**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**May 2, 2024**

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

1. Present were Jim Varellie, Maureen Boling Jana Spicer, Morgan Holloway, Carlos Payne, Gerald Herman, Kevin Whittaker, Selena Clouse, Steven Russell and Linda Brooks. Absent: Mark Smith
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 March 7, 2024 Meeting – Morgan made a motion to approve the Marvh 7, 2024 minutes and Jana seconded the motion. Vote: all in favor / none opposed.
4. Approval of Minutes from the April 1, 2024 Study Session Meeting – Carlos made a motion to approve April 1, 2024 Study Session minutes and Morgan seconded the motion. Vote: all in favor / none opposed.
5. Public Comment: None
6. The Director’s Report was given by Kevin.

**Update on ongoing projects:**

*Soccer Complex Renovation Phase II*

* Project ongoing
* Completion date still on target for June 15th

*Splash Pad Maintenance Building*

* Not much has progressed in the last month other than them painting the inside of the building and pulling some electrical
* Electrical panel will be installed May 1st and 2nd
* Hope to have update on when new tank is expected by next week if not, I will call him.

There was much concern voiced in regard to splash pad not being able to open on Memorial Day weekend.

*Master Plan*

* Approved by BOMA on April 18th

2024 LPRF Grant

* Includes Concession Stand Renovation and new storage/meeting building for baseball/softball league, dog park parking lot and tennis court shade structure
* Have progressed to application stage-due May 22

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

*Dirt for Laser Grading & Sand for Top Dressing*

* *Laser Grading Complete*
* *Sand top dressing will take place in May/June*

Parks Truck

* Hoping to be able to get this in May-will depend on Parks Impact Fund

The Assistant Director’s Report was given by Selena

An update was put on view of the current adult & youth programs and special events.

Selena stated that she is working with a USTA Rep on a youth tennis program.

The Maintenance Supervisor’s Report was given by Steven

* Pictures were put on view of some of their latest projects.
* Steven stated they had painted the two small pavilions at the park and have plans to do the large one soon.
* They painted one pickleball court on the half-court basketball court in the back of the park.

Morgan 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 and briefly gave details. Pavilion rentals are down some probably because of the splash pad. Community Room rentals have contributed to facility rentals increasing. Museum numbers are doing fine. Youth programs are slightly down but adult programs are ahead of last year. Senior meals are still doing very good.
3. Cemetery Report- These numbers are pretty consistent with last year. Shelby Keith with the chamber will be taking pictures of all the headstones at the cemetery. We will have these added to our website for the public to be able to view. Morgan mentioned that she has been told that in the past, the parks department had taken care of Burney Cemetery located on Mohawk Circle in the city. Since no one was aware of this, it has not been taken care of for quite a while. The guys at the park have cleaned it up since we got this information. Morgan added that it was a job well done by them. Jerry thanked Morgan for giving this information to him and added that he will try to get to the bottom of it.

1. Old Business
2. Rec Center Update – Jerry stated that they had a walk-thru last week and everything was looking pretty impressive. The Memorial Day Service will be held in the old gym this year but in the future, we should be able to use the new auxiliary gym.
3. Fees- The Rec Center Fees were discussed and everyone seemed ok with the revised fee schedule Kevin presented, but no final decision was made. The fees will not be charged until next July, so we have time. Kevin stated that we can keep bringing this up periodically but the fees will have to be sent to the Board of Mayor and Aldermen at some point.
4. Non-resident Fees – Kevin stated that at this time the non-resident fee is double the in-resident fee. It was decided to charge $35/month for single non-resident and $75/month for family. No yearly discount would apply. Facility fees would be double.
5. City Staff and family fees – Kevin will talk with Amanda and see what her thoughts are on maybe having some kind of perk for the staff. Veteran discounts were brought up as well and it was decided to do more thinking on this one and bring it up at the next meeting.
6. Department Fees – Kevin went over the document from the Master Plan that compared our fees to surrounding communities. No fees stood out that needed to be changed at the moment. Jim mentioned that this is something we probably need to look at regularly. Maybe once a year or once every 6 months.

1. New Business
2. Aquatics – Kevin said he would like to bring the engineer in to discuss Byrum Park. We all need to look at it. The original plan was to have it as a passive park. Anything can be done but we need to decide what direction we want to go.

1. Pickle Ball – We have put one court in as discussed previously but need to start finding ways to incorporate it after Master Plan results.
2. 2024 LPRF Grant – Kevin stated that he is working on the application for a grant for projects needed at the park. He went over what each project entailed.

Morgan made a motion to support this grant project. Jana seconded the motion. Vote: all in favor/ none opposed.

1. Next Meeting - It was decided since the next regular meeting will fall on July 4th, that we skip the July meeting and meet on the next regular meeting date of September 5th, 2024.
2. Adjournment - Maureen made a motion to adjourn the meeting and Jana seconded the motion. Vote: all in favor / none opposed.

Next Meeting – September 5, 2024

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Chairman