie reminded the members they need to get pictures of the prizewinners this time around.

The committee discussed spending budget funds and it was noted the committee overspent on one of the events. A budget amendment was made by the Finance Manager taking funds from an event where there was remaining budget money. With this discussion, it was determined that Lucille would be the committee member to oversee spending for each event acting as Treasurer for the committee.

A Motion was made by Joan Kinney with a second by Brenda Hogan to nominate Lucille Launderville as Treasurer of the committee to oversee spending for each event.

**Vote: 5 – 0**

Lucille accepted the nomination.

**c. Fall Festival / Haunted Hayride ~ October 26, 2019**

Joan and Brenda advised they still need to check whether the area behind the Community Center was useable for the Haunted Hayride since Hurricane Florence destroyed so much of the area. The members discussed the age groups for the costume contest: 0 – 3 years; 4 – 8 years and 9 – 12 years. Prizes will be awarded to both girls and boys of each age group. Their budget for this event is \$1,500. Joan has been in contact with a Boy Scout troop and will reach out to the Key Club once school starts. The members discussed possible people to contact about making a scene for the Haunted Hayride and the members will create a list.

**VII. NEW BUSINESS**

There was no New Business for discussion.

**VIII. ANNOUNCEMENTS**

There were no announcements made.

**IX. NEXT MEETING AGENDA ITEMS**

Mayor's Cup Golf Tournament

9/11 Memorial Bike Run  
Fall Festival / Haunted Hayride

**X. ADJOURNMENT**

A Motion was made by Lucille Launderville with a second by Joan Kinney to adjourn the meeting at 7:02 PM.

**Vote: 5 - 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant