**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**November 5, 2020**

1. The meeting was called to order at 7:00 pm by Chairman Fran Hutson. Present were Farris Bibb, Fran Hutson, Denis Godek, Jim Varellie, Kevin Whittaker, Dustin Beck, Andrew Woodfin, Linda Brooks and Amanda Burns in the absence of Jerry Herman. Absent were Jerry Herman and Mark Smith.
2. A motion was made by Farris and seconded by Denis to adopt the Agenda. Vote all in favor / none opposed.
3. Denis made a motion to approve the September 3, 2020 minutes and Farris seconded the motion. Vote: All in favor / none opposed.
4. The Director’s Report was given by Kevin**.** The virus is still impacting us as we continue to go forward with our regular programming and events. We had some events that were impacted by the virus, like the Trail of Treats and Jr. Pro Football but overall it has been a very busy fall for us. We’ve had more ballfield reservations and tournaments than usual.

The Museum/Visitor renovation is nearly 100% complete. It has turned out very nice and will be a welcome addition to the Museum and Chamber with the extra storage that they have gained.

The maintenance building has pretty much been on hold since the last time we met. The only thing that has gotten done since our last meeting is the restroom fixtures were installed. We have started working on it again in the last week and will continue as we get deeper into the winter months.

Design work on the Soccer Complex renovation has continued. The current plan is to try and get a brand new soccer field for the complex and have it lit. We would also like to include adding lighting to the remaining fields that aren’t completely lit yet (fields 1,3 & 4) and possibly change them to LED, if the money is there.

We are currently applying for a grant for the second phase of this project which includes installing a large parking lot on the front of the property and extending the parking lot on the backside as well as sidewalks and lighting.

We have also applied for a property conservation grant, which is for new cameras to be installed at the quad/concessions area at the park.

We have continued work on the Dog Park. The rinse stations were installed and the tube work is mostly done as well as all of the agility items being installed. The only things we have left are some finishing touches to the tubes, installing the shade structure, and installing one more bench.

We were able to purchase a brand new zero-turn mower this month with Impact Fee money. This will allow us to keep a full fleet of mowers on hand so we aren’t ever down a mower. We have enough for every worker to be able to mow at the same time and they are all no older than 4 years.

The Girl Scout Project that included constructing a new pavilion for the Soccer Complex is complete now. This will be a welcome addition to the complex as it hardly has any shade for most of the day. I was contacted by a boy scout that wanted to piggyback on this project and install two benches under it. This will probably be done in the next few months.

Other CIP projects this year include: paving the Greenway, buying a new Skid Loader, and a new Columbarium for the Cemetery.

The Visitors’ Center and Museum attendance for September and October was reported.

The Senior Center has continued to offer their drive-thru meals and it has gone really well with an average of around 85 people per meal. We have also been slowly integrating programming back for the Seniors. We are now allowing them to come and walk in the gym in the mornings as well.

The Assistant Director’s Report was given by Andrew – Safety Day was on September 3rd. There were eight kids that participated in the Bike Parade. The Best Decorated Medal was awarded to Steph Curry.

The Girls’ Volleyball league ended October 25th. Every kid received a medal and winners of each division received medals as well.

Youth Basketball registration has ended with over 300 kids signed up. Practices will be at the Civic Center and White House Middle School. Games will be at the Civic Center and Heritage High School. Practices are scheduled to start the week of November 9th and games will begin the week of December 14th.

Trail of Treats was set up in front of White House Museum this year with about 200 bags of candy handed out. There were twenty-five businesses that participated with “The Best Decorated Booth” going to Mark Reid Insurance. About 150 cars and 500 people stopped by our booth.

Dustin Beck gave the Maintenance Supervisor Report –Listed below are some of their recent projects:

* Installed all new LED bulbs in the black-post-lights @ the Quad near basketball court
* Installed four new features and one bench @ Dog Park
* Prepped the Splash Pad for “Movie Under the Stars”
* Hosted two Sat. & Sun. baseball tournaments as well as a Soccer Tournament in September
* Prepped for the “Experience Robertson County” event
* Completed dirt work at the Dog Park for sidewalks & the tubes
* Hosted two softball tournaments throughout the weekends in October
* Spread rye grass seed over all the sports fields
* Began work on the Shade Structure
* Cleaned and organized the shop/did monthly maintenance for all of the equipment
* Hosted Trail of Treats event /set up at the Museum
* Built a handrail for the staircase in the new shop
* Dug and poured several headstones, mended a few graves at the cemetery
* Continued daily mowing of all the parkland
* Raked and prepped baseball fields daily

5. Jim made a motion to approve these reports and Farris seconded the motion. Vote:

 all in favor / none opposed.

6. Action Items

 A. Review Monthly Report – Kevin distributed these reports and explained the numbers comparing the present numbers to past month and years.

7. Old Business

 A. Optimizing Leisure Service Board – Nothing to report

 B. Update on New Admin Building- Amanda stated that the work has started and the hopeful date to be completed is October 1st 2021.

 C. Discussion of School Facility Usage – Kevin reported that Jerry, Andrew and himself had a meeting with the Athletic Director of Sumner County. They agreed for us to be able to use the schools without any charge with the principal approving the date and time while also supplying our own worker for supervision. The Principal at White House Middle School has given us permission to use their gym for some of our youth basketball practices, and we are currently working with them on a schedule.

8. New Business

A.

Kevin distributed copies of the Leisure Service Board codes referring to motor vehicle use and vending and peddling in the parks.

On the motor vehicle use, the board had asked to do more research on this as it pertains to the Greenway, specifically how it applied to the Greenway rule that states “motorized vehicles… are not allowed” and what constitutes as a “motorized vehicle.” So, Kevin handed out some literature that described the different mobility uses on trails and how to determine which kind is right for your trail. Kevin asked that everyone take a look at that and try to come back at the next meeting with an idea of what direction we would like to go with it. There was some discussion about how so much has changed since we put the rules in place and how technologies and devices have come on the market and that we probably need to be taking that into consideration.

On the vending and peddling rule, Kevin stated he wanted more guidance on enforcing this rule as it states that exceptions to sell in the park can only be granted to activities that are charitable in purpose and that makes it difficult when people want to bring a food truck for an event, etc. Farris mentioned that this rule was put in place to protect our businesses and eliminate individuals from selling in the park but that things have changed so much since then that maybe it was time to give it another look. There was some additional discussion about specific cases that have come up over the years and how to handle those as well.

Kevin stated that he did not want to vote on anything without Jerry being present. He just wanted to get this information out there for everyone to chew on until our next meeting.

 B. New Park Land Master Plan – Kevin stated that Jerry wants us to schedule a date for a study session regarding the new park land. The Engineer plans to be at that meeting. Thursday, December 10 @ 6pm was agreed on by all. It was suggested that the board might like to go look at the property before the study session. Kevin will contact the board on a date and time to meet and all can go in the van.

9. Adjournment – Farris made a motion to adjourn and Jim seconded the motion.

 Vote: all in favor / none opposed.

 Next meeting – January 7, 2020

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Chairman