

**City of White House
Parks, Recreation & Cultural Arts Department
Leisure Services Board Meeting
January 5, 2023**

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, Mark Smith, Carlos Payne, Kevin Whittaker, 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. Approval of Minutes from the November 3, 2022 Meeting – Fran made a motion to approve the November 3, 2022 minutes and Helen seconded the motion. Vote: all in favor / none opposed.
4. The Director’s Report was given by Kevin. He stated that the introduction of the new Leisure Service Board Member will not be until the May meeting.

Update on ongoing projects:

Soccer Complex Renovation Phase II

- CSR completed plans
- Went to Planning Commission in December for review / approval
- Attended the “Managing Your Grant Workshop” to go over next steps in the process
- Grant signage will be purchased and put up in the coming weeks once proofs are approved

Tennis Courts

- All work for the tennis courts is essentially complete at this point
 - All that is left is for parking lot / road to go in and work continues to progress on that
- Questions were asked in regard to pickle ball & water fountain / none planned at this time at new tennis facility

Greenway Bridge Restoration

- This involves repairing the small Greenway bridge along Tyree Springs that is slumping and needs repairs to its foundation
- We received approval to enter the creek from TDEC last month
- Done RFQ for work to be done – quotes due back January 25th

Greenway Lighting

- This involves adding lighting to the area where we normally have Trail of Treats on the Greenway
- Received one quote back from Stansell Electric that included options for hard wired poles and solar
- Not a viable option for us at this time based on the quote we got

Tyler Parks Software

- No update

Cemetery Software

- Company has completed data migration
- We have had some time to play with the software and make the changes that we needed to make
- Once we feel comfortable enough with it, we will be able to go live to the public

Museum Chimney Restoration

- Still collecting quotes

Playground Restoration

- Parts for the swing are on order
- Finally received quote for surfacing and it is on order as well

Field 5 Fencing – Maintenance Building Fencing

- This is to finish the fencing (dugouts and backstop) and to finish the fencing surrounding the maintenance shop (side and back portion)
- Did RFQ with a December 14th deadline
- Received one quote back from Volunteer Fence
- Work completed for maintenance shop
- Work is ongoing on field 5

List of upcoming projects yet to begin:

Top Dressing Fields – Hopefully June

Cemetery Fencing – Out to bid soon

Utility Vehicle – Getting quotes now

Dog Park Parking lot paving/stripping -plan to get done this year

The Assistant Director's Report was given by Selena

Adult Athletics

Adult Softball

- Final game November 7th-Champions Dirty Ducks

Upcoming:

- Basketball Registration January 16th
- Softball Registration January 30th

Youth Athletics

Youth Basketball

- Registration ended October 16th
- 378 kids registered – 49 teams
- Practice started November 5th
- Games started December 20th (Running 24 games per Saturday)
- Season set to end February 23rd

Upcoming

- Girls' Volleyball: Registration January 1st
- Challenger Baseball: Registration January 1st

Special Events

Christmas Parade: December 3rd 3:00pm

- 53 parade registrations
- 1st place: Farmers Bank
- 2nd place: Heritage Middle School
- 3rd place: White House Youth Baseball and Softball

Spring Event Concept

- White House Egg-cellent Adventure: The Great Egg Hunt (Adults & Kids) (March 27th-April 6th)
- Selena fielded questions regarding this event

Other

Social Media

- 227 Followers (increased since first of year)
- 3 to 5 posts a week
- 2023 Social Media campaign: staff, volunteer and facility highlights, department successes and event/program marketing
- Selena handed out a sheet to each member describing the “Your Parks Your Stories” social media campaign she is doing. The board was asked to add content for it.

The Maintenance Supervisor's Report was given by Steven

- We have serviced all of our equipment which includes mowers, tractors, utility vehicle, infield groomers and trucks. We change oil/filters, fuel filters and grease equipment. We put new tires on two of the trucks. .
- We rented a walk behind brush cutter and cleared out overgrown areas around and under the bridges along the Greenway.
- We have started hauling off the large dirt pile at the back of the cemetery.

- We planted two trees on the Greenway that was purchased through our Living Legacy Tree Program. In this program you can pick an area where you would like the tree to be planted and then there is an engraved stone marker placed at the base of tree with a family name, or in remembrance of someone.
 - We painted the floors in the soccer complex restrooms and all of the doors at our restroom and concession stand buildings.
5. Helen made a motion to approve these reports and Mark seconded the motion.
Vote: all in favor / none opposed.
6. Action Items
- A. Monthly Report – Kevin put on view the monthly report and gave details on the numbers comparing two previous years. Our programming numbers are going up. Facility usage is down some since the church is not using the building now. The Sr Center numbers have really increased. Museum numbers are looking good also.
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. The natural gas has been taken care of and we now have heat. Water lines were repaired and we have water also. Exercise class is still meeting there every week. The Splash Pad building & Rec Center are going slow due to so much rain. This has been a challenge for them and all of us as well.
- C. 2023-24 Budget – Kevin stated that he was not asking for too much from the general budget since he has the park sales tax fund. He went over each item and gave descriptions. He suggested since these are listed on the website that you can go in and prioritize these projects. He asked if there were any other projects that anyone might think of that is not listed. Fran replied that since pickle ball is a popular sport, we might consider that and skateboard stuff that we have discussed for the last ten years. She also mentioned potentially going ahead and adding a bridge over to the new park property to get that going. After much discussion, Kevin asked the members to go to a website to prioritize the projects discussed.
8. New Business
- A. Board Member Changes/Update to by-laws- Helen has moved out of the city. Our Leisure Service Board Code does not currently allow members from outside of the city to serve on the board. Therefore, Helen asked the board to consider changing that to allow her to continue to serve as she has enjoyed her time and still serves the community in multiple ways. Jerry

checked the municipal code and found a couple other boards that do allow for this and Kevin mentioned this was something that the board intended to change back in 2019 but something must have happened to where it was unable to go through. After much discussion, a vote was put up to require 4 of the additional 5 members (that are apart from the mayor and appointed alderman) to live in the city limits, thus allowing for one member to live outside the city limits. Vote: all in favor / none opposed

Fran stated that she would like to offer her resignation from this board. She made a recommendation that Carlos be appointed to her vacated position. She added that she was proud of what we have accomplished as a board and expects the leadership on this board to keep paving the way.

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

Next meeting – March 2, 2023

Chairman

