Town of Fairview

FAIRVIEW PARK FACILITY COMMITTEE

Agenda

June 20, 2019 @ 6:30 p.m.

Fairview Town Hall Meeting Room

1. Call to order
2. Public Comments
3. Business:
   a) Requests to use Park
   b) Request for Fans under Picnic Shelter
   c) Review Rules of Procedure
   d) Review Draft Application to Use Park Grounds
4. Approval of Previous Minutes:
   a. May 9, 2019 --- Regular Meeting
5. Adjourn

Requests for Use of Park

Teresa Gregorius

From: Jacob Holloway <jakeholloway0702@yahoo.com>
Sent: Sunday, May 12, 2019 7:16 PM
To: Teresa Gregorius
Subject: Eagle Scout Project

Dear Town of Fairview Council,

My name is Jacob Holloway. I am a Boy Scout in Troop 316 and am currently working towards the rank of Eagle Scout. I grew up in Fairview and would like to give back to my community by adding features to the Town of Fairview park. I noticed that there are limited eating areas other than the pavilion and I would like to construct a couple of picnic tables for placement either around the pond or in the woods. If there are other project ideas for the park other than the tables please let me know. I look forward to hearing back from you soon.

Thank you,

Jacob Holloway

Teresa Gregorius

From: Kelly Cehelnik <Kelly.Cehelnik@unioncountync.gov>
Sent: Thursday, May 30, 2019 8:32 AM
To: Teresa Gregorius
Subject: Pop-Up Library

Hi Teresa,

This summer the library is hosting pop-up libraries across the county in hopes of advertising library resources, the summer reading program, and to provide literacy activities for families. After a social media post some people commented that the Fairview Park would be a great place to host one of these pop-up libraries so I am seeking the towns permission to host one there. I'll bring a tent, table, and activities so it's all very low key. I just pick a time and date for my calendar then advertise the pop-up library through our social media outlets. If you all would like to partner with us on this program I would absolutely love it since we aren't always able to extend our services to the town of Fairview as often as we would like.

Thank you!

Kelly Cehelnik
Community Engagement Librarian

PUBLIC LIBRARY
UNION COUNTY
316 East Windsor Street
Monroe, NC 28112

T 704.283.8184 ext. 5228
F 704.282.0657
Kelly.Cehelnik@unioncountync.gov
www.unioncountync.gov

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Teresa Gregorius

From: Brian Minor <brian@cedarpointefitness.com>
Sent: Tuesday, June 04, 2019 11:07 AM
To: Teresa Gregorius
Subject: Park Usage During The Summer

Hi, my name is Brian Minor and I own a personal training business called Cedar Pointe Fitness. For the last 8 years I've also led a fitness ministry called Holy-Fitness. It's a very low cost boot-camp style fitness program designed for all fitness levels. During this 8 week program my heart is to make disciples through fitness by bridging the gap between faith and fitness. For the last 4 years my family has lived on Windsor Greene Dr. which is 1/4 mile away from the park. (our family of 7 loves the park and we use it several times a week!)

In 8 years every workout has been inside local churches. This year I have a group of people who are wanting to meet outside for a group workout 2 days a week in the mornings during the summer. Fairview Park was suggested as a place to meet but before I navigate this any further I wanted to inquire about the possibility of using your facility. We normally meet indoors around 6:30am or 7am for 1 hour 2 days a week. I have no need to use any of the playground equipment or shelters but would utilize the track and grassy areas behind the bathrooms. My question is... would I be permitted to use Fairview park for group workouts? If so, what steps do I need to take? Also, this could be open to the public as well (if allowed).

Thank you either way for taking the time out of your day to read and respond to this email. Please let me know if you have any questions. cell: 980-313-5324

Serving Him,

Brian Minor CSCS, CES, PES, CPT

Owner/Personal Trainer
CEDAR POINTE FITNESS
14017 E. Independence Blvd.
Matthews, NC 28104
(704) 412-3580
www.cedarpointefitness.com

Request for Fans @ Picnic Shelter

Review Rules of Procedure

FAIRVIEW PARK FACILITY COMMITTEE

RULES OF PROCEDURE

TOWN OF FAIRVIEW
NORTH CAROLINA

ARTICLE I

Park Facility Committee

1-1 The official name of the Fairview Park Facility Committee hereafter referred to as the Park Facility Committee.

1-2 The Park Facility Committee shall be considered a "Public Body" and is subject to all rules and regulations for Public Bodies contained in North Carolina's Open Meetings Regulations.

ARTICLE II
Objective and Purpose

2-1 The primary objective of the Park Facility Committee is to develop and maintain current and future park facilities to benefit the people of the Town of Fairview.

2-2 The purposes of the Park Facility Committee are:

(a) To make studies of the Town and its surrounding areas for recreation purposes;

(b) To determine objectives to be sought in the development of the programs under study;

(c) To recommend to the Town Council plans for achieving these objectives;

(d) To develop and recommend policies, rules, administrative procedures, and other means for carrying out plans in a coordinated and efficient manner;

(e) To advise the Town Council concerning the use and the means for carrying out plans;

(f) Exercise any functions in the administration, and means for carrying out plans that the Town Council may direct;

(g) To keep the Town Council and the general public informed and advised as to these matters; and

(h) To perform any other related duties concerning Town Park area or matters that the Town Council may direct.

ARTICLE III
Membership

3-1 Members of the Park Facility Committee, a total of seven (7), shall be appointed for terms of three years as not to have more than two (2) members leaving in any one year.

3-2 If a vacancy shall occur on the Park Facility Committee by reason of death, resignation, change of residence, or any other cause, it shall be filled by Town Council appointment for the duration of the unexpired term.

ARTICLE IV
Election of Officers

4-1 A Chairman and Vice-Chairman shall be elected by the Park Facility Committee members.

4-2 The Chairman shall preside at all meetings and hearings of the Park Facility Committee, appoint all standing and temporary committees, and have the duties normally conferred on such office. The Chairman shall have the privilege of discussing all matters before the Park Facility Committee.

4-3 In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Park Facility Committee, the members present may elect a temporary Chairman for that meeting and proceed with the order of business.

4-4 The Town Clerk shall keep a record of all business transacted at Park Facility Committee meetings. The Park Facility Committee minutes shall be of public record and shall be kept on file at the Town office by the Town Clerk and available for inspection during regular business hours.

ARTICLE V
Meetings

5-1 Regular meetings of the Park Facility Committee shall be held on the second Thursday of each month at 6:30 P.M. in the Fairview Town Hall Meeting Room or Fairview Park, unless the Chairman deems elsewhere. Each member shall be notified by mail or E-mail of each regular meeting by the Town Clerk.

Whenever there is no business to come before the Park Facility Committee, or whenever so many members notify the Town Clerk or the Chairman of their inability to attend that a quorum will not be available, the Chairman may dispense with a regular meeting. In such cases, the Chairman, or other person so designated by the Chairman will endeavor to notify Park Facility Committee members of all meeting cancellations.

5-2 Special meetings may be called only by the Chairman, provided that at least forty-eight (48) hours notice of time of such meeting shall be given to each member by the Town Clerk and all applicable open meeting law notification requirements are met. This notice shall be sufficient unless a longer time period would be needed due to Park Facility Committee notification requirements.

5-3 Three (3) members of the Park Facility Committee shall constitute a quorum. A quorum shall be present before any business is transacted.

5-4 All regular and special meetings of the Park Facility Committee shall be open to the public. Public notice of all regular meetings shall be made by posting notification and date on the Town web site at least three (3) days prior to the meeting. The notice shall remain posted until the meeting has been concluded.

8-6 Any person wishing to address the Park Facility Committee will be allowed. A time limit of three minutes will be allowed, unless the Park Facility Committee wishes to presently address the subject.

ARTICLE VI
Attendance

6-1 In order for the Park Facility Committee to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Park Facility Committee member may be removed by the Town Council for failure to attend meetings.

ARTICLE VII
Order Of Business

7-1 The order of business at regular meetings shall be as follows:

a) Roll Call and Determination of Quorum
b) Committee Reports
c) Old Business New Business
d) Approval of Previous Minutes
e) Adjournment

The Chairman shall have the authority to amend the order of business at any meeting.

7-2 Items of business at the regular meeting shall appear on the agenda. All items on the agenda shall have been presented to the Town Clerk at least ten (10) days prior to the regular meeting. Items not appearing on the agenda or submitted to the Town Clerk within ten (10) days of the regular meeting may only be considered for addition to the agenda by a unanimous vote of the Park Facility Committee members present.

ARTICLE VIII
Conflict Of Interest

8-1 No member of the Park Facility Committee shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Park Facility Committee which may result in a private benefit to themselves. Park Facility Committee members should excuse themselves if the circumstance arises.

8-2 Withdrawal from participation in any matter is necessary only in those specific cases in which a conflict arises. There shall be no attempt to exclude entire categories of considerations because

of the business or profession with which a member is associated.

ARTICLE IX
Actions By Committee

9-1 All actions of the Park Facility Committee shall have been put before the Park Facility Committee members in the form of a motion, duly seconded, and voted upon by all unexcused members present for a quorum.

9-2 The chairman may take part in all deliberations and vote on all issues. Only non-excused members present at the time a hearing is held and a vote is taken shall be eligible to vote.

9-3 It is the duty of all Park Facility Committee members present at a meeting to vote on all issues coming before the Park Facility Committee unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a "yea" vote.

ARTICLE X
Adoption and Amendment

10-1 These rules of procedure may be adopted by a majority vote of the Park Facility Committee Membership.

10-2 These Rules of Procedure may, within the limits allowed by law, be amended at any time by an affirmative vote of a majority of the voting members of the Park Facility Committee, provided that such amendment be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

_____
Adopted

_____
Mayor

_____
Town Clerk

Review Draft Application To Use Park Grounds

Town of Fairview Park: Event Procedures & Rules

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Please read the following document closely. The Town of Fairview Park Procedures & Rules policy for events has been streamlined to provide clearer understanding of an Event Organizer's responsibilities when leasing the park grounds.

1. Leasing Requirements

A. Pre Application Meeting:

Prior to submitting an application to use the Town of Fairview Park, Event Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the following document as well as gain a clearer understanding of your event's needs. To schedule this meeting please contact the Town Clerk's office by phone at 704.753.1981 or email at tgregorius@fairviewnc.gov.

B. Application:

All Event Organizers wishing to use the park are required to complete a Town of Fairview Event Application Form. Each application will be reviewed by Town Staff for completeness and accuracy, however, may only be approved (executed use agreement) by the Town of Fairview.

- Application Date Submission for Event Organizers: Shall submit a Completed Application no less than one hundred twenty (120) days before event.

C. Usage Fees:

The Town of Fairview shall establish the usage price for the Park grounds for each fiscal budget year. Established for profit and not for profit price is designated in Table I.

Table I.

Classification	Refundable Deposit	1 Day Event	2 Day Event	3 Day Event	4 Day Event
For Profit	$250	$200	$400	$600	$800
Non Profit	$250	$150	$300	$400	$600

D. Deposit:

The Event Organizer shall be required to pay a refundable $250 damage/security deposit at least 90 days before the event. Failure to pay deposit at least ninety (90) days before event shall result in a 10% non-refundable penalty fee. This fee shall be compounded every ten (10) days until deposit is received in full. The Town reserves the right to cancel event if Event Organizer fails to properly pay the deposit. A post event site inspection shall be conducted by the Event Organizer with a designated Town of Fairview employee representative to ensure the Park grounds is left in a desirable condition. The deposit shall be refunded within thirty (30) business days after the event. Deposit must be issued in cash or certified bank check.

E. Standard Use Price:

The Town of Fairview Park features fixed event pricing as outlined in Table I. This daily pricing includes all utilities (water) and use of the restrooms and parking area.

- Additional Cost Considerations: In some rare instances because of event size/scale/scope an event may incur additional fees not listed in Table I. If applicable, these costs will be discussed with you at the mandatory pre-event meeting.

- Events that use excessive levels of electricity resulting in the Town being placed into a higher energy demand tier shall pay an electricity surcharge of $1,500 prior to event.

F. Certificate of Liability Insurance:
The Town of Fairview requires insurance coverage on all events that take place on the Park grounds. The event must provide a $1,000,000.00 liability policy with the Town of Fairview named as an additional insured. Coverage must be provided for each day the Event Organizer occupies the Park grounds. The certificate of insurance must be received thirty (30) days prior to the 1st day of the event for verification and shall be sent directly by insurance provider to the Town of Fairview.

G. Payment Terms & Conditions:
All Event Organizers are required to complete the Town of Fairview Event Use Application. All applications are considered "pending" until deposit is made in full and formal approval given by the Fairview Park Facility Committee or Town Council.

- To gain access to the Park grounds all applicable fees shall be paid in full accompanied by required permits or amended contracts. Payment shall be either cash or certified cashier's check.

- Cancellation of the event within ninety (90) days of the first scheduled event day by the Event Organizer shall constitute a forfeiture of the deposit in full.

- The Park grounds shall become available to an Event Organizer at 5:00 PM two days before the event's first public day and may occupy the grounds until one business day after last public day. For example, an event that begins on Friday and ends on Sunday shall be able to set up on Wednesday at 5:00 PM leaving the premise by Monday 5:00 PM. Event Organizers shall only pay for event use days not setup or closeout days.

- Events that have not fully vacated the Park grounds by their established date shall be subjected to a $500 per day penalty which will be subtracted from their paid deposit. Event Organizers that fail to fully vacate the Park grounds by their established date due to extraordinary circumstances such as extreme weather events may appeal their penalty to the Town Clerk.

2. <u>General Use Provisions</u>

A. Food:
Event Organizers shall be responsible for obtaining the appropriate food preparation and handling permit(s) as may be required by the Union County Health Department or other such regulating agency. Cooking oil collection and disposal is the responsibility of each Event Organizer. Any damage caused by food preparation substances (grease, oil, hot water etc.) shall be the responsibly of the Event Organizer and will result in the forfeiture of deposit that reflects the true cost of repairing the damage.

B. Parking/Traffic:
- The Town of Fairview reserves the right to restrict the flow of vehicle traffic during inclement weather to prevent the destruction of the grounds as a courtesy to future events.

- The Town of Fairview shall require the Event Organizer to provide parking attendants to protect adjoining properties from improper parking.

- Dedicated fence/gates must remain open or be attended by Event Organizers during all times that assemblies are ongoing.

- Users are to obey all applicable laws concerning public conduct and safety during their use of the Park grounds.

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C. Restrooms:
The Park restrooms can accommodate up to 150 people on the grounds at one time. It is the responsibility of the Event Organizer to have enough facilities for the event based on daily estimated event attendance. For events with an estimated attendance of over 150, one portable restrooms per 100 (1 per 100) event attendees is industry standard and required by the Town of Fairview. It shall be the responsibility of each Event Organizer to notify the Town of Fairview of which portable restroom provider will be used 30 days prior to the first event date.

The Town of Fairview shall provide toilet paper, paper towels and/or soap for the Park ground restrooms. It is the responsibility of the Event Organizer to keep these items replenished and to ensure the Park ground restrooms are kept clean during each event.

D. Site Inspection:
Designated Town of Fairview Staff and the Event Organizer shall perform a pre-event and post-event site inspection. Each party will complete a "punch list" during both inspections. The Event Organizer shall be responsible for cleaning the Park grounds prior to leaving the premises. All trash/recyclables must be placed in appropriate receptacles. Failure to clean the site and parking areas will be charged a cleaning fee. This fee will be taken out of the deposit and will reflect the true clean-up costs.

E. Solid Waste:
Trash: The Event Organizer shall furnish an adequate number of individual trash receptacles (Event Organizers may have a temporary dumpster located on site if needed with prior approval of the Town).

F. Temporary Signs:
Temporary sign(s) of any kind, including banners and flags, hung or placed on the Park grounds must be submitted for approval by the Town of Fairview. Special considerations will be given to event sponsorships. In no instance shall any temporary sign obscure from public view the Fairview Park sign.

3. <u>General Conduct & Standards</u>

- The Town of Fairview does not discriminate based on race, national origin, sex, religion, age or disability in any provision of providing services to the public.
- The Fairview Park grounds shall be available for use from 7:00 AM to 8:00 PM every day, except as otherwise provided herein.
- All amplified music must end by 8:00 PM. Applicant shall agree to cooperate with Union County in enforcing this provision.
- Violation of facility use rules may result in expulsion with denial of future use privileges. Rules and regulations are subject to the interpretation of and enforcement by designated Town Officials.
- The Town of Fairview promotes safety first and reserves the right to require anyone who poses a threat to another person, structure or property to leave the Park grounds at any time.
- The designated Town official may determine that it is necessary to keep persons temporarily off the Park grounds for the purpose of safety, maintaining, improving, or preventing damage to the same.
- Fireworks & Pyrotechnics shall not be utilized by any Event Organizer/individual other than the Town of Fairview.

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Town of Fairview Park: Event Use Application Form

7516 Concord Highway
Monroe NC 28110
Phone: 704.753.1981
E-Mail: tgregorius@fairviewnc.gov
www.fairviewnc.gov

Instructions: Please read all information included in this document, sign and submit completed pages 1 & 2 to the Town of Fairview. Questions, please contact the Town of Fairview at 704.753.1981 or email tgregorius@fairviewnc.gov

Contact Information:
Please Type or
Print in Black or Blue Ink

Event Name:

Event Host/Sponsor:

Federal Tax ID Number:

Event Organizer:

Drivers License: State-Number:
Date of Birth:

Mailing Address:
(Address, City, State, Zip Code)
Phone:
Email:
Website:

Proposed Event Schedule	Requested Dates	Start Time	End Time
Setup Day:			
Event Day -1			
Event Day- 2			
Event Day -3			
Event Day -4			
Strike Day:			

EVENT OVERVIEW:

Please provide the type of event and a brief explanation of the event activities. Please include the expected daily attendance per day.

PREVIOUS EVENT HOSTING:

Please identify if your organization has hosted this event (or similar type of event) in the past. Please provide information on any recent events, festivals, etc. that you have sponsored, promoted and/or produced. You may attach additional sheets if necessary.

Event Title:	**Event Title:**
Event Location:	**Event Location**
Event Date:	**Event Date**
Contact Person:	**Contact Person:**
Phone #	**Phone #**
Email:	**Email:**
Website:	**Website:**

PRE-APPLICATION MEETING:

Prior to applying to use the Town of Fairview Park, Organizers are required to attend a pre-application meeting with designated Town Staff. This allows staff to explain in more detail the Procedures & Rules associated with the Town of Fairview Town Park. To schedule this meeting please contact the Town Clerk's office.

PLEASE READ AND SIGN THE STATEMENT BELOW

I certify that I am authorized to act for the above organization/group/individual. This organization/group/ individual understands that approval of the use of the Town of Fairview Park in no way constitutes or signifies town sponsorship of the activity or function conducted by this organization/group/individual, and that this organization/group/individual will be responsible for adhering to the Towns guidelines. Rules for the use of the property are subject to change at any time without prior notice. I and this organization/group/individual defend, save harmless and indemnify the TOWN OF FAIRVIEW against any tort, liability, claim, demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the use of the Park grounds. By signing this document, I expressly give the TOWN OF FAIRVIEW the right to perform a background check to verify the information contained herein or other such information as may be determined expedient by the Town. I further certify that I have been provided with a copy of the Town's operating policies for the use of the Park and agree to abide by same.

(PLEASE PRINT)

NAME: _____

SIGNATURE: _____ DATE: _____

****FOR OFFICE USE ONLY****

EVENT APPROVED (Authorized Signature): _____

DATE: _____

Approve Minutes

Town of Fairview
Fairview Park Facility Committee Meeting
May 9, 2019

The following Fairview Park Facility Committee members were present: Jane Link, Penny Love, Mike Medlin, Bill Riffle and Leon Whitley

Others present: Teresa Gregorius, Town Clerk

Items of Business

A. Appoint Chairman and Vice Chairman

Nominations were opened for chairman. Bill Riffle nominated Mike Medlin. Leon Whitley closed the nominations. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Nominations were opened for vice chairman. Mike Medlin nominated Penny Love. Leon Whitley closed the nominations. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

B. Review Rules of Procedure

The draft Rules of Procedure was presented to the committee to review and bring back any additions/deletions at the next meeting.

The committee agreed to hold the meetings on the second Thursday of each month at 6:30 PM.

C. Discuss Future Park Projects

Councilman Jerry Clontz presented pricing for sod around the picnic shelter and restroom areas of approximately $2,100.00. His suggestion was that Park Facility members and other volunteers set a time to install the sod.

Leon Whitley made a motion to recommend purchasing sod for the park picnic shelter and restroom areas to the Council. Jane Link seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Councilman Clontz noted that the mulch in the playground area will need additional mulch added to keep the area ADA compliant. It would also be a good time to re-mulch the wooded areas in the park during the next park clean-up day. Piedmont band members have expressed that they would help with the clean-up day again this year.

Leon Whitley made a motion to recommend purchasing mulch for the park playground and wood areas to the Council. Jane Link seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Committee members listed suggestions for future projects for the park:

- Driveway and rear parking
- Clearing dead trees
- Clean-up day, replace mulch
- Swings around the pond (porch type)
- Benches around the pond
- Clearing and develop wooded area to right of drive
- Fertilize grass
- Trail around entire park
- Additional shelter
- Amphitheater
- Kids fishing day
- Lights around pond
- Activities for older kids (basketball, volleyball courts)
- Pickleball

D. Approval of Previous Minutes

Leon Whitley made a motion to approve the April 18, 2019 minutes. Bill Riffle seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Public Comments

Candy Baucom representing the Samuel F. Keziah American Legion 535 4-H Piedmont Shooting Team brought a request to the committee regarding using the park for a fundraiser for the shooting team. The team has placed first in district and state and are now going to regionals. They anticipate having a car show, music by the Pine Ridge Boys and hamburgers and hotdogs. The committee discussed the request.

Penny Love made a motion to recommend approving the fundraising event to the Council with approved insurance coverage. Leon Whitley seconded the motion. Committee members Link, Love, Medlin, Riffle and Whitley voted yes (5-0).

Patricia Kindley reported to the committee that the Council approved a policy for the town hall and park to be smoke free/tobacco free. She will be happy to help with signage at the park as necessary.

Chairman Medlin adjourned the meeting.

Respectfully submitted,

_____

Teresa Gregorius
Town Clerk

Approved this _____ day of _____, 2019

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