

**City of White House  
Parks, Recreation & Cultural Arts Department  
Leisure Services Board Meeting  
November 3, 2022**

1. The meeting was called to order at 6:57pm by Chairman Jim Varella. Present were Jim Varella, Fran Hutson, Maureen Boling, Jerry Herman, Helen Timberlake, Mark Smith, Carlos Payne, Kevin Whittaker, Selena McCall, Steven Russell and Linda Brooks.
2. A motion was made by Fran and seconded by Helen to adopt the agenda. Vote: all in favor / none opposed.
3. Approval of Minutes from the July 7, 2022 Meeting – Mark made a motion to approve the September 1, 2022 minutes and Maureen seconded the motion. Vote: all in favor / none opposed.
4. The Director’s Report was given by Kevin.

Update on ongoing projects:

Soccer Complex Renovation Phase II

- No update since the last time
- Have until August 2025 to complete this project so we will take our time while we build up enough funding
- Meanwhile we will continue to work on the land portion of the grant requirements and design and then submit plans to planning commission for review and approval

Tennis Courts

- Construction ongoing
- May get done sooner than projected end date with the way it has gone
- Tennis surfacing and lines should go down soon

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- Working with City Engineer since TDEC will need to be involved
- ARAP submitted to TDEC by Engineering Firm.

Greenway Lighting

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- Currently out for RFQ
- Quotes due by November 14<sup>th</sup>

- Project not likely to be done this year, this is more of information gathering to possibly do in the future

#### Museum HVAC Replacement

- Complete

#### Tyler Parks Software

- No update

#### Cemetery Software

- Collected Quotes
- Selected company – Chronicle (out of Australia) got 3 quotes and this seemed to be best
- Aerial shot complete
- Working through document processing
- Hope to be up and running in a month or so

#### Museum Chimney Restoration

- Collecting quotes

#### Playground Restoration

- Received updated quote for swing (was asked if there was a warranty on damaged swing)
- Waiting for quote on surfacing

#### Field 5 Fencing

- This is to hopefully be able to finish the fencing (dugouts and backstop)
- Updating specs
- Will start collecting quotes this week

#### Maintenance Building Fencing

- This is to hopefully be able to finish the fencing surrounding the maintenance shop (side and back portion)
- Updating specs
- Will start collecting quotes this week

#### List of upcoming projects yet to begin:

Top Dressing Fields

Cemetery Fencing

Utility Vehicle

Dog Park Parking lot paving striping

The Assistant Director's Report was given by Selena

Adult Athletics

### Adult Softball

- Season set to end November 7<sup>th</sup>
- Ended up with 5 teams

### Youth Athletics

#### Youth Basketball

- Registration ended October 16th
- 360+kids registered – 49 teams
- Practice set to start November 5th

### Special Events

#### Bike Parade:

- 15 participants

#### Trail of Treats: October 27<sup>th</sup> at 6:00pm

- 1172 attendees
- 26 Vendors and 28 booths
- Decorators Award-Girl Scouts Service Unit  
(Attendance was down this year. Maybe because of date change due to weather)

Upcoming: Christmas Parade-December 3<sup>rd</sup> 3:00pm

### Other

#### Pickle Ball Open Gym:

- Monday/Wednesdays: 6-8 Seniors
- Tuesday/Thursday: 12-15 All ages – open play

### The Maintenance Supervisor's Report was given by Steven

- We overseeded all of the sports fields at the park and soccer complex with rye. The fields were core aerated and fertilizer was put down in this process of overseeding. 107 bags of rye/ 80 bags of fertilizer.
- At the last meeting we talked about some spots on the Greenway where tree roots were causing the asphalt to be raised up and creating a tripping hazard. We worked along with Public Works and fixed several of these spots. We cut out the damaged areas, removed the roots and then added new asphalt.
- We have winterized the splash pad and all of the locations with irrigation. We try to hold off as long as we can to winterize the drinking fountains and restrooms.
- We fixed a drainage issue next to the dog park.
- At the last meeting we talked about us using all of the asphalt and dirt from the old tennis court demolition to make a building pad next to our shop for future expansion. I wanted to update that the pad is complete and that this

project did not cost the city any money because all of the material came from tennis court construction.

5. Fran made a motion to approve these reports and Helen seconded the motion. Vote: all in favor / none opposed.
6. Action Items
  - A. Monthly Report – Kevin put on view the October monthly report and expounded on the numbers. Pavilion usage has been up for the last couple of years. Ballfield rentals went up this year. Museum numbers are good. The Gathering event goes over great. The Senior Citizen attendance continuously increases. Our Special Event numbers are a little down. The revenue accounts were discussed. Kevin added that we raised the price on our program registrations this year.
7. Old Business
  - A. Optimizing Leisure Service Board – Nothing to report
  - B. Rec Center Update – Jerry gave an update on the progress of the demolition of the old building.
8. New Business
  - A. 2023-24 Budget- Kevin displayed and gave details on the capital projects listed for 23-24. After much discussion on what should have high priority, it was decided to talk more about this at the January meeting since the budget meeting for Kevin is not until late January. Jerry suggested that it would be good to prioritize the list.
9. Adjournment – Helen made a motion to adjourn the meeting and Carlos seconded the motion. Vote: all in favor / none opposed.

Next meeting – January 5, 2023

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Chairman