**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**May 13, 2021**

1. The meeting was called to order at 7:00pm by Chairman Fran Hutson. Present were Fran Hutson, Mark Smith, Farris Bibb, Jim Varellie, Maureen Boling, Helen Timberlake, Amanda Burns in the absence of Jerry Herman, Kevin Whittaker, Andrew Woodfin, Dustin Beck and Linda Brooks.

2. A motion was made by Farris and seconded by Mark to adopt the Agenda. Vote: all in favor / none opposed.

3. Jim made a motion to approve the March 4, 2021 minutes and Maureen seconded the motion. Vote: all in favor / none opposed.

4. The Director’s Report was given by Kevin. Spring is in full swing and summer is coming up, so things are very busy for us now.

 We did the finishing touches on the Dog Park in April leading up to the 3rd Anniversary of the Rover’s Ridge Dog Park opening that took place April 17th. The Dog Park committee wanted to host this event to show off what we had done with the $25,000 grant we received from the Boyd Foundation as well as serve as a tribute to Denis Godek. His family was present and a plaque was presented in his honor which will be placed inside the shelter at the dog park. The event was a huge success and the representative from the Boyd Foundation was very pleased with the way the dog park turned out.

 Design work on the Soccer Complex renovation project was completed and the project was sent out for bid. A pre-bid meeting was held May 3rd and the bid opening will be May 17th. The project will likely wait until the June Board meeting for approval, so it will probably be late June/early July when the project gets started. The current plan is to construct a brand new soccer field and have it lit. We would also like to include adding lighting to the remaining fields that aren’t completely lit yet (Fields 1, 3 and 4) and possibly change them to LED, if the money is there. We still have not heard about the grant we applied for which involved Phase II of this project.

 We plan on going forward with the barn project at the Byrum Park location in the coming weeks.

 We had a pre-bid meeting for the Greenway paving and the companies present had some concerns about accessing the path we wanted to pave (Wayside). I went and looked to see if I could figure out another way to access it and couldn’t really come up with anything other than accessing the piece of property on Tyree Springs Rd and taking the path that’s there to the Greenway. Unfortunately, the property owner wasn’t willing to work with us enough on it for us to do that. So, we decided to wait on that project for a better opportunity for access as well as use the money allocated for this project for other projects that have come up recently.

 The new development that is going behind Kroger is going to gain access by having Indian Ridge Blvd go straight through our park, and in affect through our Tennis Courts. Jerry had discussions with them about helping us replace those tennis courts and those discussions are still ongoing about to what extent that help is going to be, but essentially they have to help us with those in order to gain occupancy. We are trying to push this project through quickly in order to have it done by the end of this calendar year because tennis season starts in January. Some of the money we saved on not doing the Greenway is being spent on design work for those tennis courts.

 This year is the city’s 50th anniversary and the city is doing several events throughout the year to celebrate it. The City’s 50th Annual Birthday party took place in our auditorium and gymnasium on April 24th. This was originally scheduled to take place last month at the amphitheater but got postponed due to the weather. It went really well with approximately 300 – 400 participants throughout the day. The next event associated with the city’s anniversary will be at the Americana Celebration on July 10th. They also plan on having a fall gala at the Museum and then it will culminate with the Christmas Parade on December 5th.

 The Senior Center has continued to offer their drive-thru meals with great success. This month a little more was added to their calendar as they were offered the opportunity to come to the center and do crafts, do a bible study, and watch a movie. Next month a little more will be added. Starting June 1st we will start offering the Senior Meal inside again. So, at that point things will be just about back to normal for the first time in over a year.

 The Assistant Director’s Report was given by Andrew. The Challenger Baseball league had 11 signed up this year. The end of year party is scheduled for May 22nd at the park with two inflatables, lunch from The BBQ Place and desserts donated by The Bakery Box.

 Girls’ Volleyball had 51 signups this spring with 3 teams in 3-5th Grade Division and 3 teams in 6-8th Grade Division. Their season will end May 27th.

 The Adult Softball League did not make. Next year we will try to get more businesses involved.

 We are taking registration for the July 4th 5k at this time. Men’s Basketball signups are ongoing until June 6th. Girl’s Fall Volleyball signups will begin in June and Fall Baseball/Softball signups start at the end of May.

 The Maintenance Supervisor’s Report was given by Dustin. Listed below are a small number of their most recent projects:

* Cleared the Greenway of flood damage
* Performed several small repairs to Splash Pad
* Cut up extremely large tree that fell over Greenway after storm
* Painted all of the benches along Nature Trail
* Installed the last bench at the Dog Park
* Painted all of the poles along the Greenway
* Began painting the bridges along the Greenway
* Trimmed all of the ornamental trees at the main park and the trailheads
* Installed water eels at the entrances of fields 2 & 3
* Sprayed all park land for weeds in all areas
* Finalized all work at the Dog Park to bring it to 100% completion
* Did dirt work and seed and straw mat at the amphitheater

5. Approval of Reports – Mark made a motion to approve these three reports and Jim seconded the motion. Vote: all in favor / none opposed.

6. Action Items –

 A. Review Monthly Report – Kevin distributed copies of the monthly report and discussed the numbers for each category. Our facility usage is back to where it should be after Covid affected everything last year. Almost everything is up over 2019 numbers as well. The Senior Citizens & Museum numbers are down which is a bit of a mystery after recovering the month previous. They did not have senior lunch one Wednesday in the month and that would explain it to some extent for the seniors but it

 was still down overall. Jim asked about some of our programs that did not have enough participation for the program to make. Kevin added that we are not doing anything different. Andrew is trying to get the word out and looking for better ways of advertising our programs.

 Fran mentioned that now that we no longer have Denis, we lost our Dog Park Committee rep. Kevin will contact Jill, Chairman of the Dog Park Committee and ask her to add Helen Timberlake to this Dog Park committee.

7. Old Business

 A. Optimizing Leisure Service Board – Kevin reported that he is working on some different things. Mark gave some suggestions at our last meeting that he is looking at.

 B. Update on New Admin Building – Amanda reported that there was a walk-thru a couple of weeks ago and everything is looking good. We should be seeing a lot of progress in the next month or two. They are giving the end of January as the completion date.

 C. New Park Land Master Plan – Update from Jason Reynolds – Jason gave out copies of the preliminary Master Plan for Byrum Parkland. After viewing the plan and much discussion, it was suggested to take out the dog park and add basketball courts. Jason also mentioned that doing another quad at the front of the Municipal Park would not be possible. With that information, there was a discussion of what we would do if we saw a population spike and needed more ballfields. It was suggested that the large open area at Byrum Park be used as a backup for a new quad and/or soccer fields. Kevin mentioned that getting our older fields in better shape would buy us more time as well. Jason asked if the board would like for him to stake off the trail at the park so they could see it and all agreed. Kevin added that he doesn’t think Jerry has plans to do anything with this land for the next five years.

 D. Code Change Discussion – Food Trucks- Kevin handed out a copy from the codes book referring to vending & peddling and also a sheet showing Food Truck Policies for Parks in surrounding cities. Under our codes now, only charitable activities are permitted to sale in the park. Kevin has been contacted by two or three vendors that want to set up. After some discussion, Mark made a motion for Kevin to draft a proposal on what he thinks would be the best and send that to the this board for them to look at before he takes it to the Board of Mayor & Aldermen. Helen seconded the motion. Vote: all in favor / none opposed.

8. New Business

 A. Helen Timberlake to speak about Seminar Series and forming a casual sports group – Helen distributed hand-outs on White House Weekly Seminar Series (The Focus of Self and Circumstance) to be held every Wednesday night during the month of June in the auditorium. There will be nothing to sale just very informational. She reported that much interest has been shown in this seminar. She is working toward forming a casual social sports group that would involve the public coming to the park on Sunday afternoons to participate in a variety of games.

9. Adjournment

 Jim made a motion to adjourn the meeting and Farris seconded the motion. Vote: all in favor / none opposed.

 Next meeting – July 1, 2021

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 Chairman