

## Joint Special Meeting of the Town Board and the Rolesville Chamber of Commerce

Thursday, July 16, 2020  
6:00 pm

This meeting may be viewed live on the Town of Rolesville YouTube Channel:  
<https://www.youtube.com/user/townofrolesville>

### AGENDA

- |  |                                 |
|--|---------------------------------|
| 1. Welcome                                       | Mayor Currin                    |
| 2. Chamber Activity Report and COVID-19 Response | Allen Mitchell<br>Rachel Morris |
| 3. Chamber Foundation                            | Brad Walker                     |
| 4. Town and Chamber MOU                          | Ken Adrian<br>Terri Simmons     |
| 5. Q & A   | All                             |

#### Attachments

- Chamber Activity Report
- 2019-2020 MOU
- Draft 2020-2021 MOU

**Memorandum of Understanding (MOU)**  
**Between the Town of Rolesville and**  
**The Rolesville Chamber of Commerce**

This memorandum of understanding, made between the Town of Rolesville (hereinafter referred to as “the Town”) and the Rolesville Chamber of Commerce (hereinafter referred to as “the Chamber”), hereinafter referred to as the “agreement”.

**WHEREAS**, the Town and the Chamber both value and support the businesses in the Rolesville community; and

**WHEREAS**, the Town realizes the importance of the Rolesville Chamber of Commerce in supporting, networking, and promoting businesses in the Rolesville community; and

**WHEREAS**, the Town desires to support the efforts of the Chamber of Commerce in bringing the business community together by organizing and holding events.

**NOW, THEREFORE**, in consideration of the mutual obligations and promises set forth below, the parties hereto agree as follows:

The Town agrees to:

1. Remain a member of the Chamber of Commerce and pay annual dues as set by the Chamber Board of Directors.
2. Contribute to the Chamber \$18,000 (in addition to the annual dues) throughout the fiscal year.
3. Allow the Chamber to reserve and use the Council Chamber space at Town Hall for a total of 48 hours at no cost. Reservation and use can be any date and time during the normal business hours of Town Hall (Monday through Friday from 8 am to 5 pm) when no prior reservations or scheduled use exist.
4. Allow the Chamber to reserve and use the Community Center space at Town Hall for a total of 40 hours at no cost. A “Facility Use Request” must be submitted at least two (2) months in advance. Scheduling for this will need to work around any classes or paying reservations established prior to the Chamber’s Facility Use Request application.
5. Make available four (4) off-duty police officers throughout nine (9) hours for the BBQ event.
6. Provide at least fifteen (15) police officers throughout four (4) hours for the Christmas Parade. This will be an in-kind donation by the Town absorbing the cost.
7. Continue to support the Rolesville Youth Leadership program.
8. Existing members of the Rolesville Chamber of Commerce are permitted to reserve facilities at the resident rate \$45 per hour (2 hour minimum) when no prior reservations or scheduled use exists. For rentals after office hours, weekends, and/or holidays, an additional \$15 per hour will be charged for staffing. The maximum opportunities for the reduced reservation shall not exceed six (6) events within the term of this agreement. Facility use reservations shall be submitted by the Chamber of Commerce staff at least two (2) months prior to the requested date.
9. Coordinate and share EastWakeTV access with the Chamber to support and promote the Town and Rolesville businesses.

The Chamber agrees to:

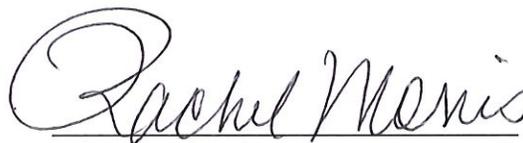
1. Provide the Town of Rolesville twelve (12) tickets to their annual dinner.
2. Provide the Town of Rolesville twelve (12) tickets to the Sponsorship Appreciation Event suite provided by the Centennial Authority at the PNC Arena.

3. Provide the Town of Rolesville premium advertisement on all marketing material produced. This includes banners, programs, & printed ads for the BBQ, Business Expo, Christmas Parade, Evenings with Santa, Golf outing, and the Annual Dinner.
4. Provide the Town a booth at the Business expo
5. Provide the Town space in the Christmas parade and one parade float free of charge
6. Pay the off-duty rate of \$35 per hour directly to the four (4) police officers (to be determined) for the nine (9) hours service at the annual BBQ event. This cost will be an estimated \$1,260.
7. Premium sponsorship advertising and one foursome team registration at the Chamber Golf Event.

This agreement is effective from the date of execution until June 30, 2020. At any point in time, either party may request that the responsibilities be amended. This agreement can be cancelled at any time throughout the term by either party with 30 days prior written notice to the other party.

Agreed upon this 7th day of May, 2019 by the Town of Rolesville Board of Commissioners

  
\_\_\_\_\_  
Town of Rolesville  
Mayor

  
\_\_\_\_\_  
Rolesville Chamber of Commerce  
Executive Director

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

  
\_\_\_\_\_  
Finance Officer

5/9/19  
Date

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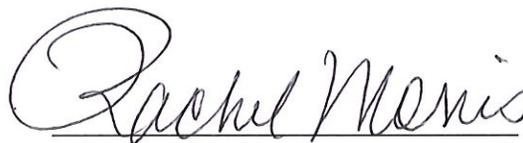
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Town of Rolesville  
Mayor

  
Rolesville Chamber of Commerce  
Executive Director

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Finance Officer

5/9/19  
Date

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**WHEREAS**, the Town realizes the importance of the Rolesville Chamber of Commerce in supporting, networking, and promoting businesses in the Rolesville community; and

**WHEREAS**, the Town desires to support the efforts of the Chamber of Commerce in bringing the business community together by organizing and holding events.

**NOW, THEREFORE**, in consideration of the mutual obligations and promises set forth below, the parties hereto agree as follows:

The Town agrees to:

1. Remain a member of the Chamber of Commerce and pay annual dues as set by the Chamber Board of Directors.
2. Contribute to the Chamber \$30,000 (in addition to the annual dues?) throughout the fiscal year. In return for this contribution, the Chamber will complement the Town’s economic development efforts through:
  - a. Launch Rolesville, a program which supports and promotes entrepreneurship and small business development in Rolesville.
  - b. Local Business Retention and Expansion (BRE) in partnership with the Town’s Community & Economic Development Manager to engage and support the local business community and promote economic development.
  - c. Participation with the Town to communicate and organize activities and events that market Rolesville as a great place to do business, promote tourism, help recruit new business, and create a good business climate in Rolesville.
3. Support the Youth Leadership Rolesville program by... (include more specific language here?)

The Town also agrees to provide the following:

4. Reservation and use of the Council Chamber space at Town Hall for a total of 48 hours at no cost. Reservation and use can be any date and time when no prior reservations or scheduled use exist.
5. Reservation and use of the Community Center space at Town Hall for a total of 40 hours at no cost. A “Facility Use Request” should be submitted at least two (2) months in advance, and the Chamber must use our standard rental form and abide by the conditions for the rental including cleaning. Scheduling for this will need to work around any classes or paying reservations established prior to the Chamber’s Facility Use Request application.
6. Make available four (4) off-duty police officers throughout nine (9) hours for the annual BBQ event.
7. Provide at least fifteen (15) police officers throughout four (4) hours for the Christmas Parade. This will be an in-kind donation by the Town absorbing the cost.

8. Reservation and use of Town facilities for existing members of the Rolesville Chamber of Commerce at the resident rate of \$45 per hour (2 hour minimum) when no prior reservations or scheduled use exists. For rentals after office hours, weekends, and/or holidays, an additional \$15 per hour will be charged for staffing. The maximum opportunities for the reduced reservation shall not exceed six (6) events within the term of this agreement. Facility use reservations shall be submitted by the Chamber of Commerce staff at least two (2) months prior to the requested date.
9. Shared use of access to EastWakeTV to support and promote the Town and Rolesville businesses.

The Chamber agrees to:

1. Provide the Town of Rolesville twelve (12) tickets to their annual dinner.
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7. Provide premium sponsorship advertising and one foursome team registration at the annual Chamber Golf Event.

As part of this agreement, the Chamber is required to present a financial statement to the Town upon request per the provisions of N.C. General Statute 55A-16-24, highlighting Chamber activities and showing how the funds received from the Town of Rolesville are being used. The Town may request a report from the Chamber quarterly or bi-annually, depending on the desire of the Town Board.

This agreement is effective from the date of execution until **June 30, 2021**. At any point in time, either party may request that the responsibilities be amended. This agreement can be cancelled at any time throughout the term by either party with 30 days prior written notice to the other party.

Agreed upon this \_\_\_\_ day of \_\_\_\_\_ by the Town of Rolesville Board of Commissioners

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Town of Rolesville  
Mayor

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Rolesville Chamber of Commerce  
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