

GERMANTOWN PARKS AND RECREATION COMMISSION
Meeting Minutes
August 26, 2010

The regularly scheduled meeting of the Germantown Parks and Recreation Commission for August 26, 2010 took place at Germantown Parks and Recreation, 2276 West Street.

PRESENT:

Kevin Young, Chairman
Jerry Gee
Mary Anne Gibson
Bob Timm
Angela Sorensen
Rodney Strop
Pam Beasley, Director of Parks and Recreation

ABSENT:

William Kenley
Jim Wilson
Rick Bennett, Planning Commission Liaison

GUESTS:

Scott Rosenberger, GBL
Mark Dely
David Abraham, Boy Scout Troop 25
Raffi Rodin, Boy Scout Troop 25

APPROVAL OF AGENDA

It was moved by Mrs. Gibson, seconded by Mr. Strop to approve the August 26, 2010 agenda as submitted.

Young – yes; Gee – yes; Gibson – yes; Timm – yes; Sorensen – yes; Strop – yes. Motion approved.

APPROVAL OF MINUTES OF JUNE 22, 2010

A quorum was not met for the June 22, 2010 meeting. Therefore, minutes cannot be approved.

APPROVAL OF MINUTES OF JULY 22, 2010

It was moved by Mr. Gibson, seconded by Mr. Timm to approve the July 22, 2010 minutes as submitted.

Young – abstain; Gee – yes; Gibson – yes; Timm – yes; Sorensen – yes; Strop – yes. Motion approved.

RIVERDALE PARK PROJECT – PHASE II FUNDING PLAN

Ms. Beasley expressed her appreciation to everyone who participated on “build day” for the first phase of the Riverdale Park Project and stated that this is one of the most unique projects that she has had the pleasure of working on. Usually, extensive recruiting and advertising has to be done

to get people to come out and get involved but Ms. Beasley stated that this particular project “evolved”. She and George Brogdon, Assistant City Administrator attended a PTA meeting at Riverdale Elementary School to present the plan highlighting the fact that this was the first CIP project where staff was able to design, fund, build and open within four months. It could not have happened without the support of Playcore and Germantown Baptist Rehab Foundation.

Ms. Beasley reported that one of the components and focus areas for the project was to incorporate nature into the play structures so staff intends to install some heavy planting in and around the play structure as well as incorporating art pieces for visual attraction. Ms. Beasley presented the following funding plan for Phase II:

Phase I	
“Everybody’s Tree House Playground”	\$380,000
<i>COMPLETED</i>	
Phase II	
Gathering Plaza	\$15,000
Germantown Civitan Lead: Tony Salvaggio	
Outdoor Classroom	\$10,000
Germantown Festival Lead: Tony Salvaggio	
Site Signage and Recognition Stone	\$15,000
Baptist Hospital Lead: Susan Stralka	
Elevated Sand Boxes and Nature Play	\$4,000
Lead: Susan Stralka and Pam Beasley	
Entrance Arch	\$4,000
*includes a commissioned art piece	
Lead: Mike Omar	
Nature Screens	\$3,500
*Memphis College of Art	
Providing art murals on buildings	
Lead: Dave Carlisle and Mike Omar	
Interactive play gardens	\$7,500
\$2,500 each	\$2,500
(4 around play structure includes trees in each section)	
Lead: Andy Pouncey and Mike Omar	
Stream Study Area	\$8,000
Lead: Andy Pouncey and Mike Omar	
Art Sponsorships	
Bird Houses	\$6,000
\$250 each	
*each piece commissioned by	
Local artist; post and installation	
Furnished by the City; materials	
and supplies furnished by the artist	
Lead: Pam Beasley and Dave Carlisle	

Stepping Stones \$50 each \$10,000
Lead: Pam Beasley and Dave Carlisle

FUND RAISING GOAL – PHASE II	\$85,500
Pledged as of 8-20-10	\$42,500
Balance to raise	\$43,000

Ms. Beasley reported that many of the companies/organizations/clubs listed above have committed to providing the funds for their specific assignments, as well individuals and an anonymous donor.

Other items of interest:

- A dry creek bed
- Commission local craftsmen / artists to create several birdhouses and the City would provide the stands to incorporate those into the landscaping.
- Picnic tables and benches

The tentative timeline:

- Structural building to begin in November, completed in January/February
- Everything else, with the exception of maybe the birdhouses and a few of the stones, by April 1.
- Grand Opening during Riverdale Elementary School’s annual picnic day, which will be either the last Saturday in April or the first Saturday in May.

It was moved by Mrs. Gibson, seconded by Mr. Gee to approve the funding plan as presented.

Young – yes; Gee – yes; Gibson – yes; Timm – yes; Sorensen – yes; Strop – yes; Billingsley - yes. Motion approved.

UPDATE OF THE PARK MASTER PLAN

Ms. Beasley stated that the objective for tonight would be to confirm the stakeholders that need to be involved in the process of setting the agenda and select dates for the work sessions. Ms. Beasley reported that she reviewed the first comprehensive master plan, updated in 2008, for the 100+ acres and the stakeholders identified at that time included Boards and/or Commissions, such as the Parks and Recreation Commission, current park users (Charity Horse Show, Neshoba Carriage Association, Germantown Festival, Tennessee Master Gardeners, Union University, and Germantown High School). Potential park users at that time included the Shakespeare Company, the Germantown Community Theatre, the Germantown Performing Arts Centre, and the Germantown Regional History and Genealogy Center.

Since then, Ms. Beasley has identified other potential groups for consideration since the City is planning to integrate sustainable materials into the development. They include the Environmental Commission, Germantown Elementary and Middle Schools, Houston High School, the Chamber of Commerce, Church representatives, and several Private School representatives.

Mr. Billingsley suggested that ideally, it would be best to reach as many stakeholders as possible and asked about other venues for information and a survey of some sort that would ask a couple of pertinent questions. Ms Beasley suggested putting a survey on the website following the stakeholders meeting.

The proposed work session dates and objectives:

Work Session #1 – Public Input Meeting

Date: September 14th at 6 p.m. at the Council Chambers

1. Overview of Master Plan update process (then and now)
2. Review current conceptual plan - Highlight the two areas that will be considered during first phases (master plan maps and final report document) amphitheater and Ocean View Farms (Bobby Lanier Park)
3. Identify possible usages and design elements (possibility visuals presented)
4. Gain feedback and input from stakeholders
(*staff will then compile information and develop alternatives for the P/R Commission to review at Work Session #2)

Work Session #2 – Formulation of Program Delivery Plan

Date: September 28 at 5:30 p.m. at Parks and Recreation

1. Review designated alternatives identified as by the stakeholders
 - Programs
 - Facility design elements to consider – scope and direction
 - Preliminary financial considerations
2. Determine best alternative(s) for submittal to BMA

Work Session #3 – Update Infrastructure Plan based on new information

Date: October 19 at 5:30 p.m. at Parks and Recreation

1. Major access roads, parking, safety, traffic, ADA...
2. Cost estimates associated with initial utilities, road, bridge construction, site preparation (clearing, grading, existing buildings and clean-up)

Parks and Recreation Commission Final Recommendation and Action

Date: Late October

Presentation to the Mayor and Board of Aldermen

Date: Early November

Ms. Beasley concluded the discussion with a reminder that the acquisition of Ocean View Farm was accomplished through a support from a local Parks and Recreation Fund Grant in the amount of \$400,000. The total purchase price for the property including administrative and legal fees, etc. came to 1.4 million dollars. The City is required through the grant, to uphold two things:

- That the land be dedicated as public parkland
- Agree to begin development no later than 3 years from the acquisition. In this particular project, the current homeowners requested an 18 month lease to remain in the house

while trying to find suitable housing. The City agreed to their request, which leaves only 18 months to begin development.

A light dinner will be provided for the September 28 and October 19 work sessions.

GERMANTOWN BASEBALL LEAGUE

Ms. Ruffin welcomed GBL representatives Bob Bean, Mark Dely and Scott Rosenberger to the meeting. Mr. Rosenberger presented the Germantown Baseball League proposal to be the 2011 Youth Baseball Service Provider for the City of Germantown and the surrounding community and requested to extend their provider relationship with Germantown Parks and Recreation.

The following points were provided:

- Approximately 800 players
- No outstanding legal obligations
- Still waiting on the six-month process of obtaining receipt of 501-C3 status.
- Taxes are completed and filed
- GBL is a registered Corporation
- Financial Summary show that GBL has approximately \$7,000 negative
 - Reserved \$10,000 for audit that will occur next year
 - Reserved \$6,000 to pay for third-party invoices and next year's insurance, which is an additional \$7,000
 - Bottom line - \$17,000 in the bank after paying for 100% new equipment, top to bottom, leaving no debt.
 - Going forward, will have cash in the bank so that investments can be made to improve the overall program.
- After season feedback survey included approximately 200 responses. Results:
 - Overwhelmingly positive
 - Several responses were, "willing to help"
 - Made available to the Parks and Recreation Commission and staff for review
- Once approved, will move forward with a "Join the Team" campaign. There will be different formats of media to support. GBL would like to have between 50 to 75 designated community leaders. Every school, church and community organization will have a GBL representative that will be at those locations to facilitate registration to make the enrollment process easier and more user-friendly.
- Target: 1,000 kids but at the same time step toward having two tournaments, one at the beginning and one at the end of the season.
- Priority Focus: Excellent family experience
 - Will conduct more family programming to get the entire family involved.
- Bids are out for uniforms
- Conducting weekly meetings to discuss ideas to improve the program
- Making website improvements
- Majority of Director's are returning

Ms. Beasley commended the organization for their hard work and faithfulness to the program and staff looks forward to a continued relationship.

The following requests were made:

- Mounds on Cameron-Brown fields
 - Planning three big tournaments so all fields will be maxed out all of the time.

Ms. Beasley mentioned scheduling issues that were faced due to weather cancellations, etc. and stated that the department has committed themselves to look at the facilities. Currently, the GBL's primary facility is the Cameron-Brown baseball fields at Bob Hailey Athletic Complex. This year, they were asked to schedule games and leftover fields were rented out to other teams but when other fields were rented and the GBL experienced a bad weather event, they were stuck, causing them to fall behind in games. Staff has committed to give them the entire facility next year and will not allow any other rentals for those fields.

- Additional batting cage at Bob Hailey to allow the kids one more opportunity to swing the bat during the league when their not out on the field
- Covered seating (GBL willing to help fund)
- Convert 4 fields into 6 fields, making the facility more dense
- Looking for people who specialize in marketing
 - New signage sponsorship, etc.

Ms. Beasley encouraged them to create a "menu" of needs and present it. The entire list would probably be funded. This is what staff experienced when planning the Riverdale Park Project. People in the community came out of the woodwork to get involved and to help, not only to build, but to provide the funds to make it all happen.

- Request to use field #2 at Houston Levee, which has a batting cage, on Sunday's only to self schedule their own teams only to be prepare for tournaments.
- Consider students that attend local Germantown Schools as "residents" for the program
- Extend contract to a "multi-year" contract

Ms. Beasley reported that on March 26, the Parks and Recreation Commission approved revisions to Policy Letter 33. Two of the items mentioned above were addressed in the revision. The first, to allow children who are students at Germantown schools, be counted as residents in the program but continue to pay nonresident fees. The second was to allow for a multi-year contract at the City's option for up to three years. However, the revisions were not sent to the Board of Mayor and Alderman for approval and that can be done in October.

Regarding the request for field #2 at Houston Levee, the policy letter identifies when sports seasons are and the sports season for baseball run from the second week in February through the end of June. Ms. Beasley met with Mr. Rosenberger to explain that since it is a policy, staff does not have the authority to approve the request but that the Parks and Recreation Commission could approve a variance to approve the request if they so choose.

After a brief discussion, it was moved by Mr. Gee, seconded by Mr. Billingsley to approve a variance to Policy Letter 33 and permit the Germantown Baseball League to use field #2 at Houston Levee on Sundays only for field and batting cage use. Motion approved.

Young – yes; Gee – yes; Timm – yes; Sorensen – yes; Strop – yes; Billingsley - yes. Motion approved.

DIRECTOR'S REPORT

LPRF Grant

Ms. Beasley reported that an opportunity came up to submit another LPRF Grant. Normally, the time frame is about six months but staff had just six weeks to submit the grant, which was possible only because Parks and Recreation is an accredited department and a recipient of the Tier Level Four-Star Award so four sections of the grant did not need to be written. The maximum available is \$200,000 for a \$400,000 project so Ms. Beasley applied for the maximum, knowing that since the City received the maximum last time, they may not receive the maximum this time but shared her confidence in the grant submittal. One of the grant's focus areas this season is playgrounds because of the "No child left behind" Act and the childhood obesity initiative they have.

For the past several years staff has requested CIP funds to upgrade and make repairs at the Dogwood Elementary School playground. Grant funds will be used for this project. Ms. Beasley stated that staff and Playcore will once again come together to bring the same community build effort to the Dogwood Park playground. Tom Norquist, with Playcore will serve again as lead designer for the project. A "river" theme has been chosen.

TRPA Conference – September 19-23

Pam Beasley, Natalie Ruffin, Michelle McDonnell, Kevin Weaver, and Mike Sorensen will be attending the TRPA Conference in Murfreesboro, TN.

NRPA Conference – October 26-29

Pam Beasley and George Brogdon will be attending the NRPA Conference in Minneapolis, MN.

REPORTS FROM COMMISSION/COMMITTEE LIAISONS

The Chairman reported that the Tree Board reviewed the Great Hall's parking lot and gave them some recommendations so that trees on the lot can be saved.

Mr. Strop, representing the Veteran's Committee, reported that he and another member attended an American Legion meeting and is working to provide recommendations on a location for a memorial.

RECREATION UPDATE

Ms. Ruffin reported that the first Small Fry Tri was a great success with approximately 98 little kids ranging from 3 to 5 years old.

Staff is gearing up for fall events and activities and confirming details for the FYI publication, which should be going out in early September.

Recently completed:

- Adult Baseball League
- Spring Adult Softball League

Coming Up:

- Fall Adult Softball
- Adult Coed Kickball
- Youth Basketball
- Youth Football / Cheer Program
- Fall Soccer

Mr. Ruffin concluded her report with the good news that Michelle McDonnell, Special Events Coordinator, completed the exam to become a Certified Park and Recreation Professional (CPRP) and passed. Congratulations to Michelle. Now, all of the full time staff is CPRP certified. Staff takes great pride in this accomplishment.

There being no further business, the meeting was adjourned at 7 p.m.