



Durham County Memorial Stadium Authority Minutes 200 E Main Commissioner's Conference Room

Date: February 4, 2020

Time: Noon

In Attendance

Pam Karriker, Chair; Dan Moushon, Vice-chair; Commissioner Ellen Reckhow, Ed Bryson, Secretary; Frank Davis, Tyrone Wilson

Also, in attendance: Zach Pritchard, County Stadium Manager; Willie Darby, Durham County Attorney and Deborah Booth, Deputy Director of General Services

Excused absentees

Motion by Ellen Reckhow and seconded by Dan Moushon to grant Billy Ruffin an excused absence because of a recent health issue. The motion was unanimously approved.

Approval of Minutes

Following a review of the minutes from the August 6th, 2019 meeting of the Authority, it was noted that one correction should be made. The minutes in reference to the "USATF Youth Youth Outdoor National Championship Meet" were written as the "USATF Youth Youth Outdoor National Championship Meet" when it should have been the "USTF Youth Outdoor National Championship Meet". With the correction noted, Commissioner Reckhow made the motion to accept the minutes with corrections as noted. Dan Moushon seconded the motion and the motion was unanimously approved.

Stadium Vendor Policy – Food and Beverage Policy

Stadium Manager, Zach Pritchard discussed the fact he was looking to better define the existing vendor policy while staying in line with the industry standards for fees. Mr. Pritchard wishes to allow event operators the opportunity to better program their events.

The Food and Beverage Policy and the Vendor Policy has been updated to reflect (policies outlined on pages 2-4 of the 02.04.2020 Meeting Minutes).

A motion was made by Commissioner Reckhow to approve the recommended policy was seconded by Dan Moushon and unanimously approved.



Food and Beverage Policy (Effective 02/2020)

All Food and Beverage is controlled by Durham County Stadium and the Stadium Authority as outlined within the rental agreement. Food and Beverage Concessions will be provided for all stadium events excluding practice class events via stadium vendors. The stadium has established partnerships with R&J's Fish Wings and Things and Mighty Frozen Smoothies and Philadelphia Ice for 2020. Certain events may require supplemental vendors or a food option that reflects the content/ patron experience of a specific event. Please contact Stadium Manager to discuss options. *This excludes Northern High School Football that pays an annual \$3,000 flat fee for concession sales during their football games.*

At the discretion of the Stadium Manager, events that require supplemental Food and Beverage sales will use the below grid as a guide for Food and Beverage Vendor Pricing or 20% of Gross Sales, charged to the vendor for each day. Event Organizers are not permitted to directly solicit Food and Beverage Vendors without the approval of the Stadium Manager and the fee structure will apply to all Food and Beverage Vendors regardless of event category. All Food and Beverage vendors subject to a review of the Stadium Prohibited Items list and the rules and regulations of the Durham County Health Inspector

Food and Beverage Vendor Daily Space Rental Fees – Supplemental F&B Requests				
Event Class	Small Events	Medium Events	Large Events	XL Events
Expected Attendance	<i>Expected Att. < 1000</i>	<i>1000 – 3999</i>	<i>4000 – 5999</i>	<i>6000 – 8000+</i>
Food Truck Rate	\$50.00	\$100.00	\$200.00	\$300.00
Concourse Vendor	\$50.00	\$100.00	\$200.00	\$300.00
Concession Stand	\$100.00	\$200.00	\$350.00	\$500.00

Catering for participants, coaches and staff is approved to be provided by a third party. If it is found that the catering is being sold for event gain the catering will be shut down and the event organizer may lose part or their entire damage deposit.

Durham County Board of Commissioners have approved the ordinance for the sale of spiritous beverages at Durham County Memorial Stadium. The Stadium Authority has approved a pilot program of a beer garden for Beer and Wine at select events. During the pilot program the stadium concessionaire will manage the liquor license and sales and will be reevaluated at the completion of the pilot.



Merchandise and Event Vendors (Effective 02/2020)

Durham County Stadium supports the event operator's ability to program their events to match the Merchandise and Non-Food Vendor needs of their attendees. All concourse vendors must be approved by the stadium manager to ensure that items for sale or distribution comply with the Durham County Memorial Stadium Prohibited Item List. In line with industry standards, a daily fee may apply for vending/merchandise sales on the concourse during events. These fees will be billed to the Event Operator daily, pricing is listed below. Event Operators are not permitted to secure Food and Beverage vendors as outlined in the rental agreement. Please refer to the Food and Beverage Policy for details and contact the Stadium Manager with questions. Event Sponsors are approved to setup at no additional fee so long as no product is being sold on site and their giveaway items are not on the prohibited items list.

<i>Category 1 Events - Vendor Fee (Non-Food Vendors)</i>			
Event Class	Rental Category 1		
Expected Attendance	<i>Expected Att. < 2000</i>	<i>2000 - 4999</i>	<i>5000 – 8000</i>
Event Vendor Fee	Waived	\$250	\$500

<i>Category 2 Events - Vendor Fee (Non-Food Vendors)</i>				
Event Class	Rental Category 2			
Expected Attendance	<i>Expected Att. < 500</i>	<i>500 - 1999</i>	<i>2000 – 4999</i>	<i>5000 - 8000</i>
Event Vendor Fee	Waived	\$100 or 20% of Vendor Sales	\$250 or 20% of Vendor Sales	\$500 or 20% of Vendor Sales

The Durham County Fire Marshal has created approved maps for vendor locations. Maps can be provided by the stadium manager and if vending is to occur must be submitted and approved by the stadium manager. Some locations are not adjacent to power supply. If power is needed the vendor needs to provide the proper taping/covering of cables to limit the trip hazards on the concourse.

Concession Stand Rental

Upon request and with the approval from the Stadium Manager a concession stand may be made available to event operators, for non-food vending. Concession Stand Rental Rates are listed below for Concession Stand Space Rental Fees. Rental Fee for the use of this space will be charged regardless of Rental Category and Expected Attendance and will be in addition to the general vendor fee.

<i>Concession Stand Rental Fee (Non-Food Vendor Sales)</i>				
Event Class	Small Events	Medium Events	Large Events	XL Events
Expected Attendance	<i>Expected Att. < 2000</i>	<i>2000 - 3999</i>	<i>4000 – 5999</i>	<i>6000 – 8000+</i>
Per Day Rental Rate	\$50.00	\$100.00	\$150.00	\$200.00

Stadium Renovation Project Update

Mr. Pritchard advised the Authority regarding the status of the renovation projects at the Stadium on the following:

1. North Side Wall
 - i. Control joints are being cut into the wall at approximately every 30 feet as expansion primarily due to temperature changes have caused hairline fractures in several of the block areas;
 - ii. Damaged block will be repaired;
 - iii. Work was begun on January 27, 2020.
 - b. Baker Roofing is testing a new metal cap for over the top of the wall for water prevention. With temperature changes there was some deformation of the roofing product.
 - i. Test material was installed January 24, 2020;
 - ii. There was a review meeting held on January 28, 2020;
 - iii. Project work was expected to begin the week of February 10, 2020.
 - c. Painting
 - i. Paint was operating properly and would react to the water as designed but should not have been exposed to the water.
2. South Side Wall Restoration Project
 - a. Notice was given to proceed on January 27, 2020;
 - b. Paint abatement contractor was scheduled to begin sealing areas for work as soon as notice to proceed was complete. Block work was scheduled shortly after that;
 - c. Project Timelines
 - i. Wall, vomitorium and walkways restoration will take 90 days;
 - ii. Painting is allowed an additional 30 days to complete.

3. Drainage

- a. The Civil Engineer that did previous work on the site inspected the area and noted that the original schematic had listed for additional drainage along the bottom of the hill between the tract and the scoreboard from the 2010 renovation;
- b. Durham County General Services – Building maintenance is continuing to investigate if the drainage is there but if over time it had become blocked with debris/growth;
- c. After a review is completed further steps will be discussed and evaluated.

4. Facility Booking Software

- a. FM Systems – Facility Management and Reservation System. It is anticipated GoLive is to start in late March 2020. This would allow for event reservation process to be handled through a dedicated website.

Stadium Sponsorship and Alcohol Policy Update

Mr. Pritchard and Mr. Darby provided a brief update on where the Authority was in establishing the new Alcohol Policies. Mr. Darby is continuing to research any restrictions/regulations that the Authority is required to abide by.

Regarding alcohol, the target start date is April 4, 2020.

1. Distributor meetings have happened, and we are awaiting more information from Mr. Darby if any sponsorship activation could be added to an agreement
2. R + J's
 - a. The required classes have been completed.
3. Permitting
 - a. Two permits are required (1 wine, 1 beer);
 - b. Currently paperwork is in process.
4. Stadium Hospitality Deck Set-up
 - a. 900 square feet of functional space
 - b. Capacity of 100
 - c. Set-up – Product
 - i. High top tables (estimate 4 or 5)
 - ii. Stools
 - iii. Stanchion to restrict area
 - iv. Staffing
 - v. Signage
 - d. Current events that alcohol is planned to be served
 - i. Raleigh Flyers – professional Ultimate Frisbee
 1. Sales will conclude after halftime. If there is a double-header, sales will conclude at the halftime of the second game
 - ii. Tobacco Road FC – Semi Pro Soccer
 1. Sales will conclude after halftime.



Stadium Event Policy

Mr. Pritchard brought to the attention of the Authority the events scheduled at the Stadium beginning February 21, 2020 through June 28, 2020. He also referred to additional events that are being bid or have been awarded, those being the following:

1. Durham High School Football Jamboree (August 2020)
2. Triangle Ultimate Durham Championships (Bid -event TBD 2021)
3. Post-Graduation Event (Inquiry – June 2020) This would be after graduation function beginning at 10:00 pm through 3:00 am the following day. There was discussion among members of the Authority and the opinion of the Authority appears to be against such a function due to the late hour and the noise that most likely will interfere with hospital and the surrounding residential neighborhoods.

The March 2, 2020 Board of County Commissioners Meeting

Mr. Pritchard advised the Authority that he will appear before the Board of Commissioners on March 2, 2020 to advise the Commissioners what the Authority has accomplished in the past year. The Authority members are invited to attend.

Frank Davis Honored

It was brought to the attention of the Authority that Authority member Frank Davis had just been inducted into the North Carolina Track and Field Coaches Hall of Fame. Congratulations were extended.

A motion to adjourn was made by Dan Moushon at 1:45, seconded by Commissioner Reckhow. The motion was unanimously approved.

Submitted by Ed Bryson, Secretary

Durham County Memorial Stadium Authority