



Special Events Team

Meeting Agenda

August 11, 2026 | 10:30 AM
10 Planterra Way

- 1. Call to Order**
- 2. Minutes**
 - A. Approval of August 4, 2026 SET Meeting minutes
- 3. Discussion**
 - A. Discussion for Special Event for Permit for PTC Classic October 17, 2026 McIntosh Trail
 - B. Discussion for Special Event Permit for Labor Day 5k The Avenue Paths
- 4. Adjourn**

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**Special Events Team
Meeting Minutes
Date: August 4, 2026
Time: 10:30 AM**

Call to Order:

Meeting called to order at 10:35 AM. The Special Events Team met on August 4, 2026, to discuss Dirty South on November 28, 2026, Training Legends on August 30, September 13, October 4, 11 and 25, 2026, for a Baseball Tournament and AFC Lightning on August 16, 2026. Kim Lindsay, Special Events Coordinator, called the meeting to order at 10:30 am. Other attendees included:

SET Committee:

Recreation & Special Events: Michelle Johnson, Kim Lindsay; Fire Department: David Winkle; PTC Police: Courtney Lumpkin, KPTCB: Al Yougel; CVB: Sarah Tarnowski, Code Enforcement-James Brooks; Health Department-Katelyn Gillette; Facilities-Chris Helton, Recreation Intern, Abby Brown and Rory Bolyes; Communication-Vivian Lett

Event/Organizer:

1. **Approval of the minutes from July 21, 2026. Motion for approval by Fire David Winkle with a second by Recreation & Special Events Department, Chris Helton. All approved**

2. **Kasey Richardson a Special Permit request for Dirty South at Riley on November 28, 2028**

- Host event at Riley Field
- Track and Field
- No reserved parking
- Event time 7:00 AM set up
- 3:30 PM end of event
- No blocking off the parking lot needed
- Cleaning of restrooms requested
- Requested from Recreation for facilities for electricity
- No support from Fire Requested
- Request for assisting with publicizing with Communication department
- CVB upload event to the calendar for the event
- Keep PTC Beautiful-trash and litter pickup not needed
- Code Enforcement-signage pop up 2x4 signs around the field. Will have small signage for directional signs for event.
- No need for Police Department
- No food onsite.
- Will have one 10x10 tent for check in for the event
- No EMS needs for the event
- No Food Truck for event. Discussion may have a food truck will get with Health Department and Fire for approved list of permitted vendor.
- No Code Enforcement needs
- There will be no preparation of food on site

3. **Training Legends, Baseball Tournament, August 30, September 13, October 4, 2026, October 11 and October 25, 2026**
 - **Sunday tournaments only**

- Field prep with Recreation Staff needed by 7:00 AM for fields and restrooms and trash-2 people for prep and trash
- Cart concession-Fire not needed
- Association doing concession
- Dog on leash discussion
- Michelle Johnson Police not needed for tournament due to prior history of events with no issues
- Flyer to be provided to promote the events
- 8 field request for the tournaments.
- Discussion about traffic control. The entrance for the tournament will be at the gate not on the street to disrupt entrance or stop traffic.
- No electricity needed
- Rain or shine unless the field are unplayable.
- No tents for the event.
- Request for barricades. \$ 5 per

4. AFC Lightning, August 16, 2026, at PAC Soccer Fields. Representative present Fabian Patterson

- AFC Lightning Tournament on August 15-16, 2026, August 22-23, 2026
- Tournament is over 10 years old
- Utilizing the fields at Glenloch and PAC soccer fields.
- Event times at Glenloch soccer fields on Saturday done at 8:00 AM-7:00 PM and Sunday 8:00 - 3:00 PM
- Event times for PAC soccer fields on Saturday done at 8:00 PM-7:00 PM and Sunday 8:00 AM- 4:00 PM
- Portable restrooms will be brought in for the event
- Request to coordinate PTC Beautiful for trash assistance. Quote is \$35 per hour for PAC and Glenloch.
- Coordinating with Police for Glenloch for parking
- Will provide AFC Lightning logo for advertisting
- Rental to include all PAC 1-6 /Glenloch 1-7 fields
- Request for Police needs for 3 police for Glenloch- 1 for parking an perimeter (2 police for the girls weekend August 15-16, 2026, due to it not as big as a tournament)
- Police not needed at PAC for event
- Request for parking on field lot and this would need to be approved by Director of Recreation & Special Events, Harold Layton
- No issues in the past with signage for event
- Need to communicate with communication to the public to let the neighborhood aware of the dates and the traffic concerns.
- They will place two dumpsters for trash for event to assist with trash
- NO EMS needed. Traveling Tom and Kona Ice for food truck and need to verify registered.
- No tents are nothing more than 10 x 10
- Recreation coordination for parking. No parking signs will be put out for no tournament signs at Glenloch. Need staff for Glenloch and PAC restrooms
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Discussion Topic:

- Adjourn: The meeting was adjourned at 12:05 PM.

Kim Lindsay, Recording Secretary