**City of White House**

**Parks, Recreation & Cultural Arts**

**Leisure Services Board Meeting**

**March 28, 2019**

1. **The meeting was called to order at 7:00pm by Chairman Fran Hutson. Present were Maureen Boling, Fran Hutson, Denis Godek, Jim Varellie, Jerry Herman, Kevin Whittaker, Josh Atkins, Dustin Beck and Linda Brooks.**
2. **A motion was made by Denis and seconded by Jim to adopt the agenda. Vote all in favor / none opposed.**
3. **Jim made a motion to approve the January 3, 2019 minutes and Denis seconded the motion. Vote: all in favor/ none opposed.**
4. **The Director’s Report was given by Kevin. There has been much work put in on the baseball and softball fields this winter. We were able to turf-plane all the fields which allows the water that stands on the infields to drain out into the outfields. We also laser graded two more fields and partially did another which also helps with the drainage. New netting was put on all of the quad fields. We have almost completed Field 5 & 6 dugout project.**

**Last week the Stormwater Department completed their project to replace the drain pipe that had collapsed between fields 4 & 5 on the soccer complex. This had been a recurring problem for years with a sinkhole showing up and then we got a huge hole over there last year that was a major safety concern. It should be much safer now that the Stormwater Department has repaired it.**

**The Greenway, Museum and cemetery paving should start soon now that we are getting some better weather. We will be paving from the bridge behind the BBQ Place to Tyree Springs and then Public Works will pave up to the long bridge behind the high school. The cemetery paving will be finishing off the driveway which will allow us to start selling lots in Section E. All thats left at the Museum is just resurfacing the parking lot.**

**Some things have changed with our maintenance building add-on project for this year. We decided to get some design work done on the building since it is going to be more involved than anticipated. Because of this, we are going to move this project to the following budget year to get it done and we can do the design work this budget year. This will save us some money this year, which has allowed us to do a couple of things as a result. We have installed 5 cameras at the dog park with the aid of a grant. Also, we will be restoring the concrete and applying some surfacing, which is essentially coatings, on the splash pad. This will provide a surface that can sustain use for 5-10 years hopefully.**

**We will be installing the pavilion at Northwoods as well as the bench at the Columbarium at the cemetery. These projects are underway but not finished.**

**An update on the LPRF Grant and the amphitheater and playground project: On the LPRF Grant side of things, we received our first reimbursement and have turned in for another. We are still working through that one, but hope to have it resolved and a check on the way within a week or so.. Then we will turn in for our final reimbursement request. On the structural side of things, we have minor touch-ups that they had to come out and do as part of the close-out but now it is all finished, so the project is officially closed out on the structural side.**

**At the budget retreat, I presented everything that I mentioned at our previous meeting. It look like we will be continuing the Greenway paving again this year., doing the dog park improvements that we got the grant for and the maintenance building addition out of the Parks Sales Tax Fund. We will hold off on doing any more out of that fund to hopefully build it up before getting into the Soccer Complex. We will also be getting a new infield groomer out of the Parks Impact Fees Fund. We have been using that fund to do Northwoods Park Improvements and getting new zero-turns the last couple of years.. but Jerry suggested using all of that money on the infield groomer, which is appreciated because it will be a big boost to have another one and we can afford to skip a year on the zero-turn and Northwoods improvements. In the general fund, we will hold off on the parking lot paving until the Greenway paving project is finished and then start using that money to resurface parking lots each year. We are not sure on the skid loader, and on the park land we are going to hold off until bids come in for that and see where we are before going forward but it is something they would like to do.**

**The Museum/Visitor attendance report for January and February was given.**

**Denis made a motion to approve this report and Maureen seconded the motion. Vote: all in favor / none opposed.**

**The Recreation Superintendent Report was given by Josh. He reported on the youth basketball league that wrapped up tournament play on February 23rd for all age groups. We received positive feedback from several participants. Men’s open League Basketball wrapped up tournament play on February 24th. We will host another Mid-Summer League this year with registration starting May 6th and ending June 10th. This will be a Sunday –Only league.**

**We recently ended registration for our Girl’s Spring Volleyball League with just under 100 enrolled. This league is for all girls in grades 3-8. Practices will start in March and games will begin in April.**

**Our Little League Challenger Baseball program is one of our Special Needs Athletic Programs and is for any boy or girl between the ages of 4 and 18 that faces a mental or physical challenge. Practices will begin this week and Saturday games will begin in April. Our sponsors include Automotive solutions of White House, CEMC, Goodall Homes, Los Agaves, McDonald’s of White House, State Farm – Mike Gaines, Tennessee Gymnastics Athletic Center, Uptown Wine 7 spirits, White House Gold & Diamond Outlet and White House Pizza & Pub.**

**We have 5 teams registered for our Spring Men’s Open Softball League. Games will kick off Tuesday, April 9th on field 6.**

**We have released the first edition of our seasonal department guide. We worked with Gerald Printing over the past few months and are pleased with the results. These guides will be available at our office, the museum and the link will be available online for an electronic copy in the near future.**

**Jim made a motion to approve this report and Denis seconded the motion. Vote: all in favor / none opposed.**

**Dustin Beck was introduced to the Board as the new Maintenance Supervisor. He gave a report on the maintenance departments daily operations for the winter months. It has been a time of projects since there is no mowing going on. The maintenance team went through the entire work shop and organized, cleaned and threw away stuff that was no longer being used. We got rid of clutter and built shelves to create more organized space.**

**We prepared all of our gas-powered equipment for the upcoming mowing season. We removed and replaced the wood floor in one of the trailers.**

**The bathrooms throughout the park have been opened back up after the winterization process. Everything was tested and a thorough cleaning was performed.**

**A big project that was undertaken was the laser grading of fields 1, 4 and 6. During that time, a company came out and installed all new dirt on all three fields. Once the weather started to clear, we began the task of trimming all trees and shrubs at our trailheads and in the park. While one crew was trimming, another was replacing the netting above the four major baseball fields at the Quad.**

**Dustin met with our turf management guy and worked out all chemicals and fertilizers needed for the entire year. He looked at all the fields and recommended the best possible combination of things for our sports fields.**

**A big project that we have been working on for the past few months is replacing four dugouts on field 5 and 6. All that will be left for this week is putting back the fence, bolting down the benches and doing a final cleanup job in and around the dugout.**

**We prepare the baseball fields daily whether it be just raking them with the field conditioner or cleaning out dugouts and repairing batters boxes. The baseball league president has told us the fields look better this year than they have in many years.**

**We’ve also been doing some work at the cemetery from digging new headstone foundations, to adding dirt to freshly covered graves and performing an over-seeding.**

**A few of us have been furthering our education while working for the parks maintenance dept. We have attended classes and seminars that will help with playground maintenance and turf management.**

**Denis asked about field 7 and Kevin replied that we are hoping to make it two fields. He had the City Engineer look at it and he gave some options for it. At the present it is being used as a multi-purpose field.**

**Jim made a motion to approve this report and Denis seconded the motion. Vote: all in favor / none opposed**

1. **Old Business**
2. **Review of Leisure Service Board Code Revisions**

**Kevin went over revisions to make to codes that we had discussed at our last meeting. We went through all the proposed changes and made the necessary revisions. A motion was made to make all these changes and come back with a list at the next meeting so we can make a vote to adopt it.**

1. **Vote to adopt Leisure Service Board Revisions if we are ready**

**Jim Made a motion for Kevin to make these changes and bring back to our next meeting for all to review before sending to the Board. Denis seconded the motion.**

**Vote: all in favor / none opposed.**

1. **Optimizing Leisure Services Board – Kevin and Fran discussed ways to improve reporting at our meetings as well as how to best use the skills of each board member. Some discussion was had about how to come up with certain criteria to figure out how to report what the department does and how much it has accomplished. Jerry added that several departments are using different metrics to measure themselves. Fran added that her company was using dashboards. Goals could be set and then see if they can be reached. Fran added that she would like to review the copy of the stats that we gave out today and bring suggestions back to the next meeting.**

**Jerry gave information on the new administrative building. The Event Center, Parks Department and Sr. Citizens will now be located on the first floor. Finance will be on 2nd floor with HR and Adm. on 3rd floor. He will go over this and share what he knows at the next meeting.**

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**Chairman**