



**PARKS + RECREATION COMMITTEE
OCTOBER 11, 2022 AT 4:30PM
CITY HALL CONFERENCE ROOM, 4TH FLOOR
MEETING AGENDA**

I. PUBLIC COMMENTS

None

II. CALL TO ORDER

III. ANNOUNCE MEMBERS IN ATTENDANCE (*Verify Quorum*)

IV. ADOPTION OF MEETING MINUTES

- July 12, 2022
- August 9, 2022

V. COUNCIL ACTION

None

VI. NEW BUSINESS

None

VII. OLD BUSINESS

None

VIII. DEPARTMENT REPORTS

- Vacant Positions (*Jennifer Letourneau*)
 - Deputy Director of Operations
 - Athletic Turf Technician
 - 2 Grounds & Facilities Maintenance
 - Event Planning Specialist
- Project Updates (*Jennifer Letourneau*)
 - Red River East Marina Dredging
 - Athletic Complex Progress

- Coy Lacy Playground
- Burt-Cobb Gym Dedication
- Beech Street Park
- Pollinator Grant
- Freedom Point Painting
- Dixon Park Basketball Resurfacing Bid
- Beachaven Pool Liner and Cover Bid

IX. ADJOURNMENT



**PARKS + RECREATION COMMITTEE
JULY 12, 2022 AT 4:30PM
CITY HALL CONFERENCE ROOM, 4TH FLOOR
MEETING MINUTES**

I. PUBLIC COMMENTS

None

II. CALL TO ORDER

The Parks and Recreation Committee meeting was called to order by Chairperson Holleman at 4:30 p.m. on July 12, 2022.

III. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Travis Holleman
Councilperson Joe Shakeenab
Councilperson Stacey Streetman

Councilpersons Wanda Allen and Wallace Redd were absent.

IV. ADOPTION OF MEETING MINUTES

- June 13, 2022

Councilperson Streetman made a motion to adopt the minutes as presented. Councilperson Shakeenab seconded the motion. A voice vote was taken and the motion to adopt the minutes passed without objection.

V. COUNCIL ACTION

None

VI. NEW BUSINESS

- Jennifer Letourneau informed the committee that the department would like to combine two part-time facility manager positions to make one full-time position. They have already budgeted for three part-time positions and will still hire one part-time facility manager but no new money will be needed.

Councilperson Streetman commented that the department had recently done this. Jennifer Letourneau agreed and mentioned that the Police Department had done it too.

Councilperson Holleman asked what the job entailed. Michelle Austin responded that this would be the facility manager for the Wilma Rudolph Event Center and Freedom Point at Liberty Park. This person will be the liaison between the City and the renters, ensuring everyone has what they need and rules are followed. She informed them that someone must be there at all times when the facility is being rented. This will give the flexibility to have the current Facility Promotions Supervisor there during the day and a full-time employee there in the evening.

Councilperson Streetman wanted to know what happens when both facilities are rented at the same time. Jennifer Letourneau replied that the same person covers and checks in with both facilities throughout the day.

Jennifer Letourneau mentioned that the facilities are booked up and it is a struggle to cover the weekend rentals. She noted that if a renter stays late and does not clean up it becomes a very serious problem the next day. Councilperson Holleman asked if the renters are fined. Jennifer Letourneau informed him that the deposit would be kept.

VII. OLD BUSINESS

None

VIII. DEPARTMENT REPORTS

- Jennifer Letourneau invited the Committee to the Sherwood Forest Park Playground ribbon cutting on Thursday at 4:00 pm.
- Jennifer Letourneau reported that the Coy Lacy playground will not be installed until October.
- Jennifer Letourneau informed the Committee that as of August 1, the department will be taking over the programming and operation of the L&N Train Depot. There are plans for maintenance of the facility. Jennifer is also looking forward to historical programming and hosting events at that location. Councilperson Streetman asked if they would keep the small farmer's market. Jennifer responded that they will definitely honor that commitment and might even embellish it if possible.

- Jennifer Letourneau shared the department's priorities as well as the mission and values. Jennifer also reviewed the department's Strategic Planning tracking spreadsheet which is a document that is updated frequently.

Councilperson Streetman asked if the department could partner up with CTS to offer free rides to events. Michelle Austin responded that it is something they are already looking into doing in order to reach more of the community.

Councilperson Streetman inquired about an updated breakdown of park acreage in the wards now that the lines have been redrawn. Jennifer Letourneau responded that it had not been updated but is something that could be done.

- Jennifer Letourneau stated that starting next month they will be giving the Committee quarterly updates on the Greenway that can be carried through to the Council. These updates will include current projects and priorities. Jennifer suggested inviting members of the community to be involved and have a separate meeting time dedicated to the Greenway.
- Michelle Austin reported that The Hub will host its first event in August at Burt Cobb Recreation Center with the potential to eventually move it to the L&N Train Station. This event will bring the community's existing wellness providers together in one location for a monthly event. Children's activities will also be provided while the parents are connecting with the service providers. The partners that have already agreed to participate were discussed and other suggestions were made.

IX. ADJOURNMENT

Councilperson Streetman made a motion to adjourn the meeting. Councilperson Shakeenab seconded the motion. The meeting was adjourned at 5:08 p.m.



**PARKS + RECREATION COMMITTEE
AUGUST 9, 2022 AT 4:30PM
CITY HALL CONFERENCE ROOM, 4TH FLOOR
MEETING MINUTES**

I. PUBLIC COMMENTS

None

II. CALL TO ORDER

The Parks and Recreation Committee meeting was called to order by Chairperson Holleman at 4:32 p.m. on August 9, 2022.

III. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Travis Holleman
Councilperson Stacey Streetman

Councilpersons Wanda Allen, Wallace Redd, and Joe Shakeenab were absent.

IV. ADOPTION OF MEETING MINUTES

- July 12, 2022

Due to a lack of quorum, the minutes will be considered at the next meeting.

V. COUNCIL ACTION

None

VI. NEW BUSINESS

None

VII. OLD BUSINESS

None

VIII. DEPARTMENT REPORTS

- [Vacant Positions](#)

Jennifer Letourneau listed the positions currently open within the department including Grounds and Facilities Maintenance Crew Chief, Event Planning Technician, Deputy Director, Event Planning Specialist, and Athletic Coordinator.

Councilperson Holleman asked how many vacant positions there were and how many were full-time versus part-time positions. Jennifer Letourneau responded that she would email that information to them.

Michelle Austin noted that all of the job opportunities are listed separately on a single page on the department's website.

- [The Hub](#)

Michelle Austin informed the Committee that the first monthly Hub event is scheduled for August 23rd. Michelle listed several of the confirmed partners including Diaper Angels, Meet Us at the Well, Matthew Walker Clinic, and SAFE. She asked that the Committee members help to get the word out about the event. Michelle also mentioned that United Way has been a great partner not only on this project but on all of the initiatives they've worked on together. The hope is to get to a place where when there is a need, we can mobilize and support each other.

- [Riverfest](#)

Michelle Austin reported that about 100 volunteers are needed for Riverfest. Michelle asked for the Committee's help connecting with groups and individuals that might be interested. She also noted that the full lineup of entertainers will be posted soon.

Councilperson Holleman asked how many of the bands are local. Michelle Austin replied that a lot of them are local and that an effort was made to highlight local talent. She further explained that the Entertainment Committee is made up of a diverse group of individuals from the community and all of the entertainment decisions went through that committee.

Michelle Austin also informed them that 20 food vendors have been secured for the event. She noted that there is also a committee, led by Shirley Brown, that helped select the food vendors.

Councilperson Streetman asked if patrons will be paying for food with cash or tickets. Jennifer Letourneau replied that the department will not be using tickets anymore now that the event is cashless.

Jennifer Letourneau inquired if the Council was entering a boat in the Cardboard Boat Regatta. Michelle Austin asked for the Committee's help getting the word out about it as well.

- Edith Pettus Athletic Fields

Jennifer Letourneau informed the Committee that the plan now is to have one regulation-size football field and one smaller practice field. A map was displayed and the layout was discussed.

- Pollinator Grant

Jennifer Letourneau reported that the department was awarded a \$10,000 grant to make a pollinator garden at Valleybrook Park that will serve dual purposes. They will use one of the slopes that normally need to be mowed and plant on it so that they won't have to mow it anymore. The Mayor's Youth Council will also use it as one of their conservancy projects

- Heritage Park Dog Park Grant

The department was also awarded a \$25,000 grant for new equipment at Heritage Park Dog Park.

- Greenway Update

Jennifer Letourneau met with Mark Holleman the previous day to discuss possible Crossland Ave connections.

Councilperson Streetman spoke to the mother of a Scout who has an Eagle Project they would like to do out at the Greenway if possible. Councilperson Streetman will be making an introduction soon. Jennifer Letourneau gave some advice on how they should proceed.

Councilperson Streetman mentioned that the golf scramble she attended at Swan Lake Golf Course recently was very well done. She thanked the department for everything they do and for allowing nonprofits to host their fundraisers there.

Councilperson Streetman asked for an update on the athletic complex at exit 8. Jennifer Letourneau replied that they should be starting on the road soon.

IX. ADJOURNMENT

The meeting was adjourned at 5:07 p.m.