



Town of Fairview

PARK-REC & EVENT COMMITTEE

Agenda

May 1, 2018 @ 6:30 p.m.

Meeting will be in the Council Meeting Room

1. Call to order ---*Chairman Thomas*
2. Public Comments:
3. Business:
 - Introduction of Committee Members
 - Review Duties of Committee
 - Discuss Fairview Fall Festival and Winter Festival
 - ❖ Assign Sub-Committee Chairpersons for Festivals
 - Discuss Future Additions to Park
4. Adjourn

Introduction of Committee Members

Town of Fairview - PARK-REC & EVENT COMMITTEE

NAME	STREET	CITY/STATE/ZIP	TELEPHONE #	EMAIL	TERM EXPIRES	TERM #
Todd Donaldson	8606 Berdanna Lane	Monroe, NC 28110	704-650-5684	ttgpdonaldson@gmail.com	May 2021	3
Wendy Nielsen	404 Clontz Rd.	Indian Trail, NC 28079	704-221-0642	wendy.nielsen@ucps.k12.nc.us	May 2021	3
Scott Cuthbertson	402 Hwy. 218 West	Indian Trail, NC 28079	704-309-0783	scott_dud@hotmail.com	May 2021	3
Bill Riffle	7612 Water Oak Lane	Monroe, NC 28110	704-753-4840	bill.riffle@earthlink.net	May 2020	2
Mike Medlin	7206 W. Duncan Rd.	Indian Trail, NC 28079	704-242-5803	gmmedlin@gmail.com	May 2020	2
Lisa Thomas	1501 East Hwy. 218	Monroe, NC 28110	704-753-4612	lisa.thomas@ucps.k12.nc.us	May 2020	2
Rita Price	10017 Indian Trail Fairview Rd.	Indian Trail, NC 28079	704-361-5637	rprice@gcgfields.com	May 2019	1
Larry Carter	416 East Hwy. 218	Monroe, NC 28110	704-753-1072	larrycarter310@gmail.com	May 2019	1
Theresa Donaldson	8606 Berdanna Lane	Monroe, NC 28110	704-577-6158	ttgpdonaldson@gmail.com	May 2019	1
Teresa Gregorius,						
Town Clerk	937 Milkwood Lane	Monroe, NC 28110	704-564-5650	tgregorius@fairviewnc.gov		

Review Duties of Committee

Fairview Park-Rec & Event Committee

RULES OF PROCEDURE

TOWN OF FAIRVIEW

ARTICLE I

Fairview Park-Rec & Event Committee

- 1-1** The official name of the Fairview Park-Rec & Event Committee shall be hereafter referred to as the Park-Rec & Event Committee.
- 1-2** The Park-Rec & Event 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. Meetings will be conducted according to Roberts Rules of Order.

ARTICLE II

Objective and Purpose

- 2-1** The primary objective of the Park-Rec & Event Committee is to develop and maintain continuing park, recreational and event programs to benefit the people of the Town of Fairview.
- 2-2** The purposes of the Park-Rec & Event 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 Festivals or matters that the Town Council may direct.

ARTICLE III Membership

- 3-1** Members of the Park-Rec & Event Committee, a total of nine (9), shall be appointed for terms of three years as not to have more than three (3) members leaving in any one year.
- 3-2** If a vacancy shall occur on the Park-Rec & Event 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-Rec & Event Committee members.
- 4-2** The Chairman shall preside at all meetings and hearings of the Park-Rec & Event 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-Rec & Event Committee.
- 4-3** In the event of the absence of both the Chairman and Vice-Chairman from a meeting of the Park-Rec & Event 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-Rec & Event Committee meetings. The Park-Rec & Event 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-Rec & Event Committee shall be held on the **fourth Tuesday of each month** at 6:30 P.M. in the Old Fairview School, 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-Rec & Event 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-Rec & Event 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-Rec & Event Committee notification requirements.
- 5-3** Five (5) members of the Park-Rec & Event 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-Rec & Event 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.
- 5-5** Any person wishing to address the Committee will be allowed. A time limit of three minutes will be allowed, unless the Committee wishes to presently address the subject.

ARTICLE VI

Attendance

- 6-1** In order for the Park-Rec & Event Committee to carry out its duties and responsibilities, it is necessary for all members to regularly attend meetings. Any Park-Rec & Event 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) Approval of Previous Minutes
 - c) Committee Reports
 - d) Old Business New Business
 - 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-Rec & Event Committee members present.

ARTICLE VIII

Conflict Of Interest

- 8-1** No member of the Park-Rec & Event Committee shall seek to influence a decision, participate in any action or cast a vote involving any matter that is before the Park-Rec & Event Committee which may result in a private benefit to themselves. 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-Rec & Event Committee shall have been put before the Park-Rec & Event 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-Rec & Event Committee members present at a meeting to vote on all issues coming before the Park-Rec & Event 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-Rec & Event 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-Rec & Event 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

Chairman

Town Clerk

TOWN OF FAIRVIEW PARK ORDINANCE

Whereas, the Town of Fairview wishes to establish rules and regulations within the Town owned park to protect the public health, safety and welfare;

NOW THEREFORE be it ordained by the Town Council of the Town of Fairview as follows:

Section 1. Hours – The Park will be opened every day with hours decided on by the Town Council. No person shall be in the park prior to or after these hours unless authorized by the Town Council.

Section 2. Regulations – The following activities are prohibited in the park unless Specifically authorized by the Fairview Town Council:

- (a) No smoking;
- (b) The use, sale, possession or consumption of alcoholic beverages, illegal controlled substances, drugs, or fireworks;
- (c) The possession, use, open carry or discharge of any type of firearm, air gun, paint ball gun or other weapon. Sworn law enforcement officers are exempt;
- (d) The use of skateboards;
- (e) The lighting or use of any fire except in the grills or other places specifically authorized by the Fairview Town Council;
- (f) Animals owned or controlled unless the animal is on a leash. Animals even on a leash are not permitted in the playground area or other areas where there are people. All animal droppings shall be bagged and put in the designated receptacles;
- (g) Horses, ponies or petting zoos without a special permit;
- (h) Hunting or trapping of any animal;
- (i) Fishing in the pond unless authorized by the Fairview Town Council;
- (j) Swimming or wading in the pond;
- (k) The use of bounce houses or inflatable slides or activities unless authorized by the Fairview Town Council;
- (l) The use or operation of any model airplane, boat, motor vehicle, drone or other motorized model device including radio controlled devices or hot air balloon unless authorized by the Fairview Town Council;
- (m) The cutting, defacing or injury of any tree, shrub, or park property;
- (n) The distribution or posting of any material, circulars, or other written material without authorization of the Fairview Town Council.

Section 3. Picnic Shelter Use:
The Picnic Shelter shall be used in accordance with the rules and

regulations as established by the Park & Rec Committee and approved by the Town Council.

Section 4. Town Liability:

The Town of Fairview is not responsible for any injury or damage to any person, animal or equipment being used in the park. All persons using the park do so at his or her own risk.

Section 5. Rules and Regulations:

All persons shall obey all posted regulations, signs and directions approved by the Fairview Town Council.

Section 6. If any provision of this Ordinance is adjudged invalid, such invalidity shall not affect the validity of this Ordinance as a whole or any part thereof not adjudged invalid.

Section 7. Penalty:

Violations of this Ordinance shall constitute a Class 3 misdemeanor pursuant to North Carolina General Statutes punishable by a fine of up to \$500.00 and imprisonment at the discretion of the Court. Each day that the violation continues shall be considered a separate offense.

This Ordinance shall take effect and be in force from and after the date of its adoption.

So ordained this 12th day of March, 2018

Town of Fairview:

By: Phillip C. Thomas
Mayor

Attest: Sheresa Gregorius
Town Clerk

Town of Fairview

Park Rules

1. The Park will be open throughout the year during posted hours of operation. No person, except authorized Park personnel shall be allowed in the Park prior to or after these posted hours without written permission. Park hours are from 7:00 AM to sunset.
2. The Park is Smoke Free.
3. The use, sale, possession and/or consumption of alcoholic beverages and/or illegal drugs, gambling, possession of fireworks, as well as any other illegal activities are strictly prohibited.
4. Unless otherwise authorized by law, no person shall possess, carry, use or discharge any type of firearm, air gun, paintball gun or other weapon within the Park; authorized Park Personnel and law enforcement officers excepted. This provision includes the prohibition of open carry of any weapon.
5. No skateboards are allowed in the Park.
6. No person shall make, kindle or tend an open fire other than in grills or in designated places provided for such.
7. No person shall cause or permit any animal owned by him or under his control, except when on a leash not exceeding 16 feet in length, to enter the Park. Pets must be leashed and away from activity areas containing participants and spectators. Animal owners must clean up any droppings made by their pets. Bag all droppings before depositing them in provided receptacles. Dogs and other animals shall not be allowed within the playground area.
8. Ponies or petting zoos are not allowed without prior authorization by a special permit.
9. No person within the confines of the Park shall hunt, pursue, trap, shoot, injure, kill, or molest in any way any animal.
10. No person shall fish in the Park pond except during Town of Fairview sponsored events.
11. No bounce houses or inflatable slides are allowed.
12. It is unlawful to use or operate any model airplane, boat, car, drone, or other motorized model device, including radio-controlled devices; or helicopter, parasail, hang glider, or hot air balloon.
13. Swimming/Wading is not permitted. Children 12 and under must be supervised by an adult at the pond area at all times.

14. No person shall cut, injure, deface, remove or disturb any tree, shrub, building, fence, bench, table, or any other structure, apparatus or property; or pick, cut, or remove any tree, shrub, flower or rock; or mark, write or carve upon any building, fence, bench, table or any other structure in the Park.
15. No person shall distribute any circulars, cards or written matter; or post, paste or affix any placard, notice or sign within the Park, without written permission.
16. The Town is not responsible for any lost or stolen items or items left unattended or forgotten.
17. The Town will not be responsible for providing or supervising any supplies or equipment. Any authorized Town representative may disallow the use of any equipment for safety reasons and ensure Town and Park policy is followed.
18. In the event of an emergency, call 9-1-1. The Park address is: 7350 Concord Highway, Monroe, NC

Picnic Shelter Use:

To reserve a shelter:

19. Visit the Town Clerk's office, fill out the application permit and pay rental fee.
20. Fee: \$50 plus sales tax for 4 hours or \$100 plus sales tax for all day per date per shelter. Rental hours available are 10:00 AM to sunset. Use of the shelter is guaranteed for the period specified in the permit only. Event set-up time and clean-up time must be included in the rental period.
21. No date/time will be held open without completion of the rental form and payment of the fee.
22. Reservations for the upcoming weekend are not taken after 3:00 PM on Thursday. Patrons may call the Town Clerk at 704-753-1981 Thursdays from 12:00 noon to 3:00 PM to inquire if shelters are reserved for the weekend.
23. No refunds will be given for cancellations fourteen (14) calendar days or less prior to the event.
24. No refunds will be given for inclement weather. If inclement weather prevents the use of the shelter, you may reschedule your event with proper notification. To reschedule your event:
 - The first business day (Town Hall is open Tuesdays and Thursdays 8:00 AM till 3:00 PM) after your rental, visit the Town Clerk's office.
 - Applicants must provide the permit number to reschedule the shelter use.
 - All rescheduled events are subject to availability.
25. If you need to modify an existing reservation (change the time, date, etc.), it must be done at least forty-eight (48) hours prior to the scheduled use. To modify your permit:
 - Visit the Town Clerk's office.
 - Applicants must provide the permit number to modify the permit.

- All modifications are subject to availability.
26. Use of facilities is for use by groups of less than 50 attendees. Events with 50 or more participants require prior approval through a Special Event permit and approval by the Town Council. NO vendors are allowed without prior approval through a Special Event permit and approval by the Town Council. No items (i.e. goods, products, services, food or beverages) may be sold without prior approval through a Special Event permit and approval by the Town Council.
27. Applicant agrees to be present on site at all times during the function, or designate a representative who will be there to serve as a liaison between the event staff and event goers at all times during the term of the permit. The applicant is responsible for all actions, behavior and/or damages caused by his/her guests.
28. Permit is only for use of the facility specified in the permit and for the date and time specified in the permit. Other areas in the Park remain open to the public and must not be affected by the permitted use.
29. Fires are prohibited except in provided charcoal grills. Gas grills may be used in designated shelter areas. Fires must be completely extinguished before leaving the Park. Grill use may be restricted in the event of drought conditions.
30. Decorations/Clean-up: Facilities are to be left in the same or better condition than before use.
- Only removable adhesive tabs are allowed for securing your decorations. Staples, nails, tape, pushpins, adhesive backed decals, tacks or paint are prohibited. Metallic decoration sprinkles, glitter, confetti, rice and birdseed are not allowed. No signs are to be nailed, pinned or stapled to any tree, Park sign, shelter and/or roadways.
 - Balloons are allowed provided they are securely anchored or strung together (e.g. arched), they are removed at the completion of the event and that air tanks are properly secured at all times.
 - Park signs and other materials are not to be removed or altered.
31. Picnic tables shall not be moved outside of the shelter.
32. Vehicles must be parked in designated parking lot areas. Loading or unloading from vehicles must be done from designated parking lot areas only. No motor vehicles allowed beyond roadways and designated parking areas.
33. Normal Park use or other various activities may be approved at a facility in or around the shelter areas resulting in increased crowds and traffic. The Town is not responsible for any impact the increased vehicle and pedestrian traffic might have on your event.

FAIRVIEW PARK
7350 Concord Highway
Monroe, NC 28110

Town of Fairview

Picnic Shelter Use Application

Mail: 7400 Concord Hwy., Monroe, NC 28110 Phone: 704-753-1981 Email: tgregorius@fairviewnc.gov

Applicant Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Reserve Date: ____/____/____ From: ____ am/pm To: ____ am/pm **(4 hour increments)**

Type of Event: (birthday party, family reunion, etc.) _____

FEES: \$50 for 4 hours or \$100 for all day

The applicant acknowledges receipt of the rules and regulations governing the use of all Town facilities and agrees that they will ensure compliance with them while they and their representatives are using Town facilities. The Town of Fairview reserves the right to modify such rules as needed at any time. All applicants are to follow the instructions of the Town and its authorized representatives when utilizing Town facilities.

The applicant understands that they are responsible for all set up and clean up and that this time is included in the four hour (unless otherwise noted) rental time. If using Town furnishings, they must be returned to the original set-up by the applicant at the end of the reservation period.

Applicant assumes responsibility for any and all claims, damage, accidents arising out of his or her use of the facility, and further agrees to indemnify and hold harmless the Town of Fairview from any such actions and damages. The applicant understands and agrees that the Town of Fairview is not responsible for accident, injury or lost or damaged property resulting from the use of occupancy of any Town-owned property.

SIGNED: _____ DATE: _____
(Must be signed by the applicant)

PRINT
NAME: _____

OFFICE USE ONLY

Date Application Received: _____ Permit # Issued: _____

Fee Amount: _____ Cash: _____ Check #: _____

Discuss Festivals/Events

- **Advertising –**
- **Children's Entertainment –**
- **Craft Vendors –**
- **Custodian –**
- **Decorating –**
- **Food Vendors –**
- **Music –**
- **Parking –**

Discuss Future Additions to Park