

Town of Thompson's Station  
**Parks Board**  
**Meeting Agenda**  
[DATE]

**Meeting Called To Order - Confirm Quorum**

**Parks Board Annual Meeting**

- a. **Introduction of new Board Members**
- b. **Election of Officers-**
  - i. **Chair**
  - ii. **Vice Chair**

**Consideration Of The Minutes Of The November 2, 2021, Meeting.**

Documents:

[NOVEMBER 2 2021 MINUTES.PDF](#)

**Parks Board Member Forum**

Open discussion of Parks issues

**Regular Agenda –**

**1. Update On Projects:**

- a. Tri-star Structure in Preservation Park/Tobacco Barn wood removal/reuse
- b. Tree City Application & Arbor Day Proclamation
- c. Sarah Benson Park vandalism issues

Documents:

[ITEM 1B ARBOR DAY PROCLAMATION.PDF](#)

**2. Parks Event Permits:**

- a. Pickin in the Park- Sarah Benson Park. Request an on-going event the 2<sup>nd</sup> Saturday of each month from May through September.
- b. Fidelis- Catholic Church of the Nativity- Sarah Benson Park. Request an event on April 9, 2022, for a day long event of 80+ people. Event will include speakers/amplification and tents.

Documents:

[ITEM 2A PICKIN IN THE PARK EVENT PERMIT.PDF](#)  
[ITEM 2B FIDELIS CATHOLIC CHURCH OF NATIVITY PARK EVENT APPLICATION.PDF](#)

### **3. Community Garden Rules Update**

- a. Bee City Annual Event Planning

Documents:

[ITEM 3 GARDEN GUIDELINES.PDF](#)

### **4. Budget & CIP Report**

- a. 20-21 FY CIP Project Updates
- b. 21-22 FY CIP Project Discussion

Documents:

[ITEM 4 PARKS 5 YEAR CIP LIST.PDF](#)  
[ITEM 4 PARKS CIP 2021-2025.PDF](#)

### **Adjourn**

*This meeting will be held at 6:00 p.m. at the Community Center  
1555 Thompson's Station Road West*

**Minutes of the Meeting**  
**of the Municipal Parks and Recreation Advisory Board**  
**of the Town of Thompson 's Station, Tennessee**  
**November 2 , 2021**

**Call to Order:**

Members and staff present were: Chairman Larry Simmons; Alderman Brandon Bell; Board Member Matthew Barker; Board Member Ward Engle; Board Member Millie Halvorson; Board Member Zina Harris; Town Planner Micah Wood; Maintenance Supervisor Bryan King and Planning Technician Jennifer Banaszak. Board Member Clayton Blunt was unable to attend.

**Approval of Minutes.** The minutes of the October 5, 2021 regular meeting were presented.

**After discussion, Board Member Ward Engle made a motion to approve the October 5, 2021 minutes as presented. The motion was seconded and carried by all present.**

**Parks Board Open Forum**

**Public Comment:**

None

**Regular Agenda**

**1. Update on Projects:**

**a. Tri-star Structure in Preservation Park/Tobacco Barnwood reuse –**

**After discussion, Board Member Barker made a motion to move the Tri -Star structure build to BOMA to review. The motion was seconded and carried by all present.**

**b. Tree Removal along Phase 1 Greenway – Mr. King stated that he had the trees removed in Preservation Park**

**c. TAP Submission for Phase 4 Greenway – Mr. Wood stated that this ha been submitted to TDOT.**

**d. Alexander Trail maintenance jurisdiction – Williamson County will maintain the trail at the top of the split.**

**e. Park Decoration for the Holidays – There will not be a tree lighting this year, however, Board Member Harris will help put together a team for park decorations.**

**2. Thompson's Station Community Association**

Please forward TSCA email addresses to Millie Halvorson.

**3. Areas of Focus for Board Members**

**a. Grants – Millie Halvorson**

**b. Preservation Park – Ward Engle**

**c. Sarah Benson Park & Facebook – Clayton Blunt**

**d. Community Garden – Zina Harris**

**e. Soccer Fields plus Alexander and Stephens Way Trails – Matt Barker**

**4. Budget & CIP Report**

Minutes of the Meeting  
of the Municipal Parks and Recreation Advisory Board  
of the Town of Thompson 's Station, Tennessee  
November 2 , 2021

Mr. Wood reviewed the budget report and CIP stating that we would focus on benches and also branding for the parks.

Board Member Simmons announced his retirement.

**Adjourn**

The meeting was adjourned at 6:44 p.m.

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, Chairman



**TREE CITY USA®**  
An Arbor Day Foundation Program

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## OFFICIAL PROCLAMATION

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**WHEREAS** in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

**WHEREAS** this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

**WHEREAS** Arbor Day is now observed throughout the nation and the world, *and*

**WHEREAS** trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

**WHEREAS** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

**WHEREAS** trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

**WHEREAS** trees — wherever they are planted — are a source of joy and spiritual renewal.

**NOW, THEREFORE,** I, Corey Napier, Mayor of the City of Thompson's Station, do hereby proclaim April 20, 2022 as **ARBOR DAY** In the City of Thompson's Station, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

**FURTHER,** I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

**DATED THIS** \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Mayor \_\_\_\_\_

# TOWN OF THOMPSON'S STATION PARKS EVENT PERMIT

Phone: (615) 794-4333  
 Fax: (615) 794-3313  
 www.thompsons-station.com



1550 Thompson's Station Road W.  
 P.O. Box 100  
 Thompson's Station, TN 37179

## Applicant Information:

Name:	Matt Meyer
Signature:	<i>Matt Meyer</i>
Organization:	Just me! I am Proposing the event be called "Pickin in the Park: The Sarah Benson Summer Music Series."
Phone:	731-616-0664
Email:	wmattmeyer@gmail.com
Park:	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

## Project Information:

Description of Event:	<p>Seeking approval for use of the park for a curated 2-3 hour live music event in Sarah Benson Park. To be dubbed "Pickin in the Park: The Sarah Benson Summer Music Series," I hope to provide a place for a mix of area musicians to play for an audience, and a place for music lovers and community event lovers to come together and enjoy our wonderful park.</p> <p>In promoting the event, I plan to publish information about the history of the park and Sarah Benson herself, in hopes that people are inspired by her story and inspired by her legacy of holding fun community events in our parks, like the Thompson Station Fall Fest she organized.</p> <p>This first year, I plan on keeping it fairly low key, music wise. It will be mostly solo acoustic performers and a few full bands, playing through a small/medium sound system set up under the Lower Pavilion. Also, if able, I plan to arrange a food truck to be on site.</p>
Event Date with specific Times:	<p>Planning to have it on the Second Saturday of each month, May – September, pending discussion with Parks staff: May 14, June 11, July 9, August 13, September 10.</p> <p>Event would start at 5:30 pm. Show would end around 8:30. Cleared out of park by 9 or 9:15.</p>
Estimated Participants:	<input type="checkbox"/> Under 75 Individual Participants <input checked="" type="checkbox"/> 75 + Individual Participants ( <i>Parking and Traffic Control Plan is required with this application</i> )
Description of all Event Equipment:	I will be bringing a small sound system to set up on our "stage" area.

STAFF NOTES:

**EVENT POLICIES**

- No permanent changes to the Park allowed.
- **The Park shall be fully cleaned after the Event by the Event organizers. The Town reserves the right to bill the applicant if additional cleaning is necessary.**

**TOWN APPROVALS**

**FEE PAID:**

1. Insurance \_\_\_\_\_
2. Town Staff Review \_\_\_\_\_
3. Parks Board Approval \_\_\_\_\_

CONDITIONS/NOTES:

**Pickin' in the Park Proposed Parking and Traffic Control Plan**

- Will use signage to indicate which parking spaces are available for the event.
- Will leave 20 or so spots for non-event parking
- Assuming you approve, we will also provide 30 or so parking spots on the turf at Sarah Benson.
- We can use signage and social media posts to define what spaces during the event are for the event and which ones are for other park usage.
- I can seek approval for use of lots at Post Office and TSUMC for overflow. I believe this is very doable, but as of this writing I have not secured it. I will try to do so before the February meeting.

**Site Map (assuming I get permission):**

1. Parking for 25 cars on this end of the lot
2. Parking for 30 cars in the turf
3. Overflow lot 3 – TSUMC – 20 spaces
4. Overflow lot 4 – Post office – 10 spaces
5. Stage for musicians (under Lower Pavilion)
6. Food Truck parking on turf



**Safety Plan/Inclement Weather Plan**

I will work with local emergency management officials to make sure I am on any alerts for bad weather and will cancel the event if there is a threat to public safety.

**Food Trucks**

I will work with Parks Department to ensure Food Truck permitting rules are followed, if you have any.



# TOWN OF THOMPSON'S STATION PARKS EVENT PERMIT

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 P.O. Box 100  
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## Applicant Information:

<b>Name:</b>	Amy E Freitas
<b>Signature:</b>	<i>Amy E Freitas</i>
<b>Organization:</b>	Fidelis - Catholic Church of Nativity Chapter
<b>Phone:</b>	615-944-3257
<b>Email:</b>	freitasfamily4@gmail.com
<b>Park:</b>	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

## Project Information:

<b>Description of Event:</b>	Fidelis is for girls 6th grade to 12th grade. Fidelis - Catholic Church of Nativity Chapters is hosting a day retreat from 7:30 AM to 5:00 PM. The gathering will consist of prayers, music, discussions, activities, meals/snacks, and an outdoor mass.
<b>Event Date with specific Times:</b>	April 9th 7:00 AM to 6:00 PM. Please see potential iternary
<b>Estimated Participants:</b>	<input type="checkbox"/> Under 75 Individual Participants <input checked="" type="checkbox"/> 75 + Individual Participants <i>(Parking and Traffic Control Plan is required with this application)</i>
<b>Description of all Event Equipment:</b>	We plan to bring additional tents for food (probably up to 2) and microphone with speakers. We believe we may have up to 80 participants, but will not know the final number until two weeks prior the event. We plan to strongly encourage car pooling to limit the number of cars and will have volunteers set up for arrival and departure drop offs to help with the flow of traffic.

### EVENT POLICIES

- No permanent changes to the Park allowed.
- **The Park shall be fully cleaned after the Event by the Event organizers. The Town reserves the right to bill the applicant if additional cleaning is necessary.**

### TOWN APPROVALS

**FEE PAID:**

1. Insurance \_\_\_\_\_
2. Town Staff Review \_\_\_\_\_
3. Parks Board Approval \_\_\_\_\_

CONDITIONS/NOTES:

April 9, 2022 – Fidelis Spring Retreat with St. Rose of Lima

Theme: Goodness (pending Fidelis release)

7:30 to 8:00 AM – Arrival, check-in, and breakfast; name tags and include small group assignment on each name tag.

8:45 AM – Group photo

9:00 AM – First Fun Activity

9:30 AM – King’s message

9:45 AM – Move to small groups

9:50 to 10:15 – Small group discussion

10:15 – Break/Snack

10:30 – Adoration/Confession

11:30 – Mass (Daily)

12:30 – Lunch

1:30 - Second Fun Activity

2:00 – Kings message

2:15 – Move to small groups

2:20 to 2:45 – Small groups

2:45 – Break/Snack

3:00 – Third Fun Activity

3:30 – King’s Message

3:45 – Move to small groups

3:50 to 4:15 – Small groups

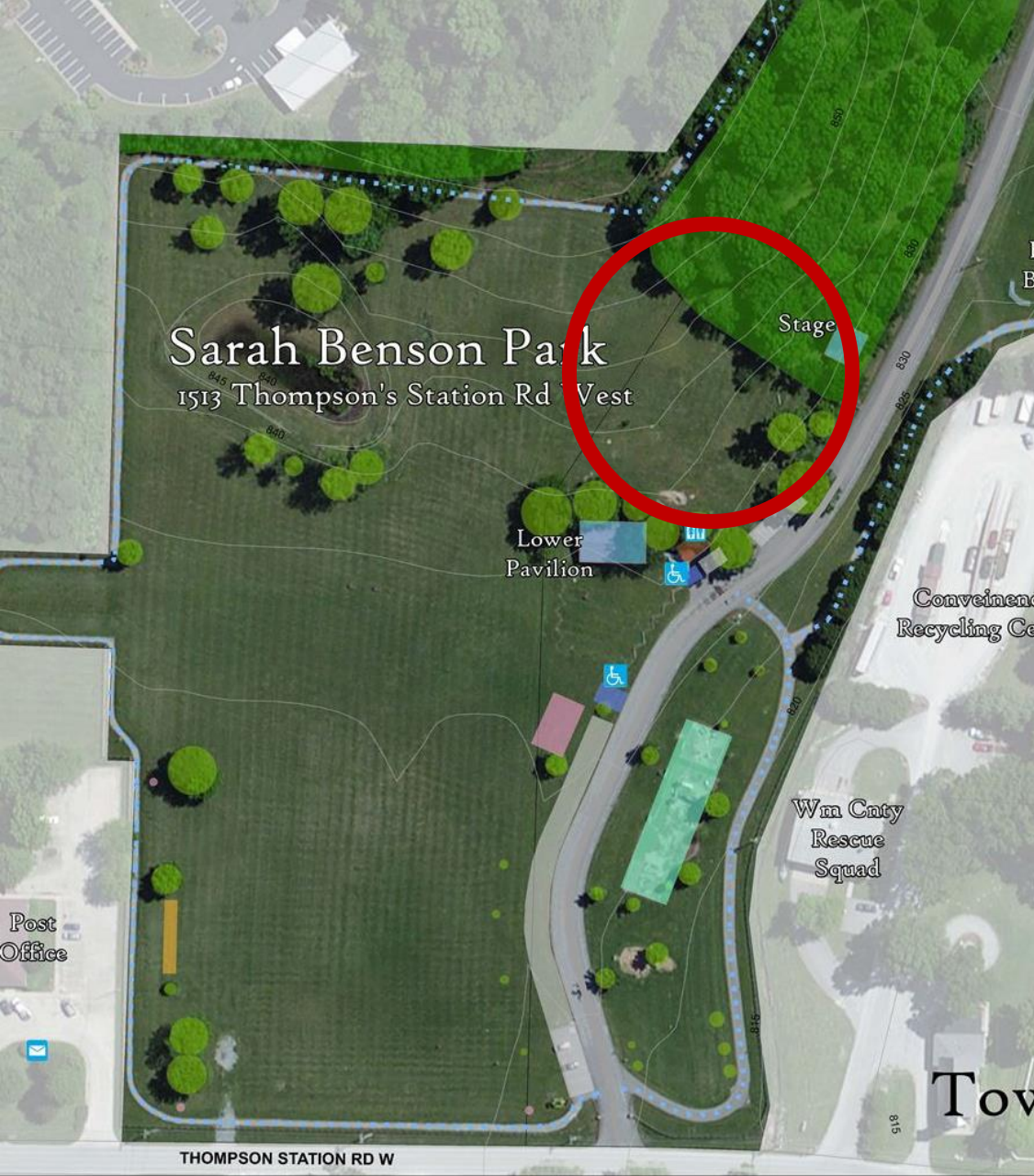
4:15 – End with Cheer/Dance

4:30 - Closing message

4:45 – Depart/Check out – transportation signature for every girl leaving

Things to consider; extra tents, bathroom monitors, name tags

Registration: Fidelis Book, journal, snacks to share, bring a bottle for water (we can have the large jugs of waters)



Two speakers will be near the stage. We plan to use it during the below time slots. Primarily to give instructions. For example, First Fun Activity, we have opening remarks and give instructions on the activity. Not sure on the decimal level, but loud enough for the group to hear near the stage, but not the entire park. We also plan to stay between the stage and the lower pavilion area for activities. We are still in the planning stages of the activities, so they may act out skits on the stage or have to some sort of movement in that general area. I have circled it in red. During the King's message and Mass time slots, the speakers will be used during that time slot.

- 9:00 AM – First Fun Activity
- 9:30 AM – King's message
- 10:30 – Adoration/Confession
- 11:30 – Mass (Daily)
- 1:30 - Second Fun Activity
- 2:00 – Kings message
- 3:00 – Third Fun Activity
- 3:30 – King's Message
- 4:15 – End with Cheer/Dance
- 4:30 - Closing message

Breakfast, snack, and lunch we will be in the lower pavilion under the tents. We anticipate using two just on the outside of the pavilion.

During the time slots for small groups and dependent upon a sunny day, I anticipate we will break out into the shaded areas. The participants may sit on the grass, blankets, or their outdoor chairs (that they will carry from each location to the next).

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## **GARDENER GUIDELINES**

The following guidelines have been established by Town Staff in order to maintain an enjoyable, safe, and productive experience by all. Please read the following and direct any questions to Staff or someone identified by Staff as the garden leader.

1. All gardeners are to complete application form.
2. TSCG utilizes **organic gardening practices** for growing, fertilizing, plant disease management and pest control.
3. All gardeners must participate in at least one volunteer event.
4. **Keep your plot and areas around your plot clean!**
5. Please keep your pets away from the garden plots. We love them, but we don't want them chewing on one another's produce!
6. Planting illegal plants is prohibited.
7. At the end of the gardening season, all dead plants and non-plant materials must be removed and disposed of properly. All gardens must be left neat and tidy. If your plot is not cleaned, you could lose your privileges for the next season.
8. Pick up your trash! We do not have garbage cans on site, so please don't litter.
9. Do not pick anything from your neighbor's plot without their approval.
10. Please do not leave the water on unattended. We utilize potable water (don't drink it), and the tank will dry up if the water is not turned off.
11. Smoking and chewing tobacco is not allowed. Tobacco can transmit a lethal virus to tomatoes and cigarette butts are loaded with toxins.
12. Drugs, alcohol, radios & fires are not allowed.
13. Please supervise your children.
14. For your safety, please only garden during the daylight hours.
15. Report theft, vandalism, and unusual activities to the Town at 615-794-4333.
16. Use common courtesy and please be considerate of your gardening neighbors and ENJOY yourself.

***\*\*\*If any of the guidelines are in violations, you will be contacted by phone or email and will have one week to remedy the situation. After one week, you will lose your garden privileges and your plot will be reassigned. \*\*\****

## **Parks 5 Year Capital Improvements Plan**

### **1. Parkland and Greenway Signage and Branding FY2021-22**

The project will work to create a unified brand for the Town's parkland and to install signage that conveys that brand throughout each park and greenway trail.

### **2. Parkland Maintenance and Facilities Upgrades FY2021-22**

This project is an on-going budget item that includes generally upkeep and upgrades that are needed for the Town's parkland.

### **3. Park Benches and other Furniture FY2021-22 & FY2022-23**

This project will provide replacements for benches and furniture throughout the Town's parkland. This project is projected to cover two fiscal years.

### **4. Dog Agility Equipment FY2021-22**

This project will provide for the construction and installation of new dog agility equipment at the Mars Dog Park.

### **5. Town Parks Master Plan FY2022-23 & FY2023-24**

This project will create a Townwide Master Plan for the Town's Parkland current and future needs.

### **6. Preservation Park Horse Trail & Parking Upgrades FY2022-23**

This project will provide for the designation, construction, and installation of the horse trails in Preservation Park, according to the Preservation Park Master Plan. In conjunction, the parking lot areas will be upgraded to accommodate the horse trailers and to provide to additional parking for Preservation park

## **Parks 5 Year Capital Improvements Plan**

### **7. Preservation Park Amphitheater FY2023-24**

This project will provide for the construction and installation of an amphitheater in Preservation Park, per the Preservation Park Master Plan.

### **8. Sarah Benson Park Playground ADA Upgrades FY2024-25**

This project will provide for an assessment and any recommended upgrades necessary to ensure compliance with the Americans with Disabilities Act. This project may be grant funded.

Parks Capital Improvement Plan	Estimated Project \$	Status	Est. Begin Date	FY 2022	FY 2023	FY 2024	FY 2025
<b>Grant Sources</b>							
ATP Grant							
TAP Grant							
<b>Parks Total 5-Year CIP</b>	\$419,500			\$150,000	\$115,000	\$165,000	\$15,000
<b>Town-wide Park Improvements</b>							
Parkland and Greenway Signage/Branding	\$14,000	new request	7/1/21				
Parkland Maintenance and Facility Upgrades	\$12,000	new request- ongoing	7/1/21	\$15,000	\$15,000	\$15,000	\$15,000
Park Benches and other Furniture	\$25,000	new request- split	7/1/21	\$10,000			
Dog Agility Equipment	\$7,500	new request	7/1/21				
Town Parks Master Plan	\$125,000	future request- split	7/1/22	\$125,000			
Preservation Park Horse Trails & Parking Upgrades	\$100,000	future request	7/1/22		\$100,000		
Preservation Park Amphitheater	\$65,000	future request	7/1/23			\$65,000	
Sarah Benson Park Playground ADA Upgrades	\$85,000	future request	7/1/24			\$85,000	