



## **Town of Mint Hill**

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

### **Mint Hill Park and Recreation Committee Agenda** February 13 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 11, 2017 Regular Meeting
5. Reports of Committees, Members and Staff
6. Old Business
7. New Business
  - A. Election of Committee Chair and Vice-Chair
  - B. Discussion and Decision on Park Major Event Application for Philadelphia Presbyterian Easter Egg Hunt
  - C. Consider Request by Terry Brown on behalf of Mint Hill Men's Church Softball League to Waive the Field Rental Fees
8. Other Business
9. Adjournment

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Cassie Crutchfield  
Program Support Assistant

**TOWN OF MINT HILL  
PARK AND RECREATION COMMITTEE MINUTES  
February 14, 2017**

The Park and Recreation Committee of the Town of Mint Hill met in regular session on June 14<sup>th</sup>, 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 Dalton Taylor

Absent: Michelle McDonald

Town Staff: Lee Bailey, Steve Frey, Chris Cochrane and Cody Hasty

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 June 14<sup>th</sup>, 2016 Regular Meeting:** Mr. Thompson made a motion, seconded by Mrs. Barnett and unanimously agreed, to approve the minutes of June 14<sup>th</sup>, 2016 regular meeting.

**Reports of Committees, Members and Staff:** Mr. Bailey asked if Mr. Cochrane would introduce the new Parks Maintenance Supervisor. Mr. Cochrane introduced Cody Hasty to the committee. Mr. Hasty has a degree in turf maintenance and six years of experience working for the City of Monroe.

**Old Business:** *Mr. Bowden asked, is the tower is down at Veterans Park?* Mr. Bailey said, yes.

*Mr. Bowden asked, is there a possibility of expanding the park?* Mr. Frey said, there has been talk of expanding that area to a dog park. One of our K-9 Officers approached me and asked if we had the capacity to start a design and building a dog park and I told him that we would have to pump the brakes on that due to sidewalk projects. He had mentioned he had people that would like to donate some materials to help keep costs down. Other than that there are no ideas on cost, design or timeframe.

*Mrs. Barnett asked, is there any way to work with a local college to see if there are students who could submit designs for a dog park through a project?* Mr. Frey said, I would open any opportunities. We've also had others organizations who would like to donate projects through Eagle Scouts and such.

*Mrs. Barnett asked, is this something the Commissioners would need to put in a budget or say they would want to start this project in 'x' year?* Mr. Welch said, there are different ways of using

supplemental uses budget from our Police Department since this would potentially also serve as a K-9 facility training as well as other aspects of the budget, but yes it would ultimately come to the Commissioners.

*Mrs. Barnett asked, any thoughts on making the other front field a play field or practice field? Mr. Frey said, there hasn't been any talk about grading and leveling that out as it is also a portion of our parking for Madness.*

*Mrs. Barnett asked, how do we generate talk about that if we want to see that done? Mr. Welch said, there hasn't been any talk about it mostly because our main concern about fields is being put into the new park project on the twenty-seven acres on Brief Road. Once we have that underway, then we can talk about other field projects.*

*Mrs. Barnett asked, do we have an update on the Athletic Fields? Mr. Frey said, we did not get selected for the PARTF Grant. The coordinator from the State said we are next in line to receive a Federal Grant for \$167,000. The plans are between 70-100% completion in getting ready to go out to bid. We had a pre-qualification meeting last week to get contractors excited and involved with great turnout. We are targeting late-May to early-June to put it out to bid. I don't have a firm date on construction start or end, but it is about an eight month construction process which doesn't include growing in natural turf areas. The layout has not changed any. The only other hiccup we've had is with the septic system. It has delayed us a couple weeks in design.*

*Mrs. Barnett asked, is it going to be a practice field where the septic system is? Mr. Frey said, no. It will be more of a grassy, multi-purpose area where I envision kids would fly kites or just kick a ball around. It is not going to be completely level for playing soccer or anything such as that.*

### **New Business:**

- A. Discussion and Decision on Park Major Event Application for Philadelphia Presbyterian Church Easter Eggstravaganza:** Mr. Bailey said, this has always been a Minor Event in the past so you haven't seen the application. They have set up to clean up from 8:00am – 12:00pm. This is out of the honesty of the people at Philadelphia because they had a little more than 250 people last year so they just wanted to be upfront about that for this year. There are no complaints or operational issues, it was just that they had over the 250 people.

*Mrs. Barnett asked, where are they going to park the 200 cars? Mr. Cochrane said, last year they were parking where they could. Basically they parking lot was full, but they had a shuttle coming back and forth. I didn't see or hear any complaints about parking cars or from our security staff last year.*

Mr. Bailey said, as we usually do on Major Events we would have someone coordinate with our Public Works on parking and make sure they have everything they need.

*Mr. Thompson asked, is there any overflow parking? Mr. Cochrane said, no.*

*Mrs. Barnett asked, is there a reason this is not at 218?* Mr. Bailey responded, Wilgrove Park is their personal preference for this event.

*Mr. Burns said, the park out at 218 is probably better from a parking and safety concern.* Mr. Bailey said, we could suggest it, but I would think that the trees and shade provide more places to hide eggs at Wilgrove.

Commissioner Newton said, we do have about six attendants parking cars and directing them. I never felt it was an issue and Wilgrove Park is a better venue.

Commissioner Ross said, they did not park on the grass. They parked on the paved areas only. The attendants have a map of where eggs will be placed so they know where not to park cars.

Commissioner Newton said, we also have the bus that brings people to the park and takes them back to the church.

**Mr. Freeman made a favorable motion to approve the Major Event Application for Philadelphia Presbyterian Church Easter Eggstravaganza. Mr. Thompson seconded the motion and the Committee unanimously agreed.**

**B. Discussion and Decision on Request Filed by Terry Brown for Mint Hill Men's Softball:**

Mr. Bailey said, this is the same request as in years past. I am going to have Mr. Brown come up here and talk to you about the request and some of the maintenance that he does out there to assist the Town. It is my understanding that they do pay the light fees for every night they use them.

Mr. Brown said, what I would like to start out with is we are requesting the field from March 15 through October 15 from 6:00pm to closing. The spring league is a closed church league, summer is for just men and in fall we run a co-ed and a men's league. Being retired I am able to do everything else so that if you are playing in the league all you have to do is show up to play. The Town of Mint Hill cuts the grass. I drag the field, fill in the batters boxes every day. I wet them down and pack them and I've made a template for those boxes and mark those off. The league pays for the infield marking lines so I mark the foul lines and batters boxes and coaches' boxes. Every day I fill in around the pitcher's mound and first, second and third base because softball players like to slide into the bases and dig into the dirt with their feet. The Town has put in horse stall mats that are one inch thick that we put in the ground under the boxes to help keep them from digging down too much and it has worked. Every day I still have to rake them, wet them down and pack them to make sure they are flight. The Town was gracious enough to supply us with a marking machine and they did supply us the paint. I will request they still supply the paint so that I can continue to mark the lines. Home plate was misaligned last year because the Town put in really good South Carolina clay which is great softball dirt. I went to Chris and he said they didn't have time to realign the plate and I told him if he would give me permission, I would reposition it, and he did. The league does everything for that field except mow the grass. The Town gives me permission to go to Monroe Hardware and buy the paint to do the lines and I take him the receipts so that is the only cost the Town incurs. We still pay for the lights every night. Most of the people

who play in this league are Mint Hill residents. I spend about an hour and a half out there every day because I want the field to look good. The only evidence that you will find that we've been there are cleat marks on the infield because we pick up all of the trash and clean up after ourselves. The only request I have is that you waive the rental fees, we will still pay the light fees, and that the Town supplies the paint. We are family oriented, play by ASC rules, and because I sign paperwork to reserve the field I do have the Terry Brown rule and that is that each player will conduct themselves in an adult, Christ-like manner at all time or you can take your glove and leave. I think we are an asset to the Town and the community of Mint Hill.

*Mr. Freeman said, I would like to thank Terry for his hard work and dedication to the community. We appreciate what you do.*

*Mr. Burns asked, how much paint are we talking about?* Mr. Brown said, the paint lasts just over a week. The first initial time will take about two cans to spray the lines and then every eight or nine days I will go over them with a can.

*Mrs. Barnett asked, are there any people trying to reserve this field?* Ms. Everhart said, the most request we get for the field are for Saturdays.

*Mrs. Barnett asked, do you use it Monday through Friday?* Mr. Brown said, the church league does not use it on Wednesdays. I know there is a little girls' softball league that practices down there on Wednesday and sometimes there is a senior men's leagues that will go down there and use the field also.

Ms. Everhart said, if those leagues are down there they do not reserve it.

*Mrs. Barnett asked, so there are no issues or conflicts Candice?* Ms. Everhart said, no.

**Mr. Thompson made a favorable motion for the request filed by Terry Brown for Mint Hill Men's Softball. Mr. Burns seconded the motion. Mr. Freeman asked for those opposed, which Mr. Bowden agreed. Mr. Freeman asked for those in favor which, Mr. Thompson, Mrs. Barnett, Mr. Freeman, Mr. Burns and Mr. Taylor agreed. The favorable motion carries.**

**Other Business:** None.

**Adjournment:** There being no further business to come before the Committee, Mr. Freeman made a motion to adjourn, seconded by Mr. Thompson and the Committee unanimously agreed. Chairman Freeman adjourned the meeting at 8:29 a.m.

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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 Philadelphia Presbyterian Church

If Non-Profit Organization, list 501.c3 Tax ID# 56-6048622

Contact Person Responsible for Event Susan Griffin

Address 11501 Bain School Rd  
Charlotte, NC 28227

Daytime Telephone Number 704.545.6172 Fax \_\_\_\_\_

Mobile Telephone Number 704.293.1902 Pager \_\_\_\_\_

Secondary/Emergency Contact Person Judy Clinton

Daytime Telephone Number 704.545.6172 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?

We have had 3 small or minor events that were successful and last year we upgraded to a major event which went very well.

Please provide references including contact information.

Tina Ross - commissioner

Ted Biggers - mayor

Richard Newton - commissioner

Who will sponsor the event? Philadelphia Presby Church

Christian Education Committee

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

Flyers, small eqg signs, and social media

What is the budget for the event? \$1600

**REQUIRED INFORMATION FOR PROPOSED EVENT:**

Park Requested for Event: Fairview \_\_\_\_\_ Wilgrove  \_\_\_\_\_

Event Date(s) Saturday, March 24, 2018

Set Up (Date(s) and Times) 8am that day

Take Down (Date(s) and Times) 12pm that day

Type of Event Easter Eggstravaganza

*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 The lower end of the park including the trails and one shelter at the back behind the tennis courts, bathrooms, playground if participants choose to do so.

Estimated Total Number of People attending Event 350

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 30

**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:

We have experienced parking volunteers who have worked this event for 4 years. We use many of the spaces but only for 1.5 hours

#### 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?

No, but we will if needed

#### 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:

We will use the provided bathrooms on the park property. It has worked well before.

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## **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:

We will collect all trash and put into closed bags and leave to be picked up by the town.

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## **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:

We will only have 6-8 small 10x10 pop up tents

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**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:

We do not require this.

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

N/A

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**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.):

N/A

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

N/A

#### **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:

N/A

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**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.)

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**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.



- 7. Restrooms – proposed facilities sufficient? ✓
- 8. Refuse – proposed collection and disposal sufficient? ✓
- 9. Tents – locations acceptable? ✓  
     permits needed? No
- 10. Equipment – electricity —  
     lighting —  
     other: \_\_\_\_\_ —
- 11. Outside equipment and facilities acceptable: —  
     \_\_\_\_\_ —  
     \_\_\_\_\_ —  
     \_\_\_\_\_ —  
     \_\_\_\_\_ —
- 12. Vendors – approval by Town —  
     merchandise —  
     food —  
     Privilege licenses —  
     Health Department permits —
- 13. Animals – approval by Town —
- 14. Insurance – certificate attached Pending.
- 15. Event Fee – by facility rental: \$ 50-  
     shelter \$ 50-  
     \_\_\_\_\_ —  
     \_\_\_\_\_ —  
     \_\_\_\_\_ —
- Total required: \_\_\_\_\_ \$ 50<sup>00</sup>
- 16. Deposits - \_\_\_\_\_ \$ 750  
     Major Event \$ 750  
     \_\_\_\_\_ —  
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17. Staff Comments:

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18. Parks and Recreation Committee - Review Date 2-13-18

Action Taken: \_\_\_\_\_