**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**November 2, 2023**

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

1. Present were Jim Varellie, Mark Smith, Maureen Boling, Jana Spicer, Morgan Holloway, Gerald Herman, Kevin Whittaker, Selena Clouse, Steven Russell and Linda Brooks. Absent: Carlos Payne
2. A motion was made by Mark and seconded by Maureen to adopt the agenda. Vote: all in favor / none opposed.

* Kevin stated we need to go back and amend the agenda to add Hillcrest Cemetery to new business.

Vote: all in favor / none opposed

1. Approval of Minutes from the September 7, 2023 Meeting – Jana made a motion to approve the September 7, 2023 minutes and Morgan seconded the motion. Vote: all in favor / none opposed.
2. Public Comment: None
3. The Director’s Report was given by Kevin.

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

* TDEC offered to increase the grant funding to match the low bid we received if we agreed to supply enough to match
* We have agreed and done the necessary paperwork in order to do so.
* Just waiting on everything to go through the proper channels
* Hope to get started by December if everything goes to plan

Jana asked about the plan for parking. Kevin replied that he has communicated with Rob on the timeline of the project but nothing has been figured out at this point. Mark suggested contacting the church for possible parking.

*Tennis Courts*

* Surfacing has been repaired
* Road cut in and stone has been placed
* Ribbon Cutting took place October 16th

*Splash Pad Maintenance Building*

* Brick works complete
* Roofing should start soon
* Should be complete by end of year

*Master Plan*

* Committee Reviewed September 12th
* Kimley Horn was firm that was chosen
* Have a kick-off meeting/facility tour set-up for November 15th

Parks Truck

* None of the trucks that 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

Municipal Park Sign Renovation

* Collected a quote
* Considering eliminating this project after park name stayed the same and a new park sign is potentially in the budget for next year.

Maintenance Building Lean-To

* Collected 3 quotes
* Barn Store was lowest quote
* Will actually be able to get separate new building with gutters for approx. $17,000 ( $20,000 budget)
* Material will be delivered next week
* Work should start shortly after

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

*Dirt for Laser Grading & Sand for Top Dressing*

*HVAC Unit for Museum*

*(2) Zero-Turn Mowers*

The Assistant Director’s Report was given Selena

**Adult Athletics**

4v4 Adult Sand Volleyball- Sunday

* Games ended 10/22 (Most teams are interested in coming back. Will try again next summer)

Adult Softball – Tuesday & Thursdays

* 6 Teams
* On going (will wrap up this coming week)

Women’s Exercise Class

* Wednesday 8:00am-9:00am
* Starting 11/8/2023

**Youth Athletics**

Fall Youth Sports

* Ended 9/30

Youth Basketball

* 343 Total
* 43 Teams across the age group
* Practice will start next week
* Season November – February

**Special Events**

Bike parade- “Discover your Roots”

* 9 participants
* Mitchells-1st place Winners

Trail of Treats

* October 26th 6:00pm - Located at Municipal Park
* 29 vendors (26 organizations)
* 1,876 attendees
* Decoration Winner – Ken Duley-Health Markets Insurance Agency

Upcoming:

Christmas Parade: Dec. 2nd 3:00pm

* Christmas Movies
* Staging area on Raymond Hirsch Pkwy

Other

Open gyms:

\*Pickleball

Tuesdays -12

Thurs-21

\*Basketball-13

Social Media

\*Reach: 18,300

\*Likes/Followers: 894

Kevin added that the Trail of Treats was a great event and he wanted to thank the members that came out and helped judge the booths and hand out candy. He would like to invite you to come to the Christmas Parade to help judge the floats. He stated that at this time we do not have a Grand Marshal. If anyone has any suggestions, please reach out to us.

The Maintenance Supervisor’s Report was given by Steven

* We have put down ryegrass on all sports fields at the park. It is coming in and looks great. We will put down a round of fertilizer in the next couple of weeks. We did not do soccer fields this year but we explained to them the reason.
* We have hauled off the dirt pile at the back of the cemetery. This was the dirt from digging graves for the last several years.
* We have been working on some landscape beds in the quad parking lot at the park. We took out the mulch and put back landscape stone and planted some new shrubs. We have done this at other locations also.
* A citizen that owns a paint store in White House ask if they could donate their time and materials and paint a safe zone around the disc swing at the playground. They did a great job and we really appreciate it. Jana asked for contact information to send a thank-you card. We will get that information to her.
* The month of October was a very busy month There was several activities that we had to prepare for. We have an awesome crew of employees at the park that can get it done.

Mark made a motion to approve these reports and Jana 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 event numbers are getting back to normal. The program offering numbers are looking good and we would like to see more of that. The senior numbers are about the same but they increase each year. The facility rentals are up and down. Ballfield rental is down a little from last year.

Maureen made a motion to approve the report and Morgan seconded the motion.

Vote: all in favor / none opposed.

1. Old Business
2. Rec Center Update – Kevin reported that the parking lot has been finished and looks really good. We should be able to see some progress on the rec center in November or December. We are on top of the staffing and equipment for it.
3. Master Plan – Kevin displayed the time line on screen. The next meeting will be in January when they schedule it. The first draft master plan will probably be in March. Will keep you informed when I know more.
4. Motor Vehicles on Greenway – Kevin asked for opinions on motor vehicles on the Greenway. After some discussion, it was decided to allow no motorized bikes except class 1 E-bikes. It was suggested that we might want to have a code of conduct starting with a warning if they do something wrong.
5. New Business
6. Capital Projects -Kevin put on screen the Capital Projects and discussed each one. He will send these out to all this year and when we come to our meeting in January, we will discuss if any changes should be made. Mark asked about cameras at the park. Kevin replied that we do have them but sometimes all of a sudden, they won’t record. He would like to add some at the maintenance shop and soccer complex eventually.
7. Hillcrest Cemetery – Kevin stated that we have added the cemetery to our agenda. The cemetery board has been done away with pending approval with the Board of Mayor & Aldermen. He will add a little report to this meeting in the future.
8. Jerry mentioned that there will be a couple of trees that will have to come down in the front of the park because of the widening of the street.

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

Next meeting –January 4, 2024

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Chairman