**City of White House**

**Parks, Recreation & Cultural Arts**

**Leisure Services Board Meeting**

**January 3, 2019**

1. **The meeting was called to order at 7:00pm by Chairman Fran Hutson. Present were Farris Bibb, Fran Hutson, Denis Godek, Jim Varellie, Maureen Boling, Mark Smith, Jerry Herman, Kevin Whittaker, Josh Atkins and Linda Brooks.**
2. **A motion was made by Denis and seconded by Farris to adopt the Agenda with an addition to Old Business by adding Denis Godek to speak. Vote all in favor / none opposed.**
3. **Farris made a motion to approve the November 1, 2018 minutes and Jim seconded the motion. Vote: all in favor / none opposed.**
4. **The Director’s Report was given by Kevin. This time of the year is the less busy time for our department. It is mostly about youth basketball and getting ready for spring in admin and catching up on things in the park and doing some winter projects.**

**The Greenway and Cemetery paving has been put on hold until spring because of the weather. They still plan on expanding, paving and stripping the parking lot at the Museum and that has slowly come along so far.**

**We have received our two park maintenance trucks and will put them to use once they get through emissions.**

**We have started preparing to install four new dugout structures for Fields 5 & 6. This was a capital project we had for this year. Our guys at the park will be doing most of the work on this project.**

**An update was given on the LPRF Grant and the amphitheater and play ground project. On the LPRF Grant, we finally got confirmation that we can start receiving the reimbursement checks, so we should expect to see the first one soon. The second one has already been turned in and we should be doing one more once everything is settled with the project. On the structural side of things, everything is complete and we are extremely pleased with the way it turned out.**

**Our final project for the year is the add-on to the maintenance building at the park. We met with the architect to work up some drawings and specs so we can go out to bid soon.**

**A lot was accomplished at the Cemetery this year. We were able to get some landscaping around the main sign and add new lighting. We added some bushes around the Columbarium and have a bench that we are going to be placing in that area as well. We also planted an oak tree in the center of the Columbarium to make it more attractive and provide a nice shaded area for families to visit in the future. We plan to add five more columbariums to that area and fence it in also. We will be paving section E this spring and that will open up a brand new section for us to start selling burial plots.**

**The numbers were reported comparing sales and opening and closings for the cemetery for the past two years.**

**Kevin gave the numbers for The Museum/Visitor Center attendance report for November and December.**

**Denis made a motion to approve the Director’s Report and Maureen seconded the motion. Vote: all in favor / none opposed.**

**The Recreation Superintendent Report was given by Josh. The 2018-19 Youth Basketball season is in the fourth week and going strong. The regular season games should wrap up in February and tournaments should end just before March.**

**Spring Girl’s Youth Volleyball registration will begin January 7th and end February 11th. Practices will start in March and games will begin in April. All games will be played at the civic center.**

**Little League Challenger Baseball registration will begin January 7th and end February 18th. Practices will begin in March and Saturday games will begin in April. We are currently accepting sponsorships for this program. The sponsorships cover uniforms, trophies, new equipment and the end of season party.**

**Men’s Open League Spring Softball registration will begin January 21st and go through March 4th. Games will begin in April.**

**Men’s Open League Basketball has begun with 5 teams registered for the season. All games are played on Sunday evening at the civic center.**

**We are working with Gerald Printing to put together a season guide for our department. This will allow us to be able to connect the people that we serve with an “all-inclusive” look at all the things that we have to offer. The plan is to include information about all our divisions within the department, from programs/facilities all the way to basic cemetery info and museum information. The goal is to get something out by mid/late February as a trial run for summer activities. We would like to ideally have an issue coming out in January and in July.**

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

**Kevin gave the Maintenance Supervisor Report. He reported that this position has been offered to someone and they will start Tuesday, January 22nd.**

**Since all outdoor sports have ended, the maintenance division is now working on winter projects. Some of these projects include:**

**We planted one Living Legacy Tree back in October. It was placed at the Honey Run Trailhead. We also planted a tree in place of one that was taken down as part of the construction at the apartment complex on Raymond Hirsch. We also took down the large oak tree at the splash pad and stump grinded it. We replaced it with two new oak trees.**

**The block on the overlook wall was taken down and a fence was installed instead. This looks better and hopefully will help with the vandalism.**

**We have started planning for the process of installing dugouts for fields 5 and 6, but it will be pretty labor intensive, and will be a little bit before it is completed.**

**We have started finding the items needed to install the new pavilion at Northwoods and started laying out the site. That should be finished in the next month or so.**

**We had our baseball/softball fields turf-planed in December. We are having Field 1 & 4 laser graded this winter. We will have the backside of field 6 worked on to help with the drainage problem.**

**We plan to install new playground mulch and fill the tennis court cracks in once we get closer to spring and have some better weather.**

**A new mower has been added and that puts us in a position that we have enough mowers for everyone to use and they are at least three years old or newer.**

**We also put numerous big items on GovDeals this month to help clear some space for our newer equipment. The guys have done a lot of cleanup around the shop discarding old stuff that is not needed anymore.**

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

1. **Old Business**
2. **Review Leisure Services Board Code and see if any changes need to be made – The Board reviewed the codes and discussed words or items that may need to be changed. Kevin will make these changes and bring back to our next meeting.**
3. **Denis Godek / Rec Center – Denis wanted to share a layout of a Rec Center that was built in 2010 in Columbia, KY for $10.5 million. Jerry added that he has ideas on a Rec Center but will probably not move on it because it has not been through the budget process. City Hall renovations have been through the budget process, so the easier thing to try and accomplish right now would be the Admin building, especially since we would be able to do it without a tax increase. The Rec Center needs more time for us to think about the best path forward and how to sell it to the public. There is a special called meeting on the 22nd to discuss this. There will be a Comprehensive Plan meeting on the second Monday night in January at 6 pm also.**

 **6. New Business**

1. **Amphitheater Rental Fees – Kevin has tried to compare rates for the rental of the amphitheater but has found nothing comparable to ours. After discussion, it was decided to use the same hourly fee as the auditorium which is $37.50 per hour for city residents and $75 per hour for out of city residents.**
2. **Capital Budget Items – Kevin went over the Capital Budget Items. Farris remarked that he would like to see buying new park land moved up on the list. Fran added that it was high on the priority list at one time. Fran asked if we thought the citizens would want a Rec Center or park land first. Jerry replied that a Rec Center could not happen this year. Mark made a motion and Jim seconded it for Kevin to put buying new park land as top priority for next year. All in favor / none opposed. Kevin will rank the items with buying new park land listed higher and send out to all board members.**
3. **Next Meeting – Fran will be out of town for the March 7, 2019 meeting. Farris made a motion to change the meeting date to March 14 and Jim seconded the motion. Vote: all in favor / none opposed.**

**8. Adjournment – Mark made a motion to adjourn the meeting and Maureen seconded the motion. All in favor / none opposed.**

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**Chairman**