**Special Events Committee- Regular Meeting**

**City of Westminster**

**February 23**

**City Hall Conference Room**

1. **Call to Order**
	1. **2:01PM**
	2. **Present: Audrey Reese, Ruth May; Staff: Reagan Osbon**
	3. **Absent: Daby Snipes**
2. **Approval of Minuets from November 1, 2023**
	1. **Motion by Reese, Seconded by May. Unanimously Approved.**

**MOTION by May, seconded by Reese: to Amend the Agenda to include Back to Roots Event Application as Item IV.A.iii. Unanimously approved.**

1. **Staff Discussion**
	1. Budget Update: $6,497.66 remaining
	2. Proposed Changes for Special Events Committee
		1. Staff Handle Applications?
			* 1. May: We need to readdress events costing city money (Police and Sanitation overtime).
				2. Reese: Readdress after or concurrent with budget discussion around H-Tax.
		2. Committee oversees the following events:
			1. Boo on Main
			2. Christmas
			3. Parades (not affiliated with a festival)
			4. Juneteenth
				1. Include additional conversations on Rosenwald School (Helen Roseman Sanders) and Black Churches in Oconee County (Barbara Hanburg)
			5. Others?
				1. Reese: include 150th City Birthday Celebration for next year, work with current WOPS and LDGC, who have been organizing the event for years.
2. **Routine Business**
3. **Old Business**
	1. Reflections from Christmas
		* + 1. May: Likes Saturday AM parade because of visibility and safety.
				2. Reese: Would like community to have feedback in deciding when the parade will be.
				3. Staff: Create FB poll with three options: Friday Evening, Saturday AM, or Sunday PM.
				4. Reese: Add back in decorations for windows.
				5. Staff to look into festival of trees.
4. **New Business**
	1. Special Event Applications
		1. Crossroads #2 Baptist Church: 3 Crosses Good Friday at Retreat Street Park (March 29)

*Crossroads Church requests access to Retreat Street Park for a service on the Park beginning at 6:30pm with music. They will request Bathrooms at Chatuga Ridge Coffee, but if unavailable, they will furnish porta johns.*

*City Resources Required: Police to shut off Retreat Street at 6:00pm and City provide electricity for sound equipment. Staff Recommends Approval.*

###### Motion to approve by Reese, seconded by May. Unanimously Approved.

* + 1. El Charro: Cinco de Mayo Celebration (May 4, 2024)

*El Charro requests a special event application to allow food trucks and music between Lucky and Retreat Streets on E Main Street.*

*City Resources Required: Police shut off E Main Street at 4:00pm, have a presence at the event, and requested $1,000 from City to cover costs of band and portajohns. The Events Committee would appropriate the funds from their budget. Staff Recommends Approval.*

###### Motion to approve by May, seconded by Reese. Unanimously Approved, with the stipulation of Police sign off for alcohol policy and end at 11:00.

* + 1. Lacey Watkins: Back to Roots Event (AMMENDED)

###### Motion to approve by Reese, seconded by May. Unanimously Approved, pending approval from department staff.

**Special Events Calendar (confirmed events scheduled for downtown)**

* **March 9, 2024: City Tree Giveaway**
* **March 16, 2024: City Birthday**
* **March 29, 2024: Three Crosses at Retreat Street Park (Good Friday)**
* **April 6, 2024: Back to the Roots Market Event**
* **April 20, 2024: Music on Main**
* **May 4, 2024: El Charro Cinco de Mayo Celebration**
* **May 18, 2024: Music on Main**
* **June 18, 2024: Juneteenth with Dr. Rhondda Thomas (Clemson University)**