



Memorial Stadium Authority – Quarterly Meeting Agenda

November 2022

Virtual Meeting via Microsoft Teams

Durham County Memorial Stadium Authority Minutes

Date: August 3, 2022

Time: Noon

Location: Durham County Memorial Stadium

In Attendance

Pam Karriker, Chair; Dan Moushon, Vice-chair; Ed Bryson, Secretary; Tyrone Wilson; and E’Vonne Coleman.

Also, in attendance: Zach Pritchard, County Stadium Manager; Motiryo Keambiroiro, Director General Services; Chrystal Thomas, Deputy Director General Services; Ray Ellis, Contractor/Consultant

Absent: Commissioner Nimasheena Burns, Charles Epps

Approval of Minutes

The minutes from the May 10^h 2022 meeting, upon motion of E’Vonne Coleman and Second by Dan Moushon to approve the minutes with two corrections were unanimously by the Authority.

Introduction of new Deputy Director of General Services

Director of General Services, Motiryo Keambiroiro introduced Chrystal Thomas, Deputy Director General Services to the Authority.

Beer Garden Pilot Results and Recommendations

On August 6, 2019 the Authority authorized the sale of beer and wine at select events in a beer garden designated area of the Stadium. This frequently requested amenity has been a success for the venue from both a fan experience and financial prospective according to Mr. Pritchard, Stadium manager. There has been a request to allow those purchasing beer and wine at the Beer Garden to take the purchase into the seats of the Stadium rather than just allowing the consumption of the alcohol products at the Beer Garden.

There were questions and discussions concerning having availability on both sides of the field and vendors using a point of sale system. Also this change must be approved by the Sheriff’s Department.

A motion was made by E’Vonne Coleman and seconded by Dan Moushon to expand sales of beer and wine from the Beer Garden to outside the Beer Garden pending approval from the Durham County Sheriff’s office. The motion was unanimously approved.

Durham City of Medicine Academy – Reunification Zone

The Durham City of Medicine Academy is asking for access to the Stadium property to establish a reunification zone in the event of an emergency evacuation from the school. Mr Pritchard states that after discussing with General Services Leadership and the Security Manager, it has been determined that the Practice Field would be



the best option to be used as the reunification zone. Both the Academy and the Stadium Manager would have a key to the lock in case the Practice Field had to be opened for access to the Practice Field.

A motion was made by Ed Bryson and seconded by Dan Moushon to allow the Durham City of Medicine Academy to have access to the Practice Field to establish a reunification zone in the event that an emergency evacuation is necessary from the school. The motion was passed unanimously.

Practice Field Rate Reduction Request

Mr. Pritchard advised the Authority that the practice field is an underutilized asset outside of the track season. When comparing the rental rates of similar field facilities, the Durham County Stadium rate had slid slightly out of alignment with other venues throughout the region. To increase the usage of the practice field for local football or other organizations Mr. Pritchard recommends that the Authority set the standard practice field hourly rental fee to 40 dollars an hour.

<u>Practice Field Rates – Comparison as of July 2022</u>		
Municipality	Cost per hour (Grass) – Resident Rates	Cost per hour (Turf) – Resident Rates
Durham Parks and Rec	\$20	\$40 No Lights/\$60 With Lights
Raleigh Parks and Rec (Mulitpurpose Field)	\$35	
Apex Parks and Rec (Grass Fields)	\$40	\$70 plus \$20 for lights
Wake Forest (Athletic Fields)	\$30	
Fayetteville/Cumberland	\$40	
Chapel Hill	\$30 (Youth)/\$45 (Adult)	\$70 (Youth)/\$90 (Adult) plus \$20 for lights
Charlotte	\$17 plus \$21 Setup Fee (Flat)	\$42 plus \$21 Setup Fee (flat) and \$25 for lights
Wilmington	\$100 Per Day plus \$25 painting fee	No Practice Rate Equivalent

A motion was made by Dan Moushon and seconded by E'Vonne Coleman to reduce the rate for the rental of the practice field to 35 dollars an hour during business hours which is up to 5pm. The motion was unanimously approved.

Stadium Manager's Report

Mr. Pritchard provided an update on the ongoing operations of the Stadium including a discussion of previous events, facility maintenance (including capital improvement and non capital improvement projects), programs and future event bookings.

- 1) Scoreboard and Sound System
 - a. Soil Testing and Site Preparation Review has been completed



- b. We have received engineering drawings
 - c. General Services will be providing electrical connections for vendor
 - d. Expected Ship Date from Production to Warehouse is Mid-October
 - e. Projected Installation is Late October – November
 - f. I will be scheduling someone inspect sound system to make sure that the secondary speakers are operating as good as possible ahead of Fall Football Schedule.
- 2) Bleacher Plank Replacement
- a. General Services has submitted the RFP to Finance and should be posted after Finance reviews the final draft.
- 3) Stadium Track Drainage
- a. Durham County Plumber is actively investigating a drainage issue with the field relief drains headed toward Duke Street on the West Side of the Stadium
 - b. Water has backed up from drain and flooded the corner raising the infill
 - i. Stadium Management has discussed with Durham County Grounds to address improper technique of cleaning track drains
 - c. Relief drain that was installed last year appears to operate as designed on the east side of the track
 - d. After repairs are completed stadium management coordinate track cleaning
- 4) Storage Room
- a. Punch List work has continued
 - i. Installation of missing coping/water proofing is completed
 - ii. Architect and Durham County Project Facilitators have continued to investigate additional water proofing for the storage room
 - 1. Architect and Facilitator have identified specific areas that Calking and Sealants should help improve the water proofing
 - iii. Field Level Locker Room Signage
 - 1. Paint was improperly completed by contractor and the paint that was applied also was the wrong density coming from the manufacturer for the application
 - a. Vinyl Decals were installed as a temporary solution while contractor, architect and project facilitator determined next actions
 - 2. After consulting with Durham County Sign Shop, Project Facilitator is going to seek a contractor to create signage to complete task.
- 5) Astro turf
- a. Field has been installed since March 2022.
 - b. Initial feedback is that it is much improved from the previous version and is performing as advertised.
 - i. Biggest highlight from the teams is that the temperature is much closer to natural grass
 - 1. Infill is still settling and combined with drainage issues there has been increased float but should start stabilizing per manufacturer.

Security Incidents

- c. There have been a couple cases of building intrusions at the stadium which included theft
- d. Per reports there have been an increase of incidents in the area around the facility.
- e. Response
 - i. Stadium Management will be establishing a new process for press box access



- ii. Stadium Management will redeploy staff to key locations to better observe movements
 - iii. Stadium Management has contacted Risk Management regarding facility operational questions
 - iv. Requested estimates from County Security Manager for specific facility upgrades
- 6) Windscreen
- a. 500' of windscreen has been purchased to replace existing as part of FY21-22
 - b. Additional screening will be purchased to continue the year over year replacement of existing windscreen.
- 7) Sponsorship
- a. Stadium Manager has begun to establish a sponsorship asset grid and valuation.
 - i. Stadium Manager has reached out to Durham Spots Commission to see if there are contacts available to the Stadium in the market to assist in establishing these processes

Durham County and General Services Update

Zach Pritchard has returned to the stadium from the County's Parental Leave Program.

Ray Ellis will remain as a contractor/consultant to support Stadium Operations through at least August 2022.

The BOCC has approved the Stadium FTE Request as part of the FY22-23 Budget. The proposed position of Event Coordinator will provide administrative support to the Stadium Manager and the day-to-day operation of Durham County Memorial Stadium and Facility Use. Housed at Durham County Memorial Stadium the Event Coordinator is primarily responsible for overseeing all aspects of the events taking place in the venue including developing, coordinating, and supervising all event related activities key to the operation of the facility. Examples of duties include (but not limited to) maintaining staffing plans, collection and distribution of event information from promoters/event representatives/sports teams/etc., billing preparation/support, customer service representation to our guests and logistics of departmental activities relating to facility events

Next Meeting and Adjournment

The last matter taken up by the Authority was the date of the next meeting which is on November 1, 2022.

A motion to adjourn was made by Ed Bryson and seconded by Dan Moushon. The motion was unanimously approved. The meeting was adjourned at 1:45 pm

Submitted by Ed Bryson, Secretary

Durham County Memorial Stadium Authority