

**City of White House  
Parks, Recreation & Cultural Arts Department  
Leisure Services Board Meeting  
September 1, 2022**

1. The meeting was called to order at 7:00pm by Chairman Jim Varella. Present were Jim Varella, Fran Hutson, Maureen Boling, Jerry Herman, Helen Timberlake, Kevin Whittaker, Selena McCall, Steven Russell and Linda Brooks. Absent: Mark Smith and Carlos Payne.
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 – Fran made a motion to approve the July 7, 2022 minutes and Helen 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

- Contract executed a couple weeks ago
- 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
- Pictures were shown of new fields at recent tournament

Tennis Courts

- Construction ongoing
- Have 210 days to complete, which would come out to January 9<sup>th</sup>
- Pictures were shown of the plans

Top Dresser

- Refer to Maintenance Supervisor report

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation ( have some money to repair)
- Working with City Engineer since TDEC will need to be involved
- Anticipate this project to last a while considering TDEC involvement

#### Greenway Lighting

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- Working with City Engineer to figure the best course of action (discuss lights on timer)

#### Museum HVAC Replacement

- This is to replace one of the HVAC units at the museum that has been giving us trouble lately and needs to be replaced due to its age
- Currently collecting quotes

#### Tyler Parks Software

- The hope was to get the parks module offering of the same software that many other departments in the city use. However, they have recently done away with it after multiple complaints about it.
- They hope to have an update at the beginning of the year on the new software (we will see what they come up with)
- We will continue to use RecDesk until that is resolved

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

Top Dressing Fields

Cemetery Software

Museum Chimney Restoration

Playground Restoration

Field 5 Fencing

Maintenance Building Fencing

Cemetery Fencing

Utility Vehicle

Dog Park Parking lot paving striping

(some of these will be in process when we meet in November)

The Assistant Director's Report was given by Selena

#### Adult Athletics

##### Men's Basketball

- Season ended August 15<sup>th</sup>

##### Adult Softball

- Registration ended August 28th
- Registration: 4 teams registered & 6 free agents

#### Youth Athletics

#### Fall Girls' Volleyball

- Registration ended June 10<sup>th</sup>
- 85 total registered -10 total teams

#### Fall Youth Softball

- Registration ended June 10<sup>th</sup>
- 33 registered total
- Not enough to make a league

#### Fall Youth Baseball

- Registration ended June 10<sup>th</sup>
- 206 Total Registered
- 19 total teams

#### Upcoming:

##### Youth Basketball

- Registration September 1st – October 16<sup>th</sup>
- Trail of Treats – October 25<sup>th</sup> at 6pm  
Rain Date: October 27<sup>th</sup>
- Pickle Ball Open Gym: Starting September 6<sup>th</sup>  
(Tuesdays and Thursdays 10:30am-12pm)
- Parks and Recreation Facebook: "City of White House Tennessee Parks and Recreation" – Published August 29<sup>th</sup> as a "soft publish"

The Maintenance Supervisor's Report was given by Steven

- We put down new playground mulch at the City Park and Northwoods Park playgrounds.
- There are some places along the Greenway where the tree roots are pushing up the asphalt and causing a potential tripping hazard. We have gone down the Greenway and painted all of the raised asphalt areas so that the spots will be more visible. This section of the greenway will be the next area to be resurfaced. Jerry suggested that we might want to get someone to come and give us a quote on doing some patch work in those areas.
- We have put down our last round of plant growth regulator on all of our sports fields.
- We were able to budget for and purchase a new top dresser so we can top dress sand on our sports fields. Top dressing is a very important part of sport field management as its main benefit is making a safe level playing surface.
- We have started bush hogging some overgrown areas at the park property
- We did some pressure washing at the splash pad recently. We cleaned off the water features and the floor surface.

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 July monthly report. This report showed the numbers for the past three years. 2020 was the year of covid and numbers were not good to compare. The Sr. Citizens numbers have increased in most all categories.

## 7. Old Business

- A. Optimizing Leisure Service Board – Kevin stated that he hoped the monthly report was closer to what the Board was thinking of.
- B. New Park Land Master Plan
  - (1) Update on Byrum Park Bike Path/Park proposal  
The guys were not here and Helen stated that she had not heard from them. She suggested that we drop them from the agenda. She thinks they were under the impression that it was going to happen quickly.
- C. Rec Center Update – Jerry reported that the Rec Center was approved by the Board of Mayor & Aldermen. The bid came in under 23 million. It will take about 22 months to build. He stated that he will present this at the Chamber meeting when he speaks this month.
- D. Parks Comprehensive Master Plan – Kevin stated that he tried to contact several cities and heard back from Springfield and Goodlettsville on their master plan. He also found some other documents that gave examples. He would like to do one next year since one has not been done while he has been here.
- E. Christmas Parade – Grand Marshal – Kevin asked for suggestions for a Grand Marshal for the Christmas Parade. It was suggested since our theme is “Super Hero Christmas” we go with something to do with super heroes. After some discussion, it was decided to invite first responders, Chief of Police and Chief of Fire Department to serve as our Grand Marshal.

## New Business

- A. Community Room Fees – Kevin advised that our department will be taking care of the reservations for the community room and we need to come up with fees before it goes to the Board. Helen thought that a flat fee might be more acceptable on extra items like the A/V & stage access. The non-resident fee will continue to be double the hourly rate. Non-profit organizations would be ½ price of the hourly rate. It was also suggested to include a room setup fee for people wanting the room setup for them a specific way. Kevin will take all of this information to come up with a new fee structure to present to the board at the September BMA meeting.
- B. Volunteer Reception – Jerry stated that the Volunteer Reception will be held September 29<sup>th</sup> to thank all of the volunteers for what they do. This will

probably be an annual event where volunteers are awarded for their service in five year increments.

8. Adjournment – Helen made a motion to adjourn the meeting and Fran seconded the motion. Vote: all in favor / none opposed.

Next meeting – November 3, 2022

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Chairman

