



Town of Fairview

PARK-REC & EVENT COMMITTEE

Agenda

July 12, 2018 @ 6:30 p.m.

Meeting will be in the Council Meeting Room

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Sub-Committee Updates
4. Approval of Previous Minutes:
 - a. June 7, 2018 --- regular meeting
5. Adjourn

FESTIVAL SUB-COMMITTEES

Advertising: Lisa Thomas

Children's Entertainment: Theresa Donaldson

Craft Vendors: Wendy Nielsen

Custodian: Bill Riffle

Decorating: Rita Price

Food Vendors: Todd Donaldson

Music: Lisa Thomas

Parking: Mike Medlin

Volunteer Coordinator:

Winter Festival ONLY - Fire Pits: Scott Cuthbertson



**Town of Fairview
Park-Rec & Event Committee Meeting
June 7, 2018**

The following Parks & Recreation Advisory Committee members were present: Lisa Thomas, Larry Carter, Scott Cuthbertson, Theresa Donaldson, Todd Donaldson, Mike Medlin, Wendy Nielsen, Rita Price and Bill Riffle

Others present: Teresa Gregorius, Town Clerk

Public Comments

None

Items of Business

A. Sub-Committee Updates

Advertising/Lisa Thomas: Will reuse the large posters from last year and just change the date; flyers (per festival) will be \$280 for 2000; 11x14 posters will be \$0.75 each and we will need 25; 18x24 corrugated signs will be \$18 each. She will check with area churches about getting information into the church bulletins.

Children's Entertainment/Theresa Donaldson: Fall Festival - Planning on having most of the same activity stations as last year, adding 1 or 2 new ones. Arnold Price is checking on getting the duck race, peddle tractor pull and barrel ride equipment again this year. Ms. Thomas said that Fairview PTO would like up to 3 booths this time which may include children activities. Winter Festival –will do nativity, letters to Santa, Santa reading again but will not do Santa's Workshop this year. Possibly have children decorate ornaments.

Craft Vendors/Wendy Nielsen: The Committee discussed and decided to charge \$25 per vendor. Vendor application will be updated and emailed out soon.

Custodian/Bill Riffle: Mr. Riffle discussed last year's usage of port-a-jons and wash stations with B.B. Haigler and decided that 5 port-a-jons and 2 wash stations would be sufficient for the Fall Festival and none would be needed for the Winter Festival.

Decorating/Rita Price: Will be reusing Fall and Winter decorations and just adding a few new items for each festival.

Food Vendors/Todd Donaldson: Mr. Donaldson will contact the area churches to see if they are interested in participating.

Music/Lisa Thomas: The sound system rental for the Fall Festival from 9:00 AM till 6:00 PM will be \$2,159.00. Musical groups/acts that have committed to coming are: Hosanna from Bethel Church, Fairview Elementary Children, and Zack Herman from Zion United Methodist Church. Please let Ms. Thomas know if you have anyone else that she can contact.

Parking/Mike Medlin: Will check on parking signs.

Volunteer Coordinator: Ms. Thomas noted that we will need a volunteer booth set up for volunteers to check in and get their vests and assignments. This year the volunteers must be finer turned than last year. Once the children's entertainment stations have been decided, we will be able to determine how many volunteers will be needed. Ms. Thomas asked everyone to think about providing lunch for the volunteers. Also walkie-talkies would be very helpful for the Committee members to have this year.

The Town Clerk will contact EMS and law enforcement.

Larry Carter volunteered to clean-up the park before the festival and Ms. Thomas said it would be a great idea to schedule a clean-up day and get volunteers to help get the park ready for the festivals.

B. Park Additions

Scott Cuthbertson reported that additional single picnic tables to place in the wooded areas would start at \$750.00 up to \$1050.00. This would not include mulch or gravel for tables to sit on.

Ms. Thomas mentioned earlier that the sound system rental would be \$2,159.00 and to purchase a system would be \$8,000.00. It had also been mentioned that a fountain in the pond would be helpful for the fish but would require electricity. She also noted that electricity around the pond area would be very helpful especially during the festivals as well as lighting around the pond so that the park can stay open later in the evening.

Rita Price reported that a sand volleyball court would run from \$18,000.00 to \$21,000.00 based on the three quotes she received.

Larry Carter made a motion to request to the Council that the \$2,000.00 left over from the 2017 festivals be used toward acquiring additional electricity around the pond. Wendy Nielsen seconded the motion. Committee members Thomas, Carter, Cuthbertson, Theresa Donaldson, Todd Donaldson, Medlin, Nielsen, Price and Riffle voted yes (8-0).

C. Minutes

Wendy Nielsen made a motion to approve the May 1, 2018 minutes. Bill Riffle seconded the motion. Committee members Thomas, Carter, Theresa Donaldson, Todd Donaldson, Medlin, Nielsen, Price and Riffle voted yes (8-0).

Lisa Thomas adjourned the meeting.

Respectfully submitted,

Teresa Gregorius
Town Clerk

Lisa Thomas
Chairman

Approved this _____ day of _____, 2018