

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
FEBRUARY 12, 2007

The regular scheduled park committee meeting was held on February 12, 2007 in the Council Chambers of City Hall.

Those in attendance were Chairman Mike Callis, Mayor Kenneth Wilber, Park Director Barbara Keen and Tammy Groves. Absent from the meeting was Alderman Tim Coker and Alderman Jody McDowell. There was not enough committee members present for a quorum.

Presentation from American Ramp Co: The representative from American Ramp called and could not attend the meeting and is going to reschedule.

Skate Park: Alderman Callis said they were looking at moving the skate park back to Meadow Brook. Ms. Keen said it was a good place because it was open and a lot of traffic flows through there along with the police department. Alderman Callis said he would like to find someone who does compression pads where the concrete always keeps from cracking or breaking which would cause less injuries. Alderman Callis said if we were going to make Meadow Brook Park a 24 hour park then he felt this was the best place to put it.

Ampitheater: Mayor Wilber talked about putting down the concrete pad only for the ampitheater for the Ronnie McDowell concert being held at the new park on the day of the Strawberry Festival. He briefly went over the costs of the pad and the cost to run electricity to this area. He said this would be funded by the impact fee. The Mayor then went on to discuss the idea of selling “special seats” for the concert and whoever purchased these seats would receive special treatment at the concert. Alderman Callis suggested that they go ahead and send this to the finance committee.

House Purchased for the Park: Ms. Keen said she was real excited about the purchase of the house because it was going to make the entrance to the park much nicer. Ms. Keen said the previous owners were still moving things out. The Mayor and Ms. Keen both agreed that the house was in

good, sound shape. Ms. Keen said this purchase would also allow more opportunities for the use of the center.

Budget: Ms. Keen handed out an itemized list that she has been working on to prepare for the new budget. She talked about employment, equipment, grants and restroom facilities. Alderman Callis said there was some things that he would like to see be put in the budget. One, he said, was repairing the swimming pool, repairing the parking lot at the new park and adding a line item to budget for grants. He said he would like to see a couple of restroom facilities in the new park and that the park needed more bleachers. Ms. Keen went on to discuss purchases to be made for the ball fields that would be coming from the funds owed to us from Dixie Youth. The Mayor told Ms. Keen to call and purchase the items but have the bill made out to Richard Denning to be paid by Dixie Youth. It was decided that items purchased would be determined by the parks department instead of Dixie Youth. An expense report should be maintained by each party to keep on file. Ms. Keen went on to discuss the mowers that the park already has and what she would like to have. She said she would like to have several mowers so when one or two need repair that there was a back up available. She said she would like to trade them in every couple of years.

The meeting was closed.

CITY OF PORTLAND
PARK AND RECREATION COMMITTEE MEETING
MARCH 12, 2007

The regular scheduled park committee meeting was held on March 12, 2007 in the Council Chambers of City Hall.

Those in attendance were Chairman Mike Callis, Alderman Tim Coker, Park Director Barbara Keen, Tammy Groves and Jeff Minnis. Absent from the meeting was Jody McDowell.

Approval of the Agenda: Ms. Keen asked to delete item #9 on the agenda. Motion was made by Alderman Coker and a second by Alderman Callis. Motion carried 2-0.

Renovation of Tennis Court: Ms. Keen said that if it was decided that the new skate park would be placed at Meadow Brook Park where the first set of tennis courts are, we could then place the tennis courts in the area of the sand volleyball court and move the sand volleyball court to a different area in the park. Ms. Keen said she would like to get something started as far as taking down the fence and the block wall. Alderman Callis said if we were going to make Meadow Brook a 24 hour park he would address this to public safety and talk to them about extra patrol. He then went on to make a motion that the skate park be placed where the old tennis courts are at Meadow Brook Park. Alderman Coker made a second. Motion carried 2-0.

New House: Ms. Keen said that we had been cleaning out the house, but what she would like is some direction on what we needed to do to go forward on getting bids for the repairs. Alderman Callis asked Ms. Keen if she was confident on what to do with the house as far as what repairs needed to be done. She replied that Kevin Tabb was going to look at the house and let her know, for example, if the windows need to be replaced and the electrical etc. She said we were going to have the house pressure washed to see if it needs siding. Alderman Callis said to go ahead and start getting bids and if she wanted to prepare them to take to a finance committee meeting that would be okay.

Zero Turn Mower: Ms. Keen said the "Grasshopper" mower is what the parks wanted to purchase for this year and that it is by state bid. Alderman

Callis wanted to know if this was the line that the parks would be going with when they purchase more mowers. Ms. Keen replied that it was. She said she is wanting to purchase one during this budget year and another in the next budget year. She said she would like to rotate the mowers every couple of years and trade them in for new mowers. Motion was made by Alderman Callis to send the purchase of the Grasshopper mower to finance. Alderman Coker made a second. Motion carried 2-0.

Update on Ampitheater: Alderman Callis wanted to know if there was a cost on the concrete yet. Ms. Keen replied that there was not but that CEMC had come and looked at the area and that the Mayor had ordered the electrical panels. She said that Shawn Utley was preparing a packet together on the concrete and things should be ready to take to the April council meeting. Alderman Callis then asked about the filling in of the pond. Ms. Keen replied that she had talked to Mr. Shoffner from Sumner Co. USDA Service Center about filling it in and he came up and looked at it. He said he would bring up an engineer to look at it, Mr. Terry Horne, Bio-Environmental Engineer. Keen stated that both men saw the benefits of filling it in. She contacted the Water Pollution of Sumner County, Dennis Conger, She said he would email information to her.

Discuss Advisory Board: Alderman Callis said that this would be something he would like to see done and that the state services also liked to see this. He said he would like for the park committee and the advisory board to meet together. Ms. Keen replied that she would like to have the citizens input. Alderman Callis said that this board would not have voting rights and it would be to advise. He asked Ms. Keen to see how to put together an advisory board and how many members would we need.

Renovation to the 4 Field Complex: Ms. Keen said she would like to contract the infield work out and prepare them for play. Would like to get everything done before the fencing is put up. She said that two infields needed the sod cut and removed. She said the contractors would remove the grass from the infield, haul dirt, set the bases and the foul poles. She explained that we did not have the manpower to do this and that we could maintain them once this is done. Alderman Callis made the motion to go ahead and send the preparation of the 4 field complex to the finance committee. Alderman Coker made the second. Motion carried 2-0.

Other Items Pertaining to the Park: Ms. Keen said that there still was an opening for a full time maintenance person in the park. She said they had filled one position, but there was another still open.

She then informed them of the City Easter Egg hunt which would be held on Sunday afternoon, April 1st at 2:00 p.m. and a rain out date was set for Saturday, April 7th.

With no further items to discuss the meeting was adjourned.

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
JULY 9, 2007

The regular scheduled park committee meeting was held on Monday, July 9, 2007 in the Council Chambers at City Hall.

Those in attendance were Chairman Ronnie Meadows, Alderman Alan Dyer, Alderwoman Erin McLerran, Park Director Barbara Keen, Tammy Groves and Jeff Minnis. Ms. Bettye Glover was there representing Highland Rim Historical Society.

Highland Rim Historical Society: Ms. Bettye Glover was there to go over the transition of the park director retiring and what the effects would be towards the craft and quilt show. She handed an outline of what needs to be done to get ready for the show. She discussed how we could improve the promotion of the show and how to make the show bigger and better. She requested that they get to keep their booth and continue to have their bake sale in the lobby. She said she would like for someone to set up a booth and promote the City of Portland and what it has to offer. She said she was unable to get with Jim Butler about the concession stand and who would be running it during the show. Ms. Glover said a suggestion was made to her about having the closing ceremonies at 4:00 p.m. instead of 5:00 p.m. She said she felt that if we were to end the show earlier the vendors would start packing up earlier. She said she would like to keep the the historical booths, art activities and also that we needed to decide about having a benefit concert. Much discussion was made and ideas were given. Ms. Glover said she would keep in touch with the committee and keep the parks department and the committee updated on the planning of the show.

Skate Park: Ms Keen said that she had sent out RFP's to get bids on a design for the skate park. She told the companies that the park hand an "X" amount of money to spend and what could they do for us in that particular price range. She said there was three companies that bid on the project. They were Kids Zone, Skatewave, and PlayWorld. Ms. Keen showed the designs to the committee so they could help decide which company and design they wanted to present to the finance committee. Much discussion was made about the prices, the designs and the installation cost. Alderman Meadows said they would like to see some of the equipment that each

company represents. Ms. Keen replied that one company demonstrated for the park and that she would have to get information on the other company as to where they have placed their product. Alderman Meadows told Ms. Keen to check into this and get back with them.

Tennis Court: Ms. Keen said the tennis court at Meadow Brook Park is in the process of being torn down and removed in order to make room for the skate park. Mr. Minnis said all that needed to be finished was cleaning up and leveling the dirt. Alderman Meadows asked if the other two tennis courts were in good shape. Ms. Keen replied that they were in need of re-surfacing. She said she would like to see two courts put at Richland Park. The committee asked Ms. Keen to get a ballpark figure of what it would cost to build a new tennis court.

Community Center Repairs: Ms. Keen said the bathrooms are in need of repair. She said the floors needed to be repaired or they were going to fall in. The committee said to go ahead and get cost estimates and then go from there.

Backstops and Fencing at 4 Field Complex: Ms. Keen gave a brief discussion about receiving a grant to put up fencing and moving two of the backstops at the 4 field complex. Ms. Keen said the bid was awarded with the understanding that 2 of the backstops needed to be moved and the company agreed to include this with the bid they submitted. She said they were waiting to meet with Kenny Franks before they start.

Grant Pre-Application: Ms. Keen said she would like to light the 4 field complex to complete this project. She said that the pre-application was due by August 7, 2007.

Other Items Pertaining to Park:

Advisory Board: Alderman Meadows discussed the forming of the park advisory board. He asked the committee to submit recommendations of citizens to serve on this board and give those recommendations to the Mayor.

Ampitheater Policy: Ms. Keen said the committee needed to be thinking about setting a policy for the citizens to use the ampitheater. Ms. Keen said she has been checking on policies and procedures of other cities so she could pull them all together and get back with the committee.

Enhancement Grant: Ms. Keen said the park has applied for a \$4,000.00 enhancement grant that would allow the parks to purchase more playground equipment to be placed close to the baseball/softball fields and the walking track.

Pet Policy: Alderman Dyer suggested that a pet policy be set up for the parks. He explained that a lot of people like to bring their pets to the park during sports games and to walk. Alderman Meadows said this was something that the park needed to check into.

With no further items to discuss, the meeting was adjourned.

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
AUGUST 13, 2007

The regular scheduled Park Committee Meeting was held on Monday, August 13, 2007 in the Council Chamber at City Hall.

Those in attendance were Chairman Ronnie Meadows, Alderman Allen Dyer and Tammy Groves.

Roll Call: Chairman Ronnie Meadows called the meeting to order. Committee member Allen Dyer was present. Absent from the meeting was Alderwoman Erin McLerren.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderman Meadows.

Approval of Minutes for July 2007: Motion was made by Alderman Dyer and seconded by Alderman Meadows.

Policy and Procedures for Ampitheater: A rough draft was presented to the committee members and the Mayor to look over and see if they needed to add anything or take away anything in the policy. Discussion was made about charging a rental fee to charity organizations. It was agreed upon by the committee to let these organizations address the park committee to have their rental fee waived. More discussion on this policy was deferred until the next park committee meeting.

Buffer Along Walking Trail: Alderman Dyer said that he had some complaints from some of the residents about people using their back yards for various things. Alderman Meadows said to get a rough estimate on putting a 6 ft. chain link fence along the walking trail and get the back in touch with the committee.

Restroom Facility by Playground: Alderman Meadows said to check into a portable type restroom facility and see if it could possibly be paid with impact fee money.

Repairs to Community Center Restrooms: The restroom floors in the community center is in need of replacement. Ms. Groves said she spoke with Mr. Peterson and he was going to give her a price for the labor only and a price to purchase the material and the labor. Alderman Meadows said to check with the Mayor because this is something that needed to be taken care of right away.

Update on Skatepark: Ms. Groves said that she had contacted Skatewave to let them know they were awarded the bid to put in the new skatepark. She said there was about a 3 week turnaround period after the equipment is ordered.

With no further items to discuss the meeting was adjourned.

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
OCTOBER 8, 2007

The regular scheduled Park Committee meeting was held on Monday, October 8, 2007 in the Council Chamber at City Hall.

Those in attendance were Chairman Ronnie Meadows, Alderman Allen Dyer, Alderwoman Erin McLerren, Tammy Groves, Jeff Minnis and Karen Johnson.

Approval of Agenda: Motion was made by Alderman Dyer and seconded by Alderwoman McLerren. Motion carried 2 – 0.

Approval of Minutes for August Meeting: Motion was made by Alderman Dyer and seconded by Alderwoman McLerren. Motion carried 2 – 0.

Signage for Master Gardeners of Portland: Karen Johnson spoke to the committee about purchasing two signs for the circle at Richland Park. She explained that the Master Gardeners of Portland had approached her about putting these signs at the circle, one at each end, to let the citizens know they were responsible for planting and maintaining the flowers and shrubs that were placed there. Alderman Dyer made the motion to pursue this project and Alderwoman McLerren seconded the motion. Motion carried 2 – 0.

Memorial Bricks: Alderman Meadows said he had several people asking when the purchased memorial bricks were going to be placed. Ms. Groves replied that Robert Lawrence from the parks department was going to take care of this.

Bids for Field Groomer and Lawn Mower: Ms. Groves said the bid specs were already given to Patsy Thornton to be placed in the paper and the bid opening was scheduled for October 22nd.

Update on Park Projects:

1. Skatepark – Mr. Minnis said that gravel was already over at the project sight ready to be leveled. Ms. Groves said the equipment had been delivered and stored.

2. Trick or Treat on Main – Ms. Groves said she had sent out letters to the local businesses and she placed an ad in both local papers. She said the trick or treat bags had been ordered and Patsy Thornton was taking care of purchasing the candy.
3. Basketball Sign Ups – Ms. Groves said due to the drop in the number of participants she extended the sign ups to October 12th.
4. Raise the Praise Concert – Ms. Groves mentioned that the concert would be held on Saturday, October 13th. She also mentioned that the Mayor had suggested that the exit to Jim Courtney road be permanently opened. Discussion was made and it was decided to temporarily put up poles and a chain that could be locked until a gate is purchased.

Miscellaneous Items Discussed:

1. Security in the Park – Discussion was made about having a security or park employee at all events going on in the park. The committee suggested talking to the Mayor about this matter.
2. Fence Along Walking Trail - Ms. Groves said she had a discussion with the Mayor about people trespassing on their property that backs up to the walking trail in the new park. She said that measurements needed to be made to get a price as to how much a 6ft. chain link fence would cost. She said that the park needed to seriously address this problem.
3. Four Field Complex – Mr. Minnis updated the committee on the the progress of the fencing. He also suggested that we find a way to utilize these ball fields for games starting in the spring and not just using them for practice. He said what we would need is restroom facilities and a concession stand. He said it was not necessary to have press boxes or scoreboards to play games.

Items Discussed to Follow Up:

1. Pet Policy in the Park
2. Replace Lights at Meadow Brook Park Track
3. Street Lights on the Backside of the Walking Trail at Richland
4. Gas Lights for the New Park Entrance

With no further items to discuss the meeting was adjourned.

CITY OF PORTLAND
PARKS AND RECREATION COMMITTEE MEETING
DECEMBER 10, 2007

The regular scheduled Park Committee Meeting was held on Monday, December 10, 2007 in the Council Chamber at City Hall.

Roll Call: Chairman Ronnie Meadows called the meeting to order. Alderman Dyer and Alderwoman McLerren were present along with Park Director Steve Osborne, Tammy Groves and Jeff Minnis.

Citizen Comments: Members of the Portland Area Library Foundation were present asking the parks department to donate property, currently serving as an outdoor basketball court, to the library for use of parking when the library extends the present size of the building. A brief discussion was made by each committee member. A request was then made for a small portion of land by the War Memorial to place a geo-thermal system in for the library.

Approval to Change Agenda: Alderman Meadows asked for approval from the committee to move item number 1 under new business, which was the library project, to the 1st item to discuss on the agenda. Motion was made by Alderman Dyer and seconded by Alderwoman McLerren. Motion carried 3 – 0.

Library Project: Alderman Meadows asked to entertain a motion for approval to donate the parks basketball court to the library for future parking as they make new additions to the library and take it to council. Alderman Dyer made the motion and a second was made by Alderwoman McLerren. Motion carried 3 – 0.

Old Business:

Signs for Circle at Richland Park – Ms. Groves said she would get with Patsy about ordering the signs since this has not been done yet. Placing Memorial Bricks – Ms. Groves said that all of the bricks had been placed and that there was someone in the parks department who could continue to place them. As for ordering the bricks, Ms. Groves said she would get with Barbara Keen because she was on the War Memorial Committee and the bricks were ordered through her as a

committee member and not a part of the park. Ms. Groves said she would continue to order them until this matter is resolved.

Update on Skatepark – Mr. Osborne stated that the ribbon cutting ceremony would be Friday, December 14, 2007 at 3:30.

New Business:

Dixie Youth Baseball – Mr. Osborne said he met with the group and they are planning on proceeding with the program that everything was fine.

Park Security – Mr. Osborne said we were ready to proceed with this. He handed out the job description for this position. He said we would fill the job internally. Motion was made to send this recommendation to the council by Alderwoman McLerren and seconded by Alderman Dyer. Motion carried 3 – 0. Another motion was made to approve the job description for this position with amendments provided by the park director and H.R. before going to a resolution. Motion was made by Alderman Dyer and seconded by Alderwoman McLerren. Motion carried 3 – 0.

Lighting Project – Mr. Osborne said there would be a bid opening on December 18th so that project should be underway soon.

Advisory Board – Alderman Meadows recommended that we go ahead with developing an advisory board. Mr. Osborne explained a little about what an advisory board does and how it can help with the parks system. He said he felt like we could move forward on this within the next couple of months.

Changing Meeting Time – Alderman Meadows ask if the committee would be in favor of moving the time of the park meetings from 6:00 p.m. to 5:00 p.m. starting the first of the year. Everyone was in agreement. Motion was made by Alderwoman McLerren and seconded by Alderman Dyer. Motion carried 3 – 0.

Staff Reports: Ms. Groves said she wanted to commend the maintenance workers on their hard work with the craft show and the building of the Christmas float. Jeff Minnis gave an update on the maintenance work that had been completed and in the process of completing. Ms. Groves gave an update on the basketball program and that all went well for the first Saturday of games. Mr. Osborne

