**City of White House**

**Parks, Recreation & Cultural Arts Department**

**Leisure Services Board Meeting**

**January 7, 2021**

1. The meeting was called to order at 7:00PM by Chairman Fran Hutson. Present were Farris Bibb, Fran Hutson, Maureen Boling, Mark Smith (by phone) Jerry Herman, Kevin Whittaker, Dustin Beck, Andrew Woodfin and Linda Brooks. Absent was Jim Varellie.

 Helen Timberlake was introduced to the board as a new member that will be joining this board at the March meeting after it becomes official at the January Board of Mayor & Aldermen meeting.

2. A motion was made by Farris and seconded by Maureen to adopt the Agenda. Vote: All in favor / none opposed.

3. Farris made a motion to approve the November 5, 2020 minutes and Maureen 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 programming and events. The Christmas Parade went well with

 all things considered and we have attempted doing basketball but it has been touch and go so far.

 The Museum/Visitor Center renovation is now 100% complete. It turned out very nice and gives the Chamber and the Museum more storage as well.

 We have been able to get back to working on the maintenance shop now that everything has slowed down for the year.

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

 We finished 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. The grant process was quite different this time and had requirements that we had not met yet, so I am not as confident that we will receive it this time but hopefully we will hear soon.

 We received word that we received the property conservation grant, which is for new cameras to be installed at the quad/concession area at the park.

 Not much was accomplished at the Dog Park these last couple months but the shade structure will be installed very soon. We have been in the planning phase of that installation process and waiting on some equipment to free up at Public Works to be able to get that project done.

 The Skid Loader that we were scheduled to get this budget year was approved by the Board last month. We had a little problem with the quote but we were able to get that worked out and the Skid Loader will be ordered next week.

 Other CIP projects this year include: paving the Greenway and a new Columbarium for the Cemetery (currently on order).

 The Visitors’ Center and Museum attendance for November and December was reported.

 The Senior Center continued to offer their drive-thru meals and it has continued to go really well. We had to scale back some of the programming over the last two months with the virus surging again. The only things we have going on now is the drive-thru meals, sittersize and walking in the gym.

 The Assistant Director’s Report was given by Andrew- The Youth Basketball League has 42 teams with 310 players. Practice is held at the Civic Center and White House Middle School Monday through Saturdays.

 Baseball & Softball signups have begun. Challenger Baseball and Spring Volleyball will begin when a decision is made.

 Dr. Kumar was unable to attend the Christmas Parade as Grand Marshal. The first place winner for best decorated float went to Long Hollow Baptist with second place going to Temple Baptist and third place to Northridge Church.

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

* Fall Clean-Up on each trailhead
* Cleared the entire area of the Switchback along the Greenway
* Winterized Splash Pad, restrooms at the Soccer Complex, all water fountains
* Cleaned and organized the shop/performed monthly maintenance on all equipment
* Worked with a company to find leak at the Splash pad
* Built and installed plaque and post at Nature Trail
* Cleared out a straight line of prior-planted trees along the Greenway
* Began to tape and mud new shop
* Began to move into new shop
* Wired up new water heater
* Did extensive cleaning of the outside area around shop
* Rewired the light switch and the lights in the old shop
* Mended graves and dug and poured foundations at the cemetery

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

6. Action Items

 A. Review Monthly Report – Kevin distributed the monthly report that displays numbers and revenues for the present month, previous month and year to date. He stated that the month of December was very slow with little to no rentals. The field rental for the year was the best that we ever had. It was asked why that is and Kevin replied that because of the lack of leagues around the area and our own league not having a fall league resulted in the surge of rentals. It was also suggested to start showing grant money received on these reports.

7. Old Business

 A .Optimizing Leisure Service Board. – Nothing to report

 B. Update on New Admin Building – Jerry reported on the progress of the new Admin Building. Several from this building went to Nashville to look at office furniture. The plan is to have the furniture match the wood and all to be similar. Desk chairs have been delivered here for everyone to look at and choose which is best for them. The Sr, Center will have round tables with chairs. The hope right now is it will be completed by Christmas this year.

 C. New Park Land Master Plan – The board members stated they enjoyed the trip to visit the site of the new parkland and it was a very informative one. Kevin added that the park guys are making plans to start taking down the barn on this property.

 D. Code Change Discussion – Kevin wanted to bring up a reminder that he would like to get clarification on enforcing motorized vehicles on the Greenway and vending and pedaling in the park. He would like to have all the board here when this is discussed. If you will do a refresher on what this is about and at the next meeting in March, we will discuss it.

8. New Business

 A. Annual Report – Kevin presented the 2020 Annual Report for the Parks Department. It gave an overview of everything that took place in Parks, Museum, Cemetery and Sr. Center as well as our significant accomplishments for the calendar year.

 B. CIP Proposals for FYE 2022 – Kevin presented the list of the 2021-22 CIP Proposals. He asked for thoughts or suggestions.

9. Adjournment – Farris made a motion to adjourn the meeting and Maureen seconded the motion. Vote: all in favor / none opposed.

 Next Meeting – March 4, 2021

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 Chairman