



Town of Mint Hill

Flex Room
4430 Mint Hill Village Lane
Mint Hill, North Carolina 28227

Mint Hill Park and Recreation Committee Agenda

June 14th, 2016 at 8:00 a.m.

1. Call To Order
2. Roll Call and Declaration of Quorum
3. Addition, Deletion and Arrangement of Other Agenda Items
4. Approve Minutes of April 12th, 2016 Regular Meeting
5. Reports of Committees, Members and Staff:
 - A. Updates on Wilgrove bathrooms and tennis courts at parks
 - B. Update on PARTF Grant
6. Old Business:
 - A. Continued Discussion on Veterans Soccer Field Closure Policy
7. New Business
 - A. Discussion and Decision on Park Major Event Application for Art In The Park
 - B. Consider Exempting Town Events from Minor and Major Application Process
8. Other Business
9. Adjournment

Candice Everhart
Program Support Assistant

**TOWN OF MINT HILL
PARK AND RECREATION COMMITTEE MINUTES
April 12th, 2016**

The Park and Recreation Committee of the Town of Mint Hill met in regular session on April 12th, 2016 at 8:00 a.m. at the Mint Hill Town Hall.

ATTENDANCE

Chairman: Ron Freeman

Members: Sandy Barnett, Roger Bowden, Ray Thompson, Bryan Burns and Michelle McDonald

Absent: Eddie Mobley

Town Staff: Lee Bailey, Brian Welch, Steve Frey, Chris Cochrane and Garret Trussell

Program Support Assistant: Candice Everhart

Call to Order: The meeting was called to order by Chairman Freeman at 8:00 a.m., who declared a quorum and asked everyone to stand and recite the Pledge of Allegiance and observe a moment of silence.

Addition, Deletion and Arrangement of Other Agenda Items: None.

Approval of Minutes of February 9th, 2016 Regular Meeting: Mr. Thompson made a motion, seconded by Mr. Bowden and unanimously agreed, to approve the minutes of February 9th, 2016 meeting with one correction, to change that Mr. Thompson recognized Commissioner Newton to Mr. Freeman recognized him.

Reports of Committees, Members and Staff: No reports were submitted for the Agenda Packet from Staff.

Old Business: None. Mrs. Barnett asked for the topic to be added, if the soccer fields could be rotated possibly throughout the year so that it would allow for them to stay open throughout the summer. Mr. Trussell said, that is something we can discuss at the next meeting.

New Business:

- A. Discussion and Decision on Resolution for Support of the Athletic Park for PARTF Grant:** *Mr. Frey said, we have concluded the public involvement meetings in March. The point of those meetings was to take a sketch drawing and receive feedback from the public. I emailed a full thorough report to you all. It included a write-up and summary of each meeting as well as the raw data and charts from the meetings. It is important to remember this is not a scientific poll. We asked everyone to only vote once. Most people wanted fields that could be multi-use and a close second was baseball. People were confused that we were going to have 7500 seats and not the 750 that was proposed for the baseball stadium and once that was clarified everyone was content. The most conversations I had was how is the park going to be programmed and who will have priority. The PARTF grant that we are going to shoot for is \$300,000. The consultant*

said that if we asked for the full \$500,000 that it might bump us out of the running because they typically look to places that don't already have parks. One document you have is a resolution stating that you support the park as a whole and the Town's efforts towards the park. You don't have to like the details such as where the fields are placed, parking, etc., you just need to support it as a whole. The colorful document is the conceptual sketch drawing to take to the Board. Since it was largely supported by folks, we are going to take it to the Board of Commissioners on Thursday and will be adopted as the master plan and support for the PARTF grant as well. The only changes that you will see from the conceptual drawing and this is that this says Master Plan and bringing water and sewer on site is presenting a bigger problem than we thought. Significant costs are associated with this. The nearest water line is 6,000' away. We have talked to Charlotte Water about possibly hooking up to Ashe Plantation once they take that over. We have no answer about that yet, just discussion. When public utilities become available at the site there could be another area for another field.

Mrs. Barnett asked is that the turf field? Mr. Frey said, one of the architects spoke up and said if we do go forward with a turf field that would be a crown jewel and we should put that toward the front. We would still have netting and protective equipment.

Mr. Thompson could you not build a playing field on top of septic? Mr. Frey said, a septic field has to remain as unharmed as possible because it will compact the ground above.

Mr. Freeman asked, is the same gentleman writing the grant that did the first one? Mr. Frey said yes.

Mr. Bowden asked, what feedback are we getting from the adjacent residents to the proposed park? Mr. Frey said, the house that is in the park that is Mr. Alton. He is highly favorable of the park. The only things he asked that we use natural screening and be courteous of the lights. Some people across the street next to MHAA express some security concerns about MHAA with people doing donuts in the parking lot and such.

Mrs. Barnett asked, will there be lighting on the turf field? Mr. Frey said, yes the plan right now is to light the turf field and the baseball field. Looking at LED cost is going to be the driving factor.

Mr. Bowden made a favorable motion to approve the Resolution for support of the Athletic Park for PARTF Grant. Mrs. Barnett seconded the motion and the Committee unanimously agreed.

B. Discussion and Decision on Park Major Event Application for Barks, Bones and Biscuits, LLC.: Mr. Bailey said, this is a Major Event Application for June 12th. I sent an email yesterday with updated details. This application came in a little late and not fully complete. I am not being negative, just open and upfront. The applicant has provided a layout which needs to be fine tuned due to the number of vendors and parking, etc. It is a concern for David Leath. They had an hour setup time and that is not

realistic. It will be much more than that. Staff suggested we have a meeting with the applicant because there were some concerns we needed to clarify. The event is to help raise funds for GPS dog collars. If approved the event is supposed to run from noon to five pm. The police department will determine the number of off duty officers to be paid for the event. I think the volunteers and boy scouts will be helping with parking. The volunteer fire department requires one EMT on site. There will also be two maintenance staff there to be paid. If you would like to flip through the application and review the details that would be good. This is the first major event at the park for this applicant.

Mrs. Kline asked if there were any questions.

Mr. Burns said I count twenty-seven vendors and then there are food trucks too. That looks like a lot in a very small area. My question is the clean up, not of food but after the dogs. It's not a true clean up that we are going to hold an event for five hours and then turn this back over for kids to play on. Do we have any sanitary way to clean up? Mr. Bailey said, we have the doggie bags out there.

Mr. Thompson asked, where have you had an event like this? Mrs. Kline said, at my storefront on the Betty Walkers strip mall. We have two a year there with twenty-six vendors. We've never had any concerns with dog issues and the vendors cleaned up their own messes. We have a lot of volunteers other than me out there to be cleaning and making sure everyone is held accountable.

Mrs. Barnett said, to speak on Robin's behalf, she does a lot of fundraising. It might be a good idea to raise funds for a dog park some day.

Mr. Freeman asked, how many dogs do we anticipate? Mrs. Kline said we are totally sure. One thing we strongly enforce is that there can't be retractable leashes so that everyone has to be restraining their dog the whole time.

Mrs. Barnett asked, which way are the food trucks coming in? Is it the inside of the fence? Mrs. Kline said yes there is a gate there.

Mr. Freeman asked, is the field scheduled? Mr. Bailey said, no we don't reserve it.

Mr. Freeman said, maybe we could close the field for about a week after so we could get a good rain or something to help with the sanitary issue.

Mr. Burns said I think that would be a good solution. Mr. Cochrane said, we have sprinklers that we could turn on out there, we just don't have to use them often because the irrigation is good out there.

Mrs. Barnett asked, are there still issues to resolve Lee? Mr. Bailey said, there are some health department issues and precise locations of the tents to have room, possible wheelchair access, etc. but they are aware of the issues.

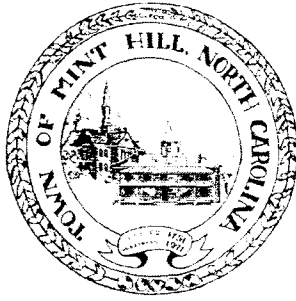
Mr. Freeman said, is this going to bump anyone off that usually has a Major Event at the park? Mr. Bailey said, I don't believe so. It is first come first serve any ways.

Mr. Freeman made a favorable motion to approve the Park Major Event Application for Barks, Bones and Biscuits, LLC. Mr. Bowden seconded the motion and the Committee unanimously agreed.

Other Business: None.

Adjournment: There being no further business to come before the Committee, Mr. Bowden made a motion to adjourn, seconded by Mr. Thompson and the Committee unanimously agreed. Chairman Freeman adjourned the meeting at 8:38 a.m.

Candice Everhart
Program Support Assistant



Town of Mint Hill

Post Office Box 23457
Mint Hill, North Carolina 28227
Telephone 704-545-9726
Fax 704-545-0802

PARK MAJOR EVENT PERMIT APPLICATION

NOTE: Any rental of a park facility that reserves other facilities or sections of the park in addition to the large group picnic shelter for either public or private use, shall be considered a "park event" and shall be subject to regulations for park events as provided herein.

Park events shall be limited to no greater than four (4) events per park per calendar year.

For all proposed major park events a completed Mint Hill Major Event Application form shall be submitted to Town Parks and Recreation staff along with required documentation, fees and deposits in accordance with the most recently adopted fee schedule. Priority for event reservations shall be given based on the order in which reservation applications, including required fees and deposits, are received by staff. Such exclusive-use permits shall be issued on a first come, first served basis with the exception that current holders of special-use permits have the right of first refusal in subsequent years provided they state their intent no later than three months prior to the next year's use. Applications must be submitted to the Town no later than three (3) months before the event. Once four (4) complete applications for major events in a park during the same calendar year are submitted and approved by the Parks and Recreation Committee, subsequent applications will be placed on a waiting list. Applications on the waiting list for the calendar year will be considered for approval in the event of a cancellation of a previously approved event.

APPLICANT INFORMATION:

Applicant Group Name Town of Mint Hill

If Non-Profit Organization, list 501.c3 Tax ID# _____

Contact Person Responsible for Event Commissioner Tina Ross

Address 4430 Mint Hill Village Lane
Mint Hill, NC 28227

Daytime Telephone Number 704-545-6231 Fax _____

Mobile Telephone Number _____ Pager _____

Secondary/Emergency Contact Person Brian Welch

Daytime Telephone Number 704-545-9726 Fax _____

Mobile Telephone Number _____ Pager _____

Is this the first major event conducted by the applicant? no

If not, how many and what types of events has the applicant conducted before?

This is an annual event.

Please provide references including contact information.

Who will sponsor the event? The Town of Mint Hill

What type and how much advertising and promotion will be done and by whom?

What is the budget for the event? _____

REQUIRED INFORMATION FOR PROPOSED EVENT:

Park Requested for Event: Fairview _____ Wilgrove X

Event Date(s) August 28th, 2016

Set Up (Date(s) and Times) _____

Take Down (Date(s) and Times) _____

Type of Event Arts and Crafts - Sunday Afternoon
in the Park

NOTE: for events involving parades, runs, walks or marches in public streets, sidewalks and right-of-ways outside of the park boundary, a separate permit must be obtained from the Town of Mint Hill.

If event includes a parade, run, walk or march within a Town Park or starting or ending at a Town Park, a map of the route must be attached with this application.

Park Facilities/Areas to be used by Event entire Wilgrove Park

Estimated Total Number of People attending Event _____

If event to include spectator events such as sporting events, tournaments or performances:

Number of Event Participants _____

Number of Event Spectators _____

Number of Event Staff/Volunteers _____

PARKING

All event applications shall address parking needs for event attendees (i.e., how many persons are expected to attend and the number of available parking spaces at the park facility.). In the event that parking for the event is expected to exceed over one half (1/2) of

the park parking spaces on a weekend or (3/4) of the parking spaces on a weekday, the applicant shall be required to arrange for additional parking. The applicant may request use of designated overflow areas within the park or arrange for off-site parking. Use of designated overflow parking areas shall be subject to Town approval and permission of owner of parking area. A written statement of permission from each off-site parking area owner must be submitted to the Town at least thirty (30) days prior to the event. It shall be the responsibility of the event organizer to clean up any off-site parking areas used and assume responsibility for any damages to the premises.

For events generating exceptionally large traffic volumes in the vicinity of the park, the Town, at its discretion, may require the use of off-duty policemen, contracted at the applicant's expense, to direct traffic. The Town reserves the right to deny use of the facility for such event when, in its discretion, such event (1) would create an unreasonable amount of traffic on public streets and/or inadequate parking; or, (2) would create safety problems for persons walking to the facility from designated off-site parking facilities; or (3) would cause any situation Town Staff feels would impair the safety and welfare of Mint Hill residents.

Indicate how you will handle parking needs for the event, including an estimated number of cars and additional parking spaces needed:

SECURITY AND MEDICAL ASSISTANCE

The Town reserves the right to require additional security or medical assistance personnel at any park event. Only security or medical assistance provided by the Town or pre-approved by the Town shall be allowed. Expenses for any additional park security or medical assistance, excluding routine non-event park security provided by the Town, shall be borne by the applicant.

Has the applicant contacted the Town regarding security and medical assistance personnel?

RESTROOM FACILITIES

The applicant shall be responsible for ensuring that adequate restroom facilities are available for the event. Any additional cleaning costs for park restrooms shall be borne by the applicant. If event attendance is expected to exceed two-hundred fifty (250) people, the applicant shall be responsible for providing on-site portable temporary restroom facilities. The type, number and location of temporary restroom facilities shall be subject to Town approval. All portable toilet facilities

shall be removed from the facility by 8:00 a.m. the day after the event ends. All such facilities shall be locked during periods when they are not in use for the major event.

Indicate how you will handle restroom needs for the event. If on-site portable temporary restroom facilities are to be used, indicate their number and location:

REFUSE

Cleanup and disposal of all trash generated by event activities, vendors and attendees shall be the responsibility of the event organizer. Subject to specific Town approval, bagged trash will be picked up by the Town for events having 250 or fewer attendees that generate low quantities of trash. For all other events, the applicant shall be responsible for providing for removal of all trash from the park by 8:00am of the day following the event. In approving an application for a major event, the applicant shall demonstrate that adequate refuse disposal and removal procedures will be in place.

Indicate how you will handle trash collection and off-site disposal for the event:

TENTS

For any event using a tent, the organizer shall be responsible for obtaining all required permits and inspections from the Mecklenburg County Building Standards Department prior to the event. Permit copies must be submitted, at least five (5) business days, to the Town and posted at the tent.

Describe number, dimensions, and locations of tents used in event:

OUTSIDE EQUIPMENT AND PORTABLE EVENT FACILITIES

The applicant is responsible for securing additional electricity, lighting, tents, and any other facilities or services related to set-up of event from appropriate sources at his own expense. Any permanent changes to park grounds, facilities or equipment are strictly forbidden without prior approval of the Town. The applicant must list all outside equipment and portable event facilities proposed to be brought onto the park property for use during the event. Examples of outside equipment and portable event facilities include but are not limited to items such as inflatable play equipment, fair/carnival games, portable stages, tents, rides, concession, vending, and food preparation facilities. The Town reserves the right to prohibit any equipment it deems hazardous to the public health, safety or welfare. The Town, in its discretion, may require a deposit to cover potential damage to park grounds by portable event facilities, including tents. The Town reserves the right to deny an application for an event where, in its discretion, it determines that noise levels generated by the event will have a negative impact on or are deemed not compatible with surrounding properties.

Indicate how electricity, lighting, tents, and any other facilities or services related to set-up of event will be provided and where they will be located:

List all outside equipment and portable event facilities and proposed locations:

VENDORS / FOOD

Food or merchandise vendors are not permitted at events unless licensed and listed on the event application. The Town shall not enter into any agreement with

any such vendor and the Town shall bear no responsibility for any damage that may occur to any vendor equipment or merchandise at the park site.

A Temporary Food Permit shall be obtained in any instance where food is prepared for the public. Contact the Mecklenburg County Health Department at 704-336-5524. When the permit is obtained, a copy must be forwarded to the Town of Mint Hill.

List all vendors proposed for the event, include business name, type of merchandise/food sold, and facilities used (e.g. truck, cart, etc.):

If food will be prepared for the public at the event, has the applicant contacted the Mecklenburg County Health Department?

ANIMALS

Any animals used in conjunction with ANY major events must be specifically approved by the Town prior to such event taking place. The applicant must state the type and number of animals, how animals will be housed or tethered, describe degree of access to or contact with animals by public, and means that will be used for disposal of animal waste. Any injury to park users or damage to park vegetation or facilities caused by the animals will be the sole responsibility of the applicant. The Town reserves the right to require additional security deposits for events involving animals, if, in the Town's judgment, there exists potential for such damage. The Town will review all applications for events involving animals on a case-by-case basis. In addition, all dogs brought by persons attending events must be leashed while in town parks. For specific events, the Town reserves the right to prohibit any and all animals from the event in the interest of preserving the safety and welfare of all event attendees.

In addition, all dogs brought by persons attending events must be leashed while in town parks. For specific events, the Town reserves the right to prohibit any and all animals from the event in the interest of preserving the safety and welfare of all event attendees.

List the number and type of animals proposed for use in conjunction with the park event and describe how they will be housed or tethered, degree of access to or contact with animals by public, and means that will be used for disposal of animal waste:

LIABILITY INSURANCE/INDEMNIFICATION

*All applicants for major events shall provide a certificate of liability insurance with a minimum coverage policy of one million dollars (\$1,000,000) covering all proposed activities and outside facilities included in the park event and naming the Town as an additional insured. **The Applicant agrees to indemnify, defend and hold harmless the Town, its agents, officers, employees, volunteers and assigns from and against any and all claims, losses, liabilities, costs, damages, expenses, and attorneys' fees arising from or connected with the Applicant's use of the facilities.***

Liability Insurance information (List company/agent, address, phone and fax, attach a copy of insurance certificate with application.)

ADDITIONAL REGULATIONS

Alcohol: Pursuant to existing Town regulations, the consumption or sale of alcoholic beverages shall be prohibited at all times on park property including during all park events.

Event Signs: Signage for any major event at a Town facility shall be in accordance with all applicable zoning regulations. A zoning permit shall have been secured prior to the event for any signage associated with the event.

Grills: No personal grills of any type are to be brought into a park by persons attending an event.

2015 Project Task List for Sunday Afternoon in the Park

Task	Owner	Status	Due	Notes
Determine date	Commissioner Ross	complete	5/1/15	Sunday, August 23, 2015 1:00-6:00 p.m.
Complete Minor Event Application	Town Manager Office	complete	6/1/15	
Post event and application on website	Town Manager Office	complete	7/1/15	http://minthill.com/news_article.php?Sunday-Afternoon-in-the-Park-88
Send application to Madness artists	Town Manager Office	complete	7/13/15	
Submit to Charlotte Observer Event calendar	Town Manager Office	complete	7/15/15	www.charlotteobserver.com/
Submit to Charlotte Culture Guide calendar	Town Manager Office	complete	7/15/15	www.charlottecultureguide.com
Charlotte on the Cheap	Town Manager Office	complete	7/15/15	cheapskate@charlotteonthecheap.com
Order Porta-johns	Town Manager Office	complete	7/15/15	One regular station, one ADA station, and one handwashing station. Call Commissioner Ross to meet and show location.
Create advertisement to post on free promo sites	Town Manager Office	complete	7/15/15	http://www.evernote.com/l/AXxfDKOPWHNj4pHQV9Dj82dyEPjO0phXiCl/
Update and print flyers	Town Manager Office	complete	7/15/15	30 copies
Submit event to Charlotte Parent Magazine	Town Manager Office	complete	7/16/15	www.charlotteparent.com
Submit to Charlottes Got A lot	Town Manager Office	complete	7/17/15	www.charlottesgotalot.com
Submit to Matthews-Mint Hill Weekly calendar	Town Manager Office	complete	7/18/15	news@matthewsminthillweekly.com
Submit to Mint Hill Times calendar	Town Manager Office	complete	7/19/15	news@minthilltimes.com
Order 8' x 12' stage	Town Manager Office	complete	8/1/15	contract signed and returned 7/19
Advertise in Mint Hill Times & MMH Weekly	Town Manager Office	complete	8/1/15	Weeks of August 10 and 17
Schedule performers and negotiate compensation	Commissioner Ross	on-going	8/1/15	
Schedule time slots and order of performers	Commissioner Ross	on-going	8/1/15	
Trim/prune trees	Public Works		8/14/15	
Provide sound system information to performers	Commissioner Ross		8/15/15	https://www.evernote.com/shard/s270/sh/2a1c69d6-a87a-4593-9968-0a0ac84dbbc7/0d63d0cd56b8356fbcff77dea810f38
Inform Fire/EMS of event date and time	Town Manager Office	complete	8/17/15	Update at Weekly department meeting
Select vendors and communicate with vendors	Commissioner Ross	on-going	8/19/15	
Fix trails (spray, add pit gravel)	Public Works		8/20/15	
Mulch (if needed)	Public Works		8/20/15	
Sweep parking lot	Public Works		8/20/15	
Slope mow (if needed)	Public Works		8/20/15	
Weed eat (if needed)	Public Works		8/20/15	
Spray park	Public Works		8/20/15	
Set up generator and ensure in working condition	Public Works		8/21/15	
Set up 8 chairs per Commissioner Ross instruction	Public Works		8/21/15	
Provide 10 cones	Public Works		8/21/15	
Provide additional garbage cans	Public Works		8/21/15	
Provide recycling bins in addition to garbage cans	Public Works		8/21/15	red recycle bins to be placed by garbage bins
Install Field Closed signs on ball fields and tennis courts	Public Works		8/21/15	
Pick-up sticks and limbs	Public Works		8/21/15	
Mark vendor spaces	Commissioner Ross		8/21/15	
Provide extra extension cord for emergencies	Public Works		8/21/15	
Provide 2 portable 6'/8' white tables	Public Works		8/21/15	
Set up Sound System and ensure working condition. Test prior to event.	Public Works		8/23/15	Public Works will set up sound system with 2 speakers and stands and 2 wired microphones. Performers may use the Fendor Passport PA, but must handle/provide their own hookups, cables, additional mics, amplifiers, stage monitors and sound mix
Set up drop cords	Public Works		8/23/15	
Police Explorers to provide parking assistance	Police Department	on-going	8/23/15	emailed Chief 7/19/15