

Special Events Team
Meeting Minutes
Date: April 1, 2025
Time: 10:30 AM

Call to Order:

The Special Events Team met on April 1, 2025 to discuss plans for Perfect Game Baseball Tournament, Film Permit for Yamaha, & Assa Abloy Employee Picnic at Drake Field. Maria Puckett, Special Events Coordinator, called the meeting to order at 10:30 am. Other attendees included:

SET Committee:

Recreation: Maria Puckett, Harold Layton, & Kim Lindsay; Public Communications: Vivian Lett; Fire Department: David Winkles; Courtney Lumpkin, PTDPD; Chris Helton: Grounds; Joe Addison, FCEH; Sarah Tournowski, CVB; Tim Maret, Code Enforcement; Al Yougel-KPTCB

Event Organizer:

- **Jeff Casteel: Perfect Game Baseball**
- **Ally Cullen: Coordinator, Yamaha**
- **Tonya Wiley: Assa Abloy**

Discussion Topic:

- Approval of Meeting Minutes from March 25, 2025 SET Meeting. Courtney Lumpkin made a motion to accept minutes, Tim Maret seconded. Minutes approved unanimously.
- Discussion of:
 - Perfect Game Baseball Tournament: Scheduled for two weekends in June. Determined to be a for profit not a non-profit. Would need to provide information to FCDEH for any food being sold (even if it is benefitting a non-profit). Requested 6 of 8 fields and has been instructed that gate fees will be for all 8 fields as they would not be open to the public at all without payment. Requested that 3 employees from Grounds will be needed to drag fields and maintain restrooms. Names to be provided one week in advance for payment directly to employees by check at the end of the event. Little League planning to sell concessions.
 - Yamaha doing a still photo shoot with b-roll footage filming at several city owned locations requiring a film permit for those locations. Three locations have been discussed: Glenloch Rec Tennis Courts, Spillway Bridge, and Picnic Park/Lakeside area. Discussed not driving on the grass or making any permanent changes or signage. PD has recommended that they have one officer for the time period where they will be filming at the spillway to assist with the control of golf cart traffic in the area. Reserved signage to be placed at the Glenloch Rec Lower Tennis Courts for reserving the location for filming from 5-8 PM. Upper courts and surrounding area to remain open to the public. All locations with the exception of the courts will remain open and accessible to the public at all times during the two day shoot. Delivery of equipment like golf carts will be done at the third party location and driven to the various shooting locations. No flat-bed deliveries will occur on city property.
 - Assa Abloy will be hosting their employee picnic at the Drake Field Pavilion on May 22, 2025 from 11 AM-4 PM with an approximate set-up time of 10 AM. No blocking of the parking lot will occur but the FCDEH has recommended that they have portable toilets due to the proximity of the bathrooms being too far from the Picnic Park restrooms. They will be cooking (BBQ) on-site but have been instructed not to cook under the pavilion due to fire risk. Expecting between 120-150 employees and family. The pavilion is reserved for their usage but the field remains open to the public. Will not need any equipment from us or employees to work. They may need off-site parking

since the event will be during regular city business hours and there may not be enough parking available. No alcohol will be present.

- **Adjourn:** The meeting was adjourned at 12:00 pm.

, **Recording Secretary**