

**City of White House
Parks, Recreation & Cultural Arts Department
Leisure Services Board Meeting
July 7, 2022**

1. The meeting was called to order at 7:00pm by Chairman Fran Hutson. Present were Jim Varelle, Fran Hutson, Maureen Boling, Mark Smith, Jerry Herman, Carlos Payne, Helen Timberlake, Selena McCall, Steven Russell and Linda Brooks.
2. A motion was made by Mark and seconded by Helen to adopt the agenda. Vote: all in favor / none opposed.
3. Guest Speaker: Mayor Bibb
Mayor Bibb stated that he has been on this board since 1991 but will be coming off since he is now serving as mayor. He introduced Carlos Payne as the new appointed member of the Leisure Services Board.
4. Approval of Minutes from the May 12th, 2022 Meeting – Jim made a motion to approve the May 12th, 2022 minutes and Maureen seconded the motion. Vote: all in favor / none opposed.
5. The Director's Report was given by Kevin. He introduced the new Assistant Parks Director, Selena McCall.

Update on ongoing projects:

Greenway Trailhead Clock Repair

- Complete (pictures were shown)

Soccer Complex Renovation

- Received final invoice last week
- New field will get its first use for 3v3 Tournament July 16th

Soccer Complex Renovation Phase II

- Contract ready for us to sign
- 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

Design Work – Splash Pad Maintenance Building & Municipal Park Concession Stand

- Complete

Fencing

- Maintenance Shop
Completed in late May
- Field 5
Complete
- Cemetery
Completed last week (pictures were shown)

Tennis Courts

- Construction began June 13th
- Have 210 days to complete, which would come out to January 9th

Greenway Paving

- Complete (way more expensive than thought)

Grading

- Field 7 work is complete (looks like one of our best fields)
- Only able to do the new soccer field but it is complete

Update on Upcoming Projects:

Rec Center

- Design complete
- Currently out for bid -Bid opening August 9th

List of upcoming projects yet to begin

Greenway Bridge Restoration
Greenway Lighting
Museum HVAC Replacement
Top Dresser
Top Dressing Fields
Tyler Parks Software
Cemetery Software
Splash Pad Maintenance Building
Museum Chimney Restoration
Playground Restoration
Field 5 Fencing
Maintenance Building Fencing
Cemetery Fencing
Utility Vehicle
Dog Park Parking lot paving/stripping

The Assistant Director's Report was given by Kevin

Adult Basketball

- Season ongoing
- 11 Team league
- Games on Monday / Wednesday nights
- Season set to end August 3rd

Independence 5K

- Took place July 2nd
- Had approximately 62 Runners

Challenger Baseball

- Season ended in June
- End of the year party held June 25th
- 7 players total

Fall Ball / Girls Volleyball

- Sign-ups ongoing
- In-person registration ends July 7th /Online registration ends July 10th

The Maintenance Supervisor's Report was given by Steven

- With the hot temperatures and lack of rain the past month, we have been busy with our irrigation.
- We have fixed a section at the cemetery where the soil was poor and we had trouble getting grass to grow.
- We cleared out the area across the back of the cemetery for the new fence to be put up.
- We have put down another round of fertilizer on all of our sports fields at the parks and soccer complex.
- We top dressed 4 loads of sand on the new soccer field at the complex.
- We have had baseball/softball tournaments the past three weekends in a row. With the hot and dry conditions our staff did a great job of watering and prepping fields each day and then working during the tournaments to make sure things ran smoothly.

6. Helen made a motion to approve these reports and Mark seconded the motion.
Vote: all in favor / none opposed.

7. Action Items

- A. Monthly Report – Kevin distributed this report and discussed the numbers. This report shows numbers for the past four years. The youth program numbers are a little down. The museum had the best year they have had. We increased the price of the senior lunch this year by .50 cents to pay the caterer.

The cemetery had more burials than ever this year. An annual report will be done in December.

8. Old Business

- A. Optimizing Leisure Service Board -Fran asked if Mark and Kevin had been able to get together on optimizing the numbers for a presentation to the Mayor and Aldermen. Mark had not been able to work on it. Kevin commented that he has been looking into it and trying to figure out a way to make it work.
- B. New Park Land Master Plan
 - (1) Update on Byrum Park Bike Path/Park proposal
The guys were not here and no one had heard from them.
Fran suggested that Kevin might want to give Carlos a tour of our parkland.
- C. Rec Center Update – Jerry reported that he is concerned when the bid comes in that it might be high. Our projections are 23 or 24 million. The bid opening will be August 9th. Hopes are that we will have the rec center in a couple of years.

9. New Business

- A. Splash Pad Pavilion – Kevin stated that one of the pavilions at the splash pad was built by the Boy Scouts. We have never rented it out since it has been there. We have recently received questions about reserving it. Should we start reserving it with a charge? After some discussion, it was decided to reserve it at no charge.
- B. Parks Comprehensive Master Plan – Kevin stated that he thinks it would be a good idea to start planning on doing a Master Plan for the Parks. The LPRF Grant he recently received asked for one and he realized one had not been done in a long time. He plans to contact other cities to see what they have done and get some guidelines.
- C. Christmas Parade Theme – Kevin asked for suggestions for the Christmas Parade theme. The Chamber asked about it several months ago. A vote was taken between “Christmas Movies” and “Super Hero Christmas” with “Super Hero Christmas” being the winner.
- D. Board Appointments / Changes – Fran stated that she would like to step down from chairman of this board to support Cliff in his campaign for mayor. She made a recommendation to nominate Jim Varellie as chairman of this board and for her to remain on the board as a member. She asked for volunteers for

vice-chairman and Helen Timberlake volunteered. Vote: all in favor / none opposed.

10. Adjournment – Mark made a motion to adjourn the meeting and Jim seconded the motion. Vote: all in favor / none opposed.

Next meeting – September 1st, 2022

Chairman

