

Parks, Arts, Recreation & Culture (PARC) Commission
July 12, 2018
5:30 PM

Cornelius Town Hall www.cornelius.org/parc

AGENDA

PARC COMMISSION - 5:30 PM

- 1. CALL TO ORDER
- 2. DETERMINATION OF QUORUM
- 3. APPROVAL OF MINUTES
 - A. June 2018 Draft Minutes
- 4. PUBLIC APPEARANCES CITIZEN CONCERNS/COMMENTS
- 5. DIRECTOR'S REPORT
 - A. June 2018 Director's Report
- 6. PARC COMMISSIONER RECOMMENDATIONS AND REPORTS
- 7. OLD BUSINESS
 - A. PARC Capital Improvements
 - B. Future Cornelius Arts Center
 - C. Regional Recreation Center
 - D. Future Park Capital Funding
 - E. FY18 PARC Commission Goals & Committees
 - F. Discrimination/Harassment Policy
- 8. **NEW BUSINESS**
 - A. Donation Policy
 - B. Smithville Splash Pad Hours
 - C. Symphony Sponsorsip
- 9. ADJOURNMENT
- 10. NEXT MEETING

Print

Date of Meeting: July 12, 2018

To: PARC Commissioners

From: Troy Fitzsimmons, PARC Director

Action Requested:

ATTACHMENTS:		
Name:	Description:	Type:
□ 2018.6.7.Minutes.pdf	June 2018 Draft Minutes	Backup Material



Parks, Arts, Recreation & Culture (PARC) Commission Thursday, June 7, 2018 5:30 – 7:00 pm Cornelius Town Hall 21445 Catawba Avenue Cornelius, NC 28031 www.cornelius.org/parc

MINUTES

- 1) Call to Order Chair Higgins called the meeting to order at 5:33 pm. Director Fitzsimmons introduced Shelby Cruse, new Recreation Program Assistant, who started with PARC on May 7.
- 2) Determination of Quorum A quorum was reached with six commissioners in attendance.

 Commissioners present: Rob McCloskey, Trey Fouche, Mary Wilson, Carol Livingston, Dave Rusk, and Chair Scott Higgins
 - Commissioners absent: Chris Kolkhorst, Andrew Heywood, Travis Dancy, and Town Commissioner Denis Bilodeau Staff present: Director Troy Fitzsimmons, Recreation Superintendent Chad Cauble, Recreation Program Assistant Shelby Cruse, and Karen Ulmer
- **3)** Approval of Minutes (May) Commissioner Rusk made a motion to accept the minutes from the May 3, 2018, meeting as written. Commissioner Fouche seconded and the motion passed unanimously.
- 4) Public Appearances Citizen Concerns/Comments None

5) Presentations

- a) 2018 NRPA Park Metrics
 - Director Fitzsimmons said that every year municipalities throughout the country send in data to NRPA and they compile a comparative report. He showed a presentation with the report's infographic, which compared the national average in several categories to Cornelius [see attached]. While PARC's numbers are below in every area other than revenue, the Full Time Equivalent comparison has the biggest delta.
- 6) Director's Report Director Fitzsimmons highlighted the following items from his May 2018 report:
 - Special Events: We held the Cornelius 5K on May 4 with 130 runners and walkers, and raised over \$6,500 for the Thompson family. There were about 40 participants at the Lake Norman Bike Expo and Community Ride on May 12 and about 2,000 participants at the Cornelius Jazz Festival on May 19. We will host Symphony in the Park at Bailey Road Park on Saturday, June 23; gates will open at 6:00 pm. Our first movie of the 2018 Outdoor Cinema Series was on June 2 with about 200 participants. The next movie is a Boat-In on July 7 at Ramsey Creek Park.
 - Anthony Roberts' last day as Town Manager was Monday, June 4. Assistant Town Manager Andrew Grant was promoted to Town Manager, Planning Director Wayne Herron was promoted to Deputy Town Manager, and Assistant to the Town Manager Tyler Beardsley was promoted to Assistant Town Manager.
 - The FY19 budget was approved by the Town Board at their June 4^{th} meeting, 5-0. PARC got \$1 million for land acquisition and an additional \$25,000 for upkeep and maintenance. The total for maintenance will be \$150,000, half of our \$300,000 request.
 - Enrollment for Summer Arts & Recreation Camps is still higher than last year. Enrollment for Summer Sports camps is only down 19% with Huntersville's partnership withdrawal from the program, compared to last year's numbers. Summer Day Camps still have openings, though a few of the weeks are sold out.

7) PARC Commissioner Recommendations & Reports

a) Items to be placed on record – None

- b) Commissioner Reports
 - 1) Commissioner Rob McCloskey No report.
 - 2) Commissioner Trey Fouche He thought the *Beyond Walls* opening reception was great and the moderator, Marisa Pascucci, did a wonderful job. His wife went to the Cornelius Jazz Festival and she really enjoyed it. It was a little different from the standard PARC event, seemed to attract a different group of participants, which she appreciated.
 - 3) Commissioner Mary Wilson She attended the *Beyond Walls* opening and thought having the artists there was incredible. She hopes we can consider ways to draw more people and improve the event, such as making it more interactive.
 - 4) Commissioner Carol Livingston She also attended *Beyond Walls*, as well as the Regional Recreation Center Stakeholders meeting and a Programs, Fees and Facilities committee meeting.
 - 5) Commissioner Chris Kolkhorst Absent
 - 6) Commissioner Andrew Heywood Absent
 - 7) Commissioner Dave Rusk He attended the *Beyond Walls* opening and suggested that next year we reach out to local school art teachers to let them know the artists would be there, which might appeal to teachers and art students. He went on the Community Bike Ride. It was fun and he would like to see the Bike Expo and the ride grow.
 - 8) Commissioner Travis Dancy Absent
 - 9) Chair Scott Higgins He reminded commissioners to send FAQ ideas to Commissioner Wilson by July 12. He participated in the Cornelius PARC 5K, went really well. The PARC Department does such a great job getting events organized. He attended the *Beyond Walls* opening and was disappointed that Town Commissioners did not attend. He took part in the Community Bike Ride and the Bike Expo and they have already started the planning for next year. The Cornelius Jazz Festival was really good and he volunteered in several roles, encouraged other commissioners to serve in that way whenever possible. He attended the Regional Recreation Center workshop with Commissioners Rusk and Livingston, as well as the Pre-Development, Town Board, CRTPO, budget and other meetings.
- c) Town Commissioner Report Commissioner Denis Bilodeau Absent

8) Old Business

a) PARC Capital Improvements

Director Fitzsimmons highlighted the following projects from his May 2018 report:

- Antiquity Greenway is out to bid, with bids due by July 2.
- ADA work at Legion Park is now complete. The parking lot, shelter, restrooms and ballfield are now accessible.
- Rain has delayed completion of the new Smithville Park playground, so the opening is now set for June 21.
- We have worked out the partnership with CMS for paving at Wilhelm Park: we will be paying roughly one third of the cost and they will be paying two thirds. The project will start after school is out.
- The bids for the Bailey Middle School football field synthetic turf project came in below budget. The project was awarded to Astroturf, which also did the two soccer fields. Construction will begin soon and should be completed before school is back in session.
- b) Future Cornelius Arts Center
 - Chair Higgins said the Town Board approved the FY19 budget at their last meeting, which included \$120,000 for a fundraising firm. He has resigned from both the CAC Advisory Board and Board of Directors.
- c) Regional Recreation Center
 - Commissioners Rusk and Livingston said they have had good planning meetings. So far, they have seen three designs to consider but have not yet seen costs for the three design options. Chair Higgins said the stakeholders have made good suggestions and he has been impressed by the expertise of the folks working on these designs. Director Fitzsimmons said the current plans are for the center to be about 77,000 square feet, which is not that much bigger than the Huntersville Family Fitness Center.
- d) Future Park Capital Funding
 - No report.
- e) FY18 PARC Commission Goals & Committees
 - Public Awareness: Commissioner Wilson distributed a draft concept of what she is working towards with the FAQ cheat sheet, just a start to develop a document that can be used to frame our messaging [see

attached]. She is working on an article for *Lakeside Living* regarding the role of public art, highlighting *Beyond Walls* and other public art around Cornelius.

- Programs, Fees & Facilities: Commissioners Rusk and Livingston met today with PARC staff to discuss options for changing the policy for title sponsorships. Vendors liked us presenting a set price.
- Regional Partnerships: Chair Higgins discussed having a deadline for the app. Perhaps having the Antiquity Greenway completion as a target would be a good choice, so we could announce it at the opening.
- f) Proposed FY19 Facility Rental Fees

Director Fitzsimmons emailed out the fee proposal from last month's meeting for consideration and all email responses were supportive. Commissioner Livingston made a motion that PARC submit the fees as presented to the Finance Director for approval by the Town Board. Commissioner Rusk seconded and the motion passed unanimously.

9) New Business

- a) Discrimination/Harassment Policy
 - Recreation Superintendent Cauble said PARC had received a grievance complaint in regards to a program with one of our contracted service providers. There was no policy in place so we had to use elements of the Town's personnel policy. He distributed a draft copy of a policy statement [see attached], with the intention of making sure that anyone we are partnered or affiliated with does not discriminate or harass participants as described in the policy. We researched other public agencies, developed a review process, and plan to place the policy and grievance form on our website. Director Fitzsimmons added that the draft policy has been reviewed by the Town's attorney. He asked that the commissioners review the policy and give any comments by Friday, June 22, then we will present it again in July for final approval. Commissioner Fouche suggested the first and appeal decision makers be different people. Chair Higgins asked if we should include an appeal beyond PARC.
- b) Sponsorship Policy Covered under FY18 PARC Commission Goals & Committees
- **10)** Adjournment Chair Higgins adjourned the meeting at 7:24 pm.

<u>Next Meeting</u> – Thursday, July 12, 2018 – NOTE date is the 2nd Thursday in July <u>Future Dates</u> – Thursday, August 2, 2018; Thursday, September 6, 2018; Thursday, October 4, 2018

Print

Date of Meeting: July 12, 2018

To: PARC Commissioners

From: Troy Fitzsimmons, PARC Director

Action Requested:

ATTACHMENTS:		
Name:	Description:	Type:
2018.6.25.June_Director_Report.pdf	June 2018 Director's Report	Backup Material

PARC Director's Report June 2018

PROGRAMMING

Recreation Centers

• Completed Weeks 1-2 of Summer Day Camps (SDC). Overall, SDC registration is up by 37%, from 504 to 693 currently enrolled, due to camp expansion.

Arts Center

- Completed Weeks 1-2 of Summer Arts & Recreation Camps (SARC). Overall, SARC registration is down slightly, from 643 to 620 currently enrolled.
- Began the Summer A session of classes and workshops the week of June 4.
- Began installation of the *Home Grown: Sprouts* exhibition on display through August 25, featuring works of the summer arts & recreation campers ages 4-16.

Athletics

- Completed Weeks 1-2 of Summer Sports Camps (SSC). Overall, SSC registration is down by 28%, from 1,712 to 1,337 currently enrolled.
- Adult Softball Spring league concluded on June 5.
- Lake Norman Little League (LKN LL) All-Star tournaments and practices continue. LKN LL activities are expected to conclude on or around Friday, June 29.
- Managed 2,331 total hours of outdoor athletic facility use in May (1,772 in 2017 but 2018 saw continued baseball facility improvement projects for 378 hours and additional special events which account for 144 hours in May).

Special Events

- Held the first showing of the 2018 Cornelius Outdoor Cinema Series at Smithville Park on Saturday, June 2, with 215 participants. Up next: *Pirates of the Caribbean* on Saturday, July 7, at Ramsey Creek Park (Boat-In); *Justice League* on Tuesday, August 7, at Bailey Road Park (in conjunction with National Night Out); and *Star Wars: The Last Jedi* on Saturday, August 25, at Robbins Park (in conjunction with Back-2-School Bash).
- Held the new Smithville Park Playground Opening on Thursday, June 21, with approximately 150 in attendance.
- Held Symphony in the Park & Fireworks on Saturday, June 23, at Bailey Road Park with record-breaking attendance of approximately 8,000.

CAPITAL PROJECTS

Under Design

- **McDowell Creek Greenway** Construction document revisions are complete and were approved by NCDOT. Town staff are working with the property owner to acquire the final easement needed for the project.
- South Rocky River (Antiquity) Greenway Construction bids are due July 2.
- **South Bailey Greenway** The County added this project to their Capital Improvement Plan for construction, which is now funded. The Town has begun developing construction drawings as part of its contribution towards the project.

Under Construction

- Robbins Park Tennis court resurfacing is complete.
- Smithville Playground The project is complete. Sod was installed on June 25.
- James Hoyt Wilhelm Park The parking lot resurfacing is complete.
- BRP Football Field Artificial turf project has begun.

OPERATIONS

- **Outfield and Multi-purpose Field Improvements** The herbicide/pre-emergent applications continue to work well. Aerovating and fertilization of athletic turf continues.
- Smithville Park Adding three parking lot lights between the multi-purpose field and baseball field #1
- **BRP** Placed 30,000 SF of sod around the worn edges of the soccer and baseball fields. The sod came from the football field that is getting artificial turf. Staff have been watering it daily.
- Robbins Park A tree service removed a large white oak tree by the gaga pit.

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Date of Meeting: July 12, 2018

To: PARC Commissioners

From: Troy Fitzsimmons, PARC Director

Action Requested:

Please review and consider approval of the updated Discrimination/Harassment Policy.

ATTACHMENTS:		
Name:	Description:	Type:
DRAFT_Discrimination_ Harassment_Policy_with_termination_appealRevised_6.25.18.docx	Draft Discrimination/Harassment Policy-Revised	Backup Material



TOWN OF CORNELIUS PARC DEPARTMENT

PROGRAMS, ACTIVITIES & SERVICES

DISCRIMINATION-HARASSMENT POLICY

PURPOSE AND INTENT

The Town of Cornelius Parks, Arts, Recreation and Culture (PARC) Department is committed to maintaining a positive and respectful environment for all program participants and spectators. This document establishes a policy for prohibiting discrimination and/or harassment based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin and provides a mechanism for reporting and investigation of any allegations of discrimination or harassment by program participants and taking appropriate disciplinary action if inappropriate behavior is confirmed.

POLICY STATEMENT

The Town of Cornelius PARC Department does not discriminate against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of community recreation programs or its facilities. Third parties who receive a contract, permit, or similar use authorization from the Town to operate, conduct, administer or offer a community recreation program, activity or service are also prohibited from discriminating based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin.

DEFINITIONS

- **Discrimination**: Bias or prejudice resulting in denial of opportunity, or unfair treatment of, or making a distinction in favor of or against a program participant based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin which are irrelevant to a person's competence or suitability.
- Harassment: Persistently criticizing, disturbing, irritating, maligning, or tormenting a person with respect
 to their age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin.
 Sexual harassment is defined as unwelcome sexual advances, unwelcome requests for sexual favors, and
 other unwelcome and offensive verbal or physical conduct.
- **Program**: Any recreation program, event or activity that is in any way operated, conducted, administered or supported by the Cornelius PARC Department for participants, spectators or user groups.
- Facilities: Any property owned, operated or administered by the Town for the purposes of training for or engaging in a recreation or athletic activity and competition.
- **Department**: Refers to Cornelius PARC Department.
- **Town**: Refers to the Town of Cornelius.

POLICIES

1. Programs administered by the Department will be operated in a manner that promotes equal opportunities for all participants.

- 2. Compliance with this policy will be added as a requirement in all contracts, lease or use agreements administered by the Department. All agreements with third parties and permit applications to organize community Programs for youth or adults will contain language that prohibits the third party from discriminating against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct, or administration of these Programs.
- 3. On an annual basis, the Department will discuss with third parties the status of their Programs related to the administration of this policy.
- 4. The Department will not issue a contract, permit, or similar authorization for use of any Facilities to a third party that discriminates against any person based on age, sex, race, color, creed, religion, sexual orientation, political affiliation or national origin in the operation, conduct or administration of a Town Program.
- 5. This policy will also be posted on Department publications, website and facility use permit applications, along with the name, office address and office telephone number of any Town employee responsible for carrying out compliance with this policy.

POLICY ADMINISTRATION AND CONTACT INFORMATION

The person responsible for administering this policy shall be the Director Recreation Superintendent of the Cornelius PARC Department or his/her designee. Any person who feels he or she has been the victim of discriminatory treatment or harassment in violation of this policy, or who has questions or concerns about violations, should contact the Director Recreation Superintendent at:

Cornelius PARC Department PO Box 399 Cornelius, NC 2831 (704) 892-6031

The Cornelius PARC Director shall ensure that the name, office address and office telephone number of the Recreation Superintendent, or any employee responsible for carrying out compliance with this policy is published and disseminated in accordance with the provisions of this policy.

GRIEVANCE PROCEDURES

Any person who feels he or she has been the victim of discriminatory treatment or harassment in violation of this policy must submit a written grievance, using the Town's Grievance Form, to the PARC Director Recreation Superintendent within seven (7) calendar days of its occurrence or within seven (7) calendar days of the time the participant learns of its occurrence.

The grievance form must be signed by the grievant, and include the following:

- 1. Name of person submitting grievance
- 2. Name of person on whose behalf the grievance is submitted (only if on behalf of a minor under age of 18)
- 3. Grievant contact information including mailing address, day and evening phone numbers and email address
- 4. Current date
- 5. Date(s) and location(s) associated with the grievance
- 6. Grievance description including the name and contact information of the person and/or organization related to the grievance
- 7. Names and contact information of all persons thought to be witnesses or otherwise having relevant knowledge
- 8. Actions taken to date, if any, by the grievant to resolve the grievance
- 9. Specific relief that the grievant expects to gain through use of this procedure

REVIEW PROCESS

The Director Recreation Superintendent, or his/her designee, will review the completed grievance form within thirty (30) calendar days of submittal. During the review process, the status of the contractor, user group or third party service provider will be reviewed in accordance with the grievance filed.

At the discretion of the Director Recreation Superintendent, or his/her designee, certain allegations may warrant an immediate administrative suspension while the review process is ongoing or possibly termination for cause.

A written response will be sent to the grievant unless the grievance is resolved to the satisfaction of the grievant during the initial review period.

The described process is not intended to limit actions that are necessary by the Director, his/her designee or the Town.

APPEALS PROCEDURES

No administrative appeal will be allowed while any grievance is under review. Once the Director Recreation Superintendent, or his/her designee, has concluded the review of any grievance and submitted his/her written response, the grievant may submit an appeal as follows:

If the alleged conduct is of such a nature that the Director Recreation Superintendent, or his/her designee, issues a suspension to the contractor, user group, or other third-party services provider OR if the alleged conduct is of such a nature that the Director Recreation Superintendent issues a termination for cause to the contractor, user group, or third-party services provider, then the contractor, user group or third-party service provider may issue an appeal either verbally or in writing to the Parks and Recreation Director within seven (7) days of the issuance of suspension or termination of services notice.

The Director will then have fifteen (15) days to review the appeal and render his/her decision in writing. There will be no appeal from this decision.

RETALIATION

The Town will not tolerate any retaliation or reprisal in any way against anyone who has complained about or resisted discrimination, harassment or sexual harassment. This includes falsely denying, lying about or otherwise attempting to cover up such retaliation or reprisal conduct. Any instances of alleged retaliation will be promptly investigated.

Print

Date of Meeting: July 12, 2018

To: PARC Commissioners

From: Troy Fitzsimmons, PARC Director

Action Requested:

Please review the proposed policy.

ATTACHMENTS:		
Name:	Description:	Type:
Commemorative Donation Policy Form.docx	Draft Donation Policy	Backup Material





PARK BENCH, PICNIC TABLE & TREE DONATION POLICY & APPLICATION

Thank you for your interest in donating a bench(es), picnic table(s), or tree(s). The Cornelius Parks, Arts, Recreation and Culture (PARC) Department has established a donation program, as we value the opportunity to work with you to provide a way to memorialize or commemorate a loved one or special event.

- 1) The costs are \$1,500 for a memorial or commemorative bench, \$3,000 for a memorial or commemorative picnic table, and \$500 for a memorial or commemorative tree. The cost includes the item chosen, a plaque (for benches and tables) or a certificate (for trees), installation, and maintenance.
- 2) The PARC Director or his/her designee will determine potential installation locations. There is a database of potential installation locations, available upon request. Final locations will be approved by the PARC Director or his/her designee.
- 3) The party requesting the donation signs a ten-year agreement with Cornelius PARC for installation and maintenance of the bench(es), picnic table(s), and/or tree(s).
- 4) During year nine of the contract, the donor may contact Cornelius PARC to find out if they can pay to renew the contract for ten more years at the initial rate. If not, then the plaque, if available, will be removed by Cornelius PARC to be available for pick-up by the donor.
- 5) Fixture designs are standardized to maintain quality control and to match existing park furnishings. Memorial or commemorative fixtures shall be as follows:
 - Benches: Wabash Valley Butler Collection, 6' long, steel, with 3" x 5" plaque mounted on backrest
 - Picnic Tables Wabash Valley Kentland Collection, 7' rectangular, steel, with 1-3/4"x8" plaque mounted on side edge of table
- 6) The donor will provide Cornelius PARC with the exact inscription desired for the plaque. The plaques can accommodate up to 25 words. Simple inscriptions of less than ten words work best. All inscriptions are subject to approval by the PARC Director or his/her designee.
 - Donations and sponsor plaques from an organization or individual that is engaged in any of the following activities, or
 that has a mission of supporting any of the following activities, shall be prohibited: promotion of the sale or
 consumption of alcoholic or malt beverages, tobacco products, illegal drugs, or firearms or other weapons; or
 promotion of establishments that are licensed for and primarily sell alcoholic or malt beverages, however restaurants
 or other food services establishments and places of lodging may be authorized when the plaque inscription promotes
 only the food services or lodging.
 - Donations or sponsor plaques shall be prohibited that, in the sole discretion and judgement of the PARC Director or his/her designee, are deemed unsuitable for or contrary to community standards or appropriateness.
- 7) Cornelius PARC will guarantee a minimum life of ten years for a bench or table. If vandalism to the plaque occurs, the memorial sponsor has a choice on whether or not they will replace the plaque at their own expense (i.e., cost of new plaque est. \$25). Cornelius PARC has no responsibility to replace lost or stolen plaques. If the memorial sponsor elects not to replace the damaged plaque, Cornelius PARC retains the right to remove the damaged plaque from park grounds.
- 8) Donors may select trees, generally 2 ½" caliper or 6-8' tall, from the approved Cornelius PARC tree list. Due to unpredictable weather conditions, Cornelius PARC cannot guarantee the life of any tree, though best efforts will be made to maintain memorial/commemorative trees. No plaques will be installed with planted trees. Memorial tree sponsors will receive a certificate of acknowledgement for their donation.
- Once the contract is signed and payment processed, Cornelius PARC has up to six months to install the bench, table or tree. Once the memorial is installed, PARC will contact the memorial sponsor to confirm installation; the terms of agreement will start on that date.
- 10) Cornelius PARC retains the right to relocate the memorial bench, picnic table, or tree if the use of the site changes or to ensure park visitor safety.



Picnic Tables - Wabash Valley Kentland Collection, 7' rectangular, with 1-3/4"x8" plaque



Bench Plaque Samples





SMITHVILLE COMMUNITY COALITION
POTTS BARBERSHOP & POTTS FAMILY
TORRENCE CHAPEL A.M.E. ZION CHURCH
STINSON, GRIER & NELSON FAMILY
D.E.M. RIDAZ MC



Cornelius PARC Department Donation Form

Please complete this form and return via one of the following methods.

Mail: Cornelius PARC Department, PO Box 399, Cornelius, NC 28031

In person: Cornelius Town Hall, 21445 Catawba Ave, Cornelius, NC 28031

E-mail: parc@cornelius.org

• Fax: 704-896-2462

Your donation form will be reviewed upon receipt. You will be contacted regarding your donation request and proposed location within ten business days. If you have any questions concerning this donation program, please call 704-892-6031 x160 or email parc@cornelius.org.

For Office Use Only
Date Received:
Date Approved:
Payment Received:
Date Installed:
Contract Expiration:

704-892-6031 x160 or email par	c@cornelius.org.				
Name					
Address					
City	State	Zip Cod	e		
Phone	Email				
would like to donate (specify	number for all that apply):	Bench	Picnic Table	Tree	
Desired Park/Location/Tree Va	riety:				
Desired Wording for Bench or the chan ten words work best. All i	nscriptions are subject to app	roval by the P	ARC Director or his/h	er designee.):	of less
understand that all benches, pi deemed unsafe or unsightly, dor	cnic tables, and trees will be in:	stalled and ma	intained by Cornelius F	PARC or its contractors.	

I understand that all benches, picnic tables, and trees will be installed and maintained by Cornelius PARC or its contractors. Unless deemed unsafe or unsightly, donated benches, picnic tables and trees will remain in place for the duration of the item's lifespan, with a guaranteed 10-year minimum. At the end of this period, the Cornelius PARC may at its own discretion replace or remove the donated item. Cornelius PARC holds ultimate ownership over all donated benches, tables, and trees and it is prohibited for applicants to decorate, personalize, or add adornment to any of these items. Special maintenance requests for specific items will not be granted except in cases of safety concerns or significant damage. If a donated item is vandalized or damaged by an act of God, Cornelius PARC will make every effort to repair the item within the limits of its available funding. If the item cannot be repaired or replaced, and if the item is a hazard or is unsightly, Cornelius PARC may remove the item. Damaged or vandalized plaques may be replaced at the owner's expense. Cornelius PARC reserves the right to relocate any donated bench, table, or tree for safety, environmental, or land management reasons. In this event, the donor will be notified of the new location. By signing below, I acknowledge that I have read, understand, and agree to this paragraph and the Cornelius Park Bench, Picnic Table and Tree Donation Policy.

Signature	Date
=	

Print

Date of Meeting: July 12, 2018

To: PARC Commissioners

From: Troy Fitzsimmons, PARC Director

Action Requested:

Review current hours and be prepared to discuss.

ATTACHMENTS:		
Name:	Description:	Type:
□ 2018 Splash Pad Hours.pdf	Current Splash Pad Hours	Backup Material



Splash Pad Hours of Operation

Open Daily

9:00 am to 11:30 am

1:00 pm to 3:30 pm

5:00 pm to 7:00 pm

Splash Pad Season

Open May 19 through Labor Day weekend (may stay open later, based upon weather & demand.)

In case of emergency call 911.

For more information call (704) 892-6031 or visit our website at www.cornelius.org.

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