**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**January 4, 2024**

1. The meeting was called to order at 7:00pm by Chairman Jim Varellie.

1. Present were Jim Varellie, Mark Smith, Jana Spicer, Morgan Holloway, Carlos Payne, Gerald Herman, Kevin Whittaker, Selena Clouse, Steven Russell and Linda Brooks. Absent: Maureen Boling
2. A motion was made by Morgan and seconded by Jana to adopt the agenda. Vote: all in favor / none opposed.
3. Approval of Minutes from the November 2, 2023 Meeting – Jana made a motion to approve the November 2, 2023 minutes and Morgan seconded the motion. Vote: all in favor / none opposed.
4. Public Comment: None
5. The Director’s Report was given by Kevin.

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

* Project started
* Completion date set for June 15th

(Kevin stated that he talked with Rob up front on parking but not since).

*Splash Pad Maintenance Building*

* Framing didn’t pass inspection so that set them back
* Should be complete soon
* Holding tank was damaged – may team up and replace the whole thing

(Romach will pay for part of it – Hope to be able to open on time)

*Master Plan*

* Work has continued with Kimley Horn – they ask us to submit items periodically
* Survey is out to the public – 616 responses thru 12/29/23

(We might try to have a special called meeting. They asked if we have time before our next scheduled meeting. We could meet at 6pm before our next meeting. Will let you know).

Maintenance Building Lean-To

* Complete (Cheaper than what I budgeted for)

HVAC Unit for Museum

* Complete

(2) Zero-Turn Mowers

* Complete (Bought 2)

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

*Dirt for Laser Grading & Sand for Top Dressing*

* *Ongoing*

Parks Truck

* None of the trucks I was interested in have come on line yet
* Giving it a little more time before I consider paying a little more for a different truck

The Assistant Director’s Report was given Selena

**Adult Athletics**

Current:

Women’s Exercise Class

* Wednesdays: 8:00-9:00am
* 14 attendees (November-December)

Upcoming

Adult Softball

* Jan. 28th-March 10th

**Youth Athletics**

Current

Youth Basketball

* Games started Dec. 9th
* Season set to end Feb. 24

Upcoming

Girl’s Volleyball-Registration open

\*Jan. 1st-Feb. 18th

Challenger Baseball-Registration Open

\*Jan. 1st-Mar. 17th

**Special Events**

Christmas Parade: Dec.2nd 3:00pm

* Theme: Christmas Movies
* 72 organizations registered

(66 showed up)

* Award Winners

1st- WHUD

2nd-Public Services

3rd-NP Clinic

Other:

Open gyms:

* Pickleball

Tuesdays-14

Thursdays-13

* Basketball-15

Facebook: 1 Year Mark

* 954 Followers
* Reach: 10,125
* Total posts: 16
* Best performing Post: 12/10-Master Plan Survey

7900 Reach

44 Shares

* 1200 engagements (clicks, shares, comments and reactions)

The Maintenance Supervisor’s Report was given by Steven

* We painted the restroom walls at the splash pad, quad and field 5. Also, we painted the floors in restrooms at the soccer complex, drinking fountains at Trailheads and handrails at the amphitheater.
* We have two new zero turn mowers and a new equipment shed at the park now.
* We planted six Leyland Cypress trees on the greenway. They were planted to create a buffer between the greenway and a homeowner.
* We took down the white plastic fence at the James K. Polk Trailhead that had been damaged from storms this past year.
* We put up a new greenway map/rules sign at the James K. Polk trailhead.
* Since, we hauled out the large dirt pile from the cemetery, we have put in some concrete barriers so that we can keep the new dirt in a designated area.
* We winterized the irrigation systems, drinking fountains and the restrooms that are not heated.
* We painted parking spaces in our parking lots. The Splash Pad is the only parking lot we have left to do.

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

1. Action Items
2. Monthly Report – Kevin put on view the monthly report numbers. The Special Use permits submitted this month are high since we received the reservations for the year from the Chamber. The Special Events number includes the estimated number for the Christmas Parade . The Sr. meal participants are still very strong. We continue to offer more programs which is very good.
3. Cemetery Report- The cemetery lot sales are down this year. Also, we had less internments and monument foundations. The columbarium numbers are about the same as the past three years. Jana asked how many lots are left unoccupied at the cemetery. Kevin said approximately maybe 460 (according to the software).

Morgan made a motion to approve the Action Items. Jana seconded the motion. Vote: all in favor / none opposed.

1. Old Business
2. Rec Center Update – Kevin put on view pictures of the new Rec Center building. Jerry reported that we should see it begin to take shape within the next 3 to 4 weeks. He stated that he is pretty happy with the way things are going with it. They are saying that it will be completed in October and the demolition of the old gym in November. We will have to work around the basketball program in the gym. Kevin stated that they have rearranged the game room a little bit. He stated that we are working through it and learning as we go. Selena described the wellness area and explained it in full details.
3. Fees- Kevin stated that he has questions on the fees for the new rec center. There are a few options. Do we want to do what most local gyms do and have fees or do basically what we do now? Option 1 would be to charge and come up with fees or Option 2 making the gym, game room and track free. Do we have a non-resident fee? After much discussion, the board thinks option 1 would be best. It would be easier to come off charging than to start free and have to start charging at a later time. The board asked Kevin to come up with some numbers for different fees to look at. At the next meeting, they can discuss the fees and make a decision.
4. Non-resident Fees – To be discussed at the next meeting
5. City Staff and family fees – To be discussed at the next meeting
6. 2024-25 Budget

Kevin put on view the items for this budget year and went over each one. He asked if there was anything they would like to add for next year or future years. Jana said the Master Plan and survey will give us a good idea.

1. New Business
2. Stagecoach – Jerry reported that he is working with someone from Springfield on this project. He has some unique features. This would be a great place to make pictures.
3. Annual Report – Kevin reported that he would post this online. He went over the numbers from 2019 to 2023.
4. Disc Golf – Kevin stated that we have previously charged $75 per day for tournament rental for Disc Golf. The baseball fields rental rate is $100 per field per day. After much discussion, it was decided to charge the same as the softball & baseball rates for disc golf. Jana asked for Kevin to send an email with the field rentals rates before the next meeting. Jim recommended that we discuss all rental fees for all of our facilities as well.
5. Christmas Parade – Kevin reported that he attended a debriefing on the Christmas Parade. It was decided since all went well to use the same parade route for next year. The Christmas Parade theme for 2024 will be “Music City Christmas”.
6. Adjournment - Mark made a motion to adjourn the meeting and Jana seconded the motion. Vote: all in favor / none opposed.

Next Meeting – March 7, 2024

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Chairman