

Town of Spring Lake

BOARD OF ALDERMEN

Robyn Chadwick, Mayor Pro Tem
Soñia L. Cooper, Alderwoman
Marvin Lackman, Alderman
Raul Palacios, Alderman
Adrian Thompson, Alderwoman



CHARTERED IN 1951

OFFICE OF THE MAYOR

Kia Anthony, Mayor

ADMINISTRATION

Jason Williams, Interim Town Manager
Carly Autry, Town Clerk
Michael R. Porter, Town Attorney

Board of Aldermen Regular Meeting Agenda Monday, October 9, 2023 6:00 PM Grady Howard Conference Room

The public may view the live Board of Aldermen Meeting on the Town's YouTube Channel:
www.townofspringlake.com

1. **CALL TO ORDER**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE**
3. **ADDITIONS AND DELETIONS**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF CONSENT ITEMS**
 - a. Draft Minutes of September 25, 2023, Work Session Meeting
 - b. Military and Veterans Affairs Advisory Committee Application – Aubrey Davis
 - c. Military and Veterans Affairs Advisory Committee Application – Irene Rosa
6. **PUBLIC COMMENT (Limit 3 minutes per speaker)**
7. **PRESENTATION**
 - a. Fire Prevention Week Proclamation – Mayor Kia Anthony
 - b. Community Appearance and Sustainability Committee “Yard of the Month” October 2023 – Alderman Raul Palacios
8. **NEW BUSINESS**
 - a. Special Events Advisory Committee Bylaws Amendment – Patricia Hickmon, Inspections Supervisor/Zoning Administrator Officer
 - b. Halloween Trick or Treat Hours – Police Chief Dysoaneik Spellman
 - c. Veteran’s Park Update – Steve Wing, Interim Public Works Director & Patricia Hickmon, Inspections Supervisor/Zoning Administrator Officer

- d. Mayor's Report – Mayor Kia Anthony
- e. Board of Aldermen Report – Spring Lake Board of Aldermen
- f. Manager's Report – Interim Town Manager Jason Williams
- g. Town Attorney Report – Town Attorney Michael Porter

9. ADJOURNMENT

Town of Spring Lake
Work Session Meeting of the Board of Aldermen
Municipal Building
300 Ruth Street
Spring Lake, NC 28390

September 25, 2023

MINUTES

6:00 pm

The Spring Lake Board of Aldermen held a work session meeting in the Grady Howard Conference Room of the Spring Lake Municipal Building with Mayor Kia Anthony presiding.

Board Members Present: Mayor Pro Tem Robyn Chadwick
Aldерwoman Soña Cooper via Zoom
Alderman Marvin Lackman
Alderman Raul Palacios
Aldерwoman Adrian Thompson

Others Present:

Tiffany Anderson, Local Government Commission
Carly Autry, Town Clerk
Kendra Boyle, Local Government Commission
David Erwin, Local Government Commission
Banard Lemon, Audio Visual Coordinator
Captain Timothy Patterson, Spring Lake Fire Department
Michael Porter, Town Attorney
Dysoaneik Spellman, Spring Lake Police Chief
Lieutenant Danny Sutton, Police Department
Jason Williams, Spring Lake Fire Chief/Interim Town Manager

1. Call to order

Mayor Anthony declared a quorum and called the meeting to order.

2. Invocation and Pledge of Allegiance

Pastor Vernon Marsh gave the invocation and led the Pledge of Allegiance.

3. Additions or Deletions

Alderman Palacios requested to move the Consent Items until after Closed Session.

4. Approval of Agenda

Action: Approval of the Agenda with the amended change to move the Consent Items after Closed Session.

Motion by: Alderman Lackman

Second by: Mayor Pro Tem Chadwick

Vote: Unanimous

5. Approval of Consent Items

Action: Approval of Draft Minutes of September 11, 2023, Regular Meeting, with the updated redactions noting the headings for Closed Sessions were inadvertently mislabeled incorrectly for March 25, 2019, Closed Session Minutes, February 24, 2020, Closed Session Minutes, July 13, 2020, Closed Session Minutes, August 10, 2020, Closed Session Minutes, January 25, 2021, Closed Session Minutes, February 22, 2021, Closed Session Minutes, March 8, 2021, Closed Session Minutes, March 22, 2021, Closed Session Minutes, April 12, 2021, Closed Session Minutes, and Community Appearance and Sustainability Committee Removal – Dr. Magi Youseff.

Motion by: Alderman Palacios

Second by: Alderman Lackman

Vote: Unanimous

Consent Items were approved after Closed Session. Alderman Palacios stated the removal of the Committee member from the Appearance Committee was unanimously approved due to absences.

6. Public Comment

Daniel Gerald, 180 Tram, stated he received the Interim Town Manager's file; however, it was missing some items such as write-ups and no information was given on how he was hired back. Mr. Gerald stated he did not see anything related to his qualifications for that position, however, there was a young lady who interviewed and it seemed like she had all the qualifications, which the Board tried to approve but the LGC would not approve it, yet they approved somebody who is not qualified, so he begins to wonder about the competency of the LGC as he has seen other Towns damaged by them. Second, Mr. Gerald stated he received only one (1) public record for a certain Board Member's Travel and Training, but now he is asking for all her Travel and Training. Mr. Gerald stated he does not think it is professional to go to training and then go to a club session in a close setting while holding up a drink, talking about "I'm partying hard and I work hard" and thinks it needs to be dealt with. Mr. Gerald stated at that same meeting, they were also spewing out Economic Development records, stating those records were put in code names, however, they were put in writing, and that person was taking those records out of the Closed Session meetings, where he and another Board Member, at that time, stopped that person from doing something, so he thinks that needs to be addressed and investigated by the LGC, who has been told this as well. Last, Mr. Gerald stated regarding the Board Member who talks about cleanup in the Town, and when he was Town Manager, they would allocate funds to that department, not deplete funds, so he thinks those funds need to be allocated.

Fredricka Sutherland, 1009 Lisa Circle, stated it is election time and if anyone touches someone else's sign, it is a misdemeanor, and regardless of the Board in the community, everyone should follow the rules of the law and asks for everyone to work together to do the best for the Town. Second, Mrs. Sutherland stated she noticed quite a few trees had been cut down, and since then, the community has called her, and she tells them she does not know why those trees were cut down. Mrs. Sutherland stated she thinks anything that is done in the common areas, citizens should know about, and she is also concerned about the safety of the employees, their headgear, as well as their equipment while cutting down and hauling away the trees, which she thinks a professional company should have done the work, and with tax dollars, it should be recorded.

7. Presentations

- a. Breast Cancer Awareness Month Proclamation, October 2023 – Mayor Pro Tem Robyn Chadwick – Mayor Pro Tem Chadwick stated Breast Cancer Awareness Month is an annual campaign to help raise awareness of Breast Cancer, educate the public about its symptoms and prevention, and fund research into its causes, treatment, and cure. Mayor Pro Tem Chadwick read the Proclamation for Breast Cancer Awareness Month, October 2023. Mayor Pro Tem Chadwick acknowledged Alderwoman Thompson for being a survivor and warrior of Breast Cancer.
- b. Public Engagement for Wall Mural Painting – Alderman Raul Palacios – Alderman Palacios stated due to weather issues, the artist has been delayed from starting the project, so it has been moved to start October 9th and completed by October 18th. Alderman Palacios stated there is an opportunity for the public to be involved, and while there is a professional artist, there is the capability of allowing members of the Community to volunteer to have some kind of painting engagement to help brighten the Community. Alderman Palacios asked interested citizens to email their information to Deanna Rosario at stormwater@townofspringlake.com to get on the roster to help.

8. New Business

- a. Monthly Financial Update – Local Government Commission – Kendra Boyle is the Interim Director Fiscal Management Section at the State and Local Government Finance Division and will be the new Finance Officer due to the retirement of former Finance Officer David Erwin, and was appointed on September 12, 2023, by the Local Government Commission. Ms. Boyle is a CPA, a Certified Internal Auditor, and has been with the Commission for a total of seven (7) years. Ms. Boyle stated she does not have a detailed financial update tonight but will be able to give one at the next work session, which she is going to take the opportunity between now and then to get to know the Town's finances, accounts, and budgets and will be able to give a detailed presentation on the whole quarter for this year. Ms. Boyle stated she is here to support the continuing movement, strengthen the finances of the Town, and help stay on the right track. Mayor Anthony thanked the LGC staff for all that they have done for Spring Lake and stated when the LGC took over in June 2021, Spring Lake was in a very bad place financially, audit reports were behind, bank reconciliations were not done, and only had \$1.6 million in the General Fund. Mayor Anthony stated Spring Lake was projected to take up to seven (7) years to get back to a position of viability, and due to the expertise and the diligent stewardship, the constant pouring out of information of the onsite staff, Mr. David Erwin, Tiffany Anderson, and Susan McCullen, and would like to say thank you. Mayor Anthony requested Mr. & Mrs. David Erwin to approach the podium. Mr. Erwin stated this was a good experience for him and he enjoyed working with Mr. Williams and the Board and encourages everyone to keep the faith and keep moving forward. Mrs. Erwin stated she is so proud of the Board and has heard nothing but good things. Mayor Anthony, the Board, and Mr. Williams acknowledged Mr. Erwin for all his hard work, guidance, patience, understanding, and dedication to the Town and provided him with a plaque that reads, "David Erwin, In honor of your exemplary service as Finance Director whose unwavering expertise and commitment fortified the financial prosperity of the Town of Spring Lake." Mr. and Mrs. Erwin took a picture with Mayor Anthony and the Board while holding his plaque.

- b. Resolution (2023)6 Declaring Surplus of Various Vehicles and Pieces of Equipment – Interim Town Manager Jason Williams – Mr. Williams stated these vehicles and equipment are being stored at the shop, are either broken, beyond fixing, or not being used anymore, and is requesting the Board for approval to add these vehicles and equipment to www.govdeals.com. Mayor Anthony asked Mr. Williams if there was an estimate available to determine how much the Town would be getting back if these items were sold and Mr. Williams stated no, but there are about eight (8) police cars which usually range in price from \$1,500 to \$3,000, the international needs approximately \$40,000 worth of repairs as it has a broken arm on it the base, however, he does not know at this time. Mr. Williams stated two (2) limb trucks have already been ordered to replace the one (1) on this list. Mr. Williams presented a PowerPoint to Mayor Anthony and the Board regarding the vehicles and equipment to be sold. The presentation included pictures and details regarding the issues present for each piece of equipment or vehicle. Mr. Williams stated the Police Department has already received six (6) out of the eight (8) new police vehicles, which Chief Spellman confirmed.

Action: Approval of Resolution (2023)6 Declaring Surplus of Various Vehicles and Pieces of Equipment with Attachment A.

Motion by: Alderman Lackman

Second by: Mayor Pro Tem Chadwick

Vote: Unanimous

- c. Mayor's Report – Mayor Kia Anthony – First, Mayor Anthony stated the State Budget passed and Spring Lake received some entitlements, \$300,000 for the stormwater infrastructure repair, \$400,000 towards the Mutzburg Park project that is 33 acres of dedicated land off Little River that will have walking and biking trails with scenic overlooks, \$200,000 for software upgrades internally, hopefully, new computers and possibly a Town app. Mayor Anthony stated she is appreciative to Representative Lucas and Senator McInnis for making sure Spring Lake was included in the funds dispersed to the State. Second, Mayor Anthony stated Lunch with the Mayor is at K-Food Seoul on Thursday, September 28, 2023, at 12 noon. Last, Mayor Anthony stated she just returned from the North Carolina Mayor's Association where she sits on the Board of Directors and spoke with other Mayors across the state regarding Civilian Crash Investigators. Mayor Anthony stated she sat down with the Town's Police Chief to talk about alternative methods to relieve some of the burdens on the Police Officers with Civilian Crash Investigators where citizens help assist the Police Officers with acts that are not criminal or activity-based, which is also budget-saving for the Town.
- d. Board of Aldermen Report – Spring Lake Board of Aldermen – First, Mayor Pro Tem Chadwick stated the Pink D.Y.M.O.N.S. 5K Cancer Run/Walk and Community Festival is this Saturday, September 30, 2023, registration is \$20.00, and there will be a mammogram van, beautiful music from Spring Lake Middle School Band, vendors, and crafts. Second, Mayor Pro Tem Chadwick gave a shout-out to Coach Zefrim Lewis from the Spring Lake Recreation Center for assisting with locating a Soccer Coach for the team. First, Alderman Palacios stated the Board is attending necessary training on Friday, October 6, 2023, in Chapel Hill. Second, Alderman Palacios thanked the citizens and Town employees who helped with the Town Fall Clean-up on Saturday, September 16, 2023, in which 15 tires, two (2) computer monitors, and bulk trash from all over the Town were collected. Alderman Palacios also acknowledged Deanna Rosario in Stormwater for leading the event, the Appearance Committee who volunteered their

time and provided supplies, and Morning Jump for providing coffee and cups. Alderwoman Thompson stated she attended the Pep Rally on Saturday, September 23, 2023, at the Spring Lake Recreation Center for the upcoming football season for the kids here in Spring Lake. First, Alderman Lackman piggybacked off Alderwoman Thompson regarding the Pep Rally and stated it was a well-attended event. Second, Alderman Lackman stated tomorrow night, Tuesday, September 26, 2023, is the Military Veterans Affairs Advisory Committee at 6:30 pm. Third, Alderman Lackman stated the monthly cleanup has no cost to the Town. Fourth, Alderman Lackman stated the Police Department exceeded the goal of \$1,000 for Cops on Top and asked Chief Spellman if he knew the exact numbers, which Chief Spellman stated about \$1,400, and Dunkin Donuts also gave a donation of \$2,500, making a total of about \$4,000 raised for Special Olympics. Last, Alderman Lackman stated the next Town Cleanup is in the Spring, and it will be on Saturday, April 20, 2024, and this event will be hosted by the Town. First, Alderwoman Cooper stated she attended the NCLM Board of Directors meeting regarding cybersecurity funding. Second, Alderwoman Cooper stated she was supposed to go to the North Carolina Military Summit; however, she is no longer attending. Last, Alderwoman Cooper stated she is an active member of the National League of Cities Small Cities Council and the Town of Spring Lake has been selected by TGI Digital to make the Town one of their focuses on tourism, which is no cost to participate and it will be part of the National League of Cities video showcase for the 2023-2024 program this year.

- e. Manager's Report – Interim Town Manager Jason Williams – First, Mr. Williams stated the phone issues are still in the process of being corrected and hopefully will be resolved by the end of this week. Second, Mr. Williams acknowledged the Town staff for all their hard work.
- f. Town Attorney Report – Town Attorney Michael Porter – Attorney Porter stated he had no updates to report at this time.

Alderman Palacios asked Mr. Williams if there was an alternative or if all phones were down regarding the phone issues. Mr. Williams stated the problem was moving the phone lines over and now it is pulling them in to make sure they all work and where they are supposed to go, but more import of lines was needed, and now they are imported, so by the end of this week, it should be fixed. Alderman Palacios asked Mr. Williams if citizens try to call Town Hall, are they expected to attempt to continue to reach the department, or should they call the front desk until this is resolved? Mr. Williams stated if a citizen tries to call and it does not go through, try another line, or call the front desk and they will be put through.

9. CLOSED SESSION

Action: The Board approved a motion to go into Closed Session Pursuant to N.C.G.S. §143-318.11(a)(3) – Attorney-Client Privilege. **Attorney Porter stated there was no need for Pursuant to N.C.G.S. §143-318.11(a)(6) – Personnel and it could be removed from Closed Session.**

Motion: Alderman Palacios

Second by: Mayor Pro Tem Chadwick

Vote: Unanimous

Action: The Board approved a motion to reconvene in Open Session. No action was taken.

Motion: Alderman Palacios

Second by: Alderwoman Thompson

Vote: Unanimous

10. ADJOURNMENT

Action: There being no further business to come before the Board, the meeting was adjourned at 7:50 pm.

Motion: Mayor Pro Tem Chadwick

Second by: Alderman Palacios

Vote: Unanimous

ATTEST:

Carly Autry
Town Clerk

Kia Anthony
Mayor

DRAFT



All information provided on this application is public information and may be shared with others upon request

The Town of Spring Lake

APPLICATION FOR COMMITTEE OR BOARD

- Appearance and Sustainability Committee
 Military and Veterans Affairs Committee Special Events Advisory Committee

Last Name	First	Middle	Date
Davis	Aubrey		9/7/23
Street Address			County
[REDACTED]			Harnett
City, State, Zip Code			
Spring Lake, North Carolina 28390			
E-mail			
[REDACTED]			
Home Phone			
Cell Phone			
[REDACTED]			
Attending School			
N/A			
Do you live inside the town limits of Spring Lake? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently serving on a Board/Committee of the Town of Spring Lake? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If so, what is the name(s) of the Board(s)/Committee(s).			
N/A			
Please describe your education, training, and military background (both work and/or real world) that relates to your interest in serving in this capacity. As a service connected veteran and a former employee of 4.5 years at the West Haven, CT VA, I have always been an ambassador for the veteran community. I have an A.S Degree from Gateway Comm College in New Haven, CT in 2021. Here I was leader in our Veterans Club. I'm also the CEO of Flagged Inc. a local veterans org in Spring Lake, NC.			

Are you currently employed? Yes No

Employer:

[Redacted]

Employer's Address

[Redacted]

Job Title

Csae Manager

Description of Job duties Coordinate outreach efforts to benefit homeless veteran families within the community. Travel to housing sites to support persons served, monitor progress and address any health, behavioral or life skills issues.

List/describe any anticipated conflicts of interest or scheduling challenges you may encounter if appointed

N/A

Civic Involvement Please list the names of all civic organizations in which you are currently involved

Gateway Community College Veterans Alumni Club

Aubrey Davis

Signature of Applicant

9/7/23

Date

Board of Aldermen Appointment Yes No

Date: _____

Term of Appointment: _____

Signature of Town Clerk: _____



All information provided on this application is public information and may be shared with others upon request

THE TOWN OF SPRING LAKE

APPLICATION FOR ADVISORY COMMITTEE OR BOARD

- Appearance and Sustainability Committee Military and Veterans Advisory Committee
 Board of Adjustment Minimum Housing Appeals Board
 Recreation Advisory Committee Senior Enrichment Advisory Committee

Last Name	First	Middle	Date
Rosa	Irene	M	Sept 1 2023
Street Address			County
[REDACTED]			Cumberland
City, State, Zip Code			
Spring lake NC 28390			
e-Mail			
[REDACTED]			
Home phone			
[REDACTED]			
Cell phone			
[REDACTED]			
Attending School			
Do you live inside the city limits of Spring Lake? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently serving on a Board/Committee of the Town of Spring Lake? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
If so, What is the name(s) of the Board(s)/Committee(s):			
Please describe your education, training and military background (both work and/or real world) that relates to your interest in serving in this capacity)			
High School grad Centera NJ 1996 Army Veteran, was a welder from 96-2000 while pregnant I worked in the orderly room. I typed up memos, awards, answered phones. Also worked at a food Lion.			

Are You currently employed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employer
Employer's Address
Job Title
Description of Job duties
List/describe any anticipated conflicts of interest or scheduling challenges you may encounter if appointed:
Civic Involvement: Please list the names of all civic organizations in which you are currently involved:

Drew Patel Sept 12 2023
Signature of Applicant **Date**

Board of Aldermen Appointment Yes No
 Date _____

Term of Appointment _____

Signature of Town Clerk _____



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 9, 2023

Agenda Location

Introductions & Special Presentations

Item Title

Fire Prevention Week Proclamation

Presenter

Mayor Kia Anthony

Summary/Description

Fire Prevention Week was started by the National Fire Protection Association (NFPA) in 1922 to commemorate the Great Chicago Fire of 1871. Fire Prevention Week teaches children and adults how to stay safe in the event of a fire.

Requested Action

Informational Only

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

Fire Prevention Week Proclamation



Fire Prevention Week Proclamation

Town of Spring Lake

WHEREAS, the Town of Spring Lake, NC, is committed to ensuring the safety and security of all those living in and visiting the Town of Spring Lake; and

WHEREAS, Fire Prevention Week is the longest-running public health and safety observance on record and is held annually the week in which October 9th falls; and

WHEREAS, fire is a serious public safety concern, both locally and nationally, homes being where people are at the greatest risk of fires, and smoke detectors should be installed in all required locations; and

WHEREAS, it is important to have a home fire escape plan that prepares your family to think fast, get out quickly, and have a meeting place outside where everyone in the home will meet upon exiting; and

WHEREAS, according to the National Fire Protection Association (NFPA), cooking is the leading cause of home fires, with 49% of all home fires involving cooking equipment; and

WHEREAS, cooking is also the leading cause of home fire injuries and related deaths, and cooking was the only major cause of fire that resulted in more fires and fire deaths.

NOW, THEREFORE, I, Mayor Kia Anthony, and the Spring Lake Board of Aldermen do hereby proclaim **October 8 – 14, 2023 Fire Prevention Week** throughout the community. We urge all citizens of the Town of Spring Lake to heed fire prevention and safety messages all year long.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Spring Lake to be affixed this 9th day of October 2023.

ATTEST:

Carly Autry
Town Clerk



Kia Anthony
Mayor



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 9, 2023

Agenda Location

Introductions & Special Presentations

Item Title

Community Appearance and Sustainability Committee "Yard of the Month" October 2023

Presenter

Alderman Raul Palacios and CASC members present

Summary/Description

Present the October 2023 winners of "Yard of the Month" with certificates.

Requested Action

Informational Only

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

Redacted Certificates

TOWN OF SPRING LAKE

Community Appearance Commission Certificate of Achievement

Awarded to
Kevin Ashby

**Yard of the Month
October 2023**

*For maintaining property that is well kept, appealing to the eye
and enhances Spring Lake's aesthetics*

October 27th day of October, 2023

Lisa Anthony, Mayor

TOWN OF SPRING LAKE

Community Appearance Commission Certificate of Achievement

Awarded to
Theresa Moore

**Yard of the Month
October 2023**

*For maintaining property that is well kept, appealing to the eye
and enhances Spring Lake's aesthetics*

October 27th day of October, 2023

Lisa Anthony, Mayor

TOWN OF SPRING LAKE

Community Appearance Commission Certificate of Achievement

Awarded to
Deborah and Amanda Flowers

**Yard of the Month
October 2023**

*For maintaining property that is well kept, appealing to the eye
and enhances Spring Lake's aesthetics*

October 27th day of October, 2023

Lisa Anthony, Mayor

TOWN OF SPRING LAKE

Community Appearance Commission Certificate of Achievement

Awarded to
Lynn and Shawn Ellison

**Yard of the Month
October 2023**

*For maintaining property that is well kept, appealing to the eye
and enhances Spring Lake's aesthetics*

October 27th day of October, 2023

Lisa Anthony, Mayor



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 9, 2023

Agenda Location

New Business

Item Title

Special Events Advisory Committee Formulation and Bylaws Amendment

Presenter

Patricia Hickmon, Inspections Supervisor/Zoning Administrator Officer

Summary/Description

The Special Events Advisory Committee met on September 28, 2023, and voted unanimously to amend the Bylaws to reflect a staff liaison from Fayetteville Cumberland Parks and Recreation to service on the Committee as a nonvoting member to ensure communication on special events at the recreation facility and parks.

Requested Action

Approval/Denial

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

Special Events Advisory Committee Formulation and Bylaws Amendment

Special Events Advisory Committee Formulation and Bylaws

To identify the need for a special events advisory committee in Spring Lake, North Carolina, it is important to assess the current process for approving and managing special events in the town. This can be done by reviewing the current policies and procedures, as well as any challenges or gaps in the process.

Some potential gaps or challenges in the current process for approving and managing special events in Spring Lake may include:

1. **Lack of expertise:** The current process may not have the necessary expertise to review and approve event applications, provide guidance to event organizers, or ensure that events are safe and successful.
2. **Inefficient process:** The current process may be time-consuming and inefficient, resulting in delays in approving and managing special events.
3. **Inconsistent standards:** The current process may lack consistent standards for event safety, marketing, and logistics, resulting in variations in the quality of special events held in the town.
4. **Limited resources:** The town may have limited resources to allocate towards the management and approval of special events, resulting in a need for additional support.

By identifying and addressing these gaps or challenges, a special events advisory committee can help improve the process for approving and managing special events in Spring Lake. The committee can provide expertise and guidance to event organizers, ensure consistent standards for event safety and logistics, and help streamline the approval process. Additionally, the committee can help the town allocate resources more efficiently and effectively towards the management and approval of special events, resulting in better quality events for residents and visitors alike.

The purpose of the committee is to provide guidance and recommendations to the town council on special events held in Spring Lake, North Carolina. The committee serves as an advisory body to review and make recommendations on event applications, event safety, marketing, logistics, and policies and procedures related to special events.

The scope of the committee includes the following:

1. **Reviewing and making recommendations for event applications:** The committee will review event applications submitted by event organizers and make recommendations for approval to the town council.
2. **Advising event organizers:** The committee will advise event organizers on event planning, including event safety, marketing, and logistics.

3. Providing recommendations to the town council: The committee will provide recommendations to the town council on policies and procedures related to special events, including changes to the special events ordinance and budget.

4. Reviewing and recommending changes to the special events ordinance: The committee will review the special events ordinance and recommend changes to the town council as needed.

5. Reviewing and recommending changes to the special events budget: The committee will review the special events budget and recommend changes to the town council as needed.

To ensure that the Spring Lake Special Event Advisory Committee is effective in its purpose and scope, it is important to create mandates for the members on the committee. These mandates should include the qualifications for members and how they will be appointed. Members should have relevant experience or expertise in event planning, public safety, marketing, or any other related field to ensure that they can provide valuable insight and guidance to event organizers.

Mandates for Members:

1. **Qualifications:** Members of the committee should have relevant experience or expertise in event planning, public safety, marketing, or any other related field. Members should have a demonstrated understanding of the special events industry and be able to provide insight and guidance to event organizers.

2. **Appointment:** Members of the committee should be appointed by the town council or other designated authority. The appointment process should be transparent and based on the qualifications outlined above.

3. **Attendance:** Members should attend all meetings of the committee and participate actively in the decision-making process. Members who miss more than two consecutive meetings may be removed from the committee.

4. **Confidentiality:** Members should maintain the confidentiality of all information discussed during committee meetings, including event applications and other sensitive documents.

5. **Conflict of Interest:** Members should disclose any conflicts of interest that may arise during the course of their work on the committee. Any conflicts of interest should be disclosed immediately to the chairperson and other members of the committee.

Overall, the mandates for members on the Spring Lake Special Event Advisory Committee are designed to ensure that members are qualified, appointed transparently, and able to provide valuable insight and guidance to event organizers. By having a diverse group of members with relevant experience and expertise, the committee can help ensure that special events held in Spring Lake are safe, successful, and well-managed.

The bylaws that outline the committee's structure, operating procedures, decision-making process, and other important provisions:

Bylaws:

Article I: Name and Purpose

The name of this committee shall be the Spring Lake Special Event Advisory Committee. The purpose of the committee shall be to provide guidance and recommendations to the town council on special events held in Spring Lake, North Carolina.

Article II: Membership

1. The committee shall consist of seven members which two (2) will be appointed by the town council, with a term of three years. The other five members will be a person from each Department listed that would serve continuously.

- (a) Fire Department
- (b) Inspections/Planning Department
- (c) Police Department
- (d) Public Works Department
- (e) Water/Sewer/Stormwater Department

2. Members shall have expertise or experience in event planning, public safety, marketing, or any other related field.

3. Appointed members may be removed from the committee by the town council for cause or lack of attendance.

4. A staff liaison from Fayetteville Cumberland Parks and Recreation will be a nonvoting member to ensure communication on special event requests at the recreation facility and parks.

Article III: Officers

1. The committee shall elect a chairperson, vice-chairperson, and secretary from among its members at the beginning of each calendar year.

2. The chairperson shall preside at all meetings of the committee and shall be responsible for setting the agenda.

3. The vice-chairperson shall assume the duties of the chairperson in his or her absence.

4. The secretary shall keep a record of all meetings and shall be responsible for sending meeting notices and minutes.

Article IV: Meetings

1. The committee shall meet at least fourteen days after receiving a special event permit or as necessary.

2. A quorum shall consist of four members.

3. Meetings shall be open to the public, and minutes shall be taken and made available upon request.

Article V: Decision-making

1. All decisions shall be made by a majority vote of the members present.

2. The chairperson shall not vote except in the case of a tie.

Article VI: Member Terms

1. Appointed members shall serve a term of three years.

2. Appointed members may be reappointed for additional terms.

Article VII: Meeting Frequencies and Attendance Requirements

1. The committee shall meet at least fourteen days after receiving a special event permit or as necessary.
2. Members are expected to attend all meetings of the committee.
3. Appointed members who miss more than two consecutive meetings may be removed from the committee.

Article VIII: Operating Procedures

1. The committee shall review and make recommendations on event applications submitted by event organizers.
2. The committee shall advise event organizers on event planning, including event safety, marketing, and logistics.
3. The committee shall provide recommendations to the town council on policies and procedures related to special events, including changes to the special events ordinance and budget.
4. The committee shall review the special events ordinance and recommend changes to the town council as needed.
5. The committee shall review the special events budget and recommend changes to the town council as needed.
6. The chairperson shall present the special event permit to the town's council for approval or denial.

Article IX: Confidentiality

1. Members shall maintain the confidentiality of all information discussed during committee meetings, including event applications and other sensitive documents.
2. Any member who violates confidentiality may be removed from the committee.

Article X: Conflict of Interest

1. Members shall disclose any conflicts of interest that may arise during the course of their work on the committee.
2. Any member with a conflict of interest shall recuse themselves from any decision-making related to the matter in question.

These bylaws outline the committee's structure, operating procedures, decision-making process, and other important provisions, including member terms, meeting frequencies, and attendance requirements. By following these bylaws, the Spring Lake Special Event Advisory Committee can effectively manage and approve special events in the town.

Adopted 9th day of October, 2023.

Attest:

Carly Autry
Town Clerk

Kia Anthony
Mayor



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 9, 2023

Agenda Location

New Business

Item Title

Halloween Trick or Treat Hours

Presenter

Police Chief Dysoaneik Spellman

Summary/Description

Halloween is on Tuesday, October 31, 2023. The Town of Spring Lake would like to follow the same schedule as Cumberland County and most communities within Cumberland County with trick-or-treat hours being between 6:00 to 8:00 pm in the Town.

Requested Action

Approval/Denial

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

Letter of Recommendation regarding Halloween Trick or Treat Hours

TOWN OF SPRING LAKE
POLICE DEPARTMENT

Dysoaneik Spellman
Chief of Police



October 4, 2023

MEMORANDUM

To: Honorable Mayor and members of the board
From: Dysoaneik Spellman, Chief of Police
Subject: Halloween Trick or Treat Hours
Date: **October 31, 2023**

Overview: The Police Department is recommending that **Trick or Treat** is scheduled between the hours of 6:00 p.m. and 8:00 p.m., Tuesday October 31, 2023. This time-frame is consistent with the Trick or Treat hours set in Cumberland County and most communities within Cumberland County. The Patrol Division will ensure adequate police protection to the community during this time. The patrol officers will be highly visible within neighborhoods and businesses within the Spring Lake community to help deter any criminal intent.



Board of Aldermen Agenda Cover Sheet

Meeting Date

October 9, 2023

Agenda Location

New Business

Item Title

Veteran's Park Update

Presenter

Steve Wing, Interim Public Works Director & Patricia Hickmon, Inspections Supervisor/Zoning Administrator Officer

Summary/Description

Give an update on the trees that were removed at Veteran's Park and provide information on improvements.

Requested Action

Approval/Denial

Funding Source (If Applicable):

N/A

Cost: N/A Yes No

Additional Documents to be Included in Agenda Packet

PowerPoint Presentation

Veteran's Park (Ruth Street/N. Main Street)



