

Town of Thompson's Station
Parks & Recreation Advisory Board
Meeting Agenda
March 1, 2022

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 February 1, 2022, Meeting

Documents:

[FEBRUARY 1 2022 MINUTES.PDF](#)

Parks Board Member Forum

Regular Agenda –

1. Update On Projects:

- a. Community Garden Guidelines
- b. Greenways
- c. Park Security Upgrades

Documents:

[ITEM 1A- GARDEN GUIDELINES.PDF](#)

2. Parks Event Permits:

- a. Depot Dash 5K Trail Race and 1K Kids Fun Run- Preservation Park. Fundraiser for TSCA, April 2, 2022, 7am-10am.

Documents:

[DEPOT DASH 5K APPLICATION TSCA.PDF](#)

3. Budget & CIP Report

- a. 21-22 FY CIP Project Updates
- b. 22-23 FY CIP Project Discussion
- c. Year-to-date Budget (monthly informational)

Documents:

[ITEM 3A- PARKS 5 YEAR CIP LIST WITH PROJECT DESCRIPTION 3-17-21.PDF](#)
[ITEM 3B- DRAFT PARKS CIP 2022-2030.PDF](#)
[ITEM 3C- PARKS BUDGET THRU JAN 2022.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
February 1, 2022

Call to Order:

Members and staff present were: Board Member Matthew Barker; Board Member Tim Bert; Board Member Jamie Ewald; Board Member Millie Halverson; Town Planner Micah Wood; Maintenance Supervisor Bryan King and Planning Technician Jennifer Banaszak. Alderman Brandon Bell and Board Members Ward Engle and Zina Harris were unable to attend.

Parks Board Annual Meeting
Annual Meeting

- a. **Introduction of New Members:** Mr. Wood introduced Tim Bert and Jamie Ewald as the new Parks Board Members.
- b. **Election of Officers:** Vice Chairman Matthew Barker moved to move the election of officers to the March agenda. The motion was seconded and approved by all present.

Approval of Minutes. The minutes of the November 2, 2021 regular meeting were presented.

After discussion, Board Member Millie Halverson made a motion to approve the November 2, 2021 minutes as presented. The motion was seconded and carried by all present.

Parks Board Open Forum: none

Public Comment: none

Regular Agenda

1. Update on Projects:

- a. **Tri-star Structure in Preservation Park/Tobacco Barnwood reuse** – Mr. Wood gave an update and stated that the process has started and the barn will be taken down according to Mr. Herring's schedule and weather over the next month or so.
- b. **Tree City/Arbor Day Proclamation** – Mrs. Banaszak informed that in order to become a Tree City, one of the first steps is to have an Arbor Day Proclamation.
After discussion, Board Member Bert made a motion to move the Proclamation to BOMA for approval. The motion was seconded and approved by all present.
- c. **Vandalism Issues** - Mr. Wood informed the Board of the ongoing vandalism issues in the Parks and stated that we are aware of them and Staff is evaluating solutions to deter these acts going forward.

2. Park Event Permits

- a. **Pickin in the Park – Sarah Benson Park – Request for an on-going event on the 2nd Saturday of each month.**
Mr. Matt Meyer came forward to talk about the event and request permission to hold the series in Sarah Benson Park starting in May.

After discussion, Board Member Halverson made a motion to approve the series, not allow parking in grassy area and allow food trucks in designated areas. The motion was seconded and carried by all present.

- b. **Fidelis – Catholic Church of the Nativity – Sarah Benson Park – April 9, 2022**
The applicant noted that they would need the Stage and Lower Pavilion for the event.

Minutes of the Meeting
of the Municipal Parks and Recreation Advisory Board
of the Town of Thompson 's Station, Tennessee
February 1, 2022

After discussion, Board Member Bert made a motion to approve the event. The motion was seconded and approved by all present.

3. Community Garden Rules Update

Mrs. Banaszak went over the current rules and will draft an update to the rules for the March meeting.

a. Bee City Annual Event Planning

Mrs. Banaszak also addressed events that would need to take place in order to retain our Bee City status.

4. Budget & CIP Report

Mr. Wood reviewed the budget report and CIP we will submit budget requests in March.

Adjourn

The meeting was adjourned at 6:58 p.m.

, Chairman

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

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. **Gardening ends SEPTEMBER 17th, 2022 this year.** Your plot will need to be cleaned out and ready for tilling and sowing of a cover crop. 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.
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. Pick up your trash! We do not have garbage cans on site, so please don't litter.
8. Do not pick anything from your neighbor's plot without their approval.
9. 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.
10. Smoking and chewing tobacco is not allowed. Tobacco can transmit a lethal virus to tomatoes and cigarette butts are loaded with toxins.
11. Drugs, alcohol, radios & fires are not allowed.
12. Please supervise your children.
13. For your safety, please only garden during the daylight hours.
14. Report theft, vandalism, and unusual activities to the Town at 615-794-4333.
15. Use common courtesy and please be considerate of your gardening neighbors and ENJOY yourself.

******If any of the guidelines are in violation, 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. ******

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:	T.S.C.A. Bryan Pollin
Signature:	<i>Bryan Pollin</i>
Organization:	T.S.C.A.
Phone:	615-584-6185
Email:	bpollin2014@gmail.com
Park:	<input type="checkbox"/> Sarah Benson Park <input checked="" type="checkbox"/> Preservation Park

Project Information:

Description of Event:	Depot Dash 5K Trail Race + 1K Kids Fun Run 5K Race to serve as a fundraiser for the T.S.C.A.
Event Date with specific Times:	Saturday, April 2nd. 7:00am - 10:00am
Estimated Participants:	<input checked="" type="checkbox"/> Under 75 Individual Participants <input type="checkbox"/> 75 + Individual Participants (Parking and Traffic Control Plan is required with this application)
Description of all Event Equipment:	Only equipment will be tents/folding tables + chairs for 4 or 5 sponsors.

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:

Tennessee Equine Hospital
Boarding Area

Grassy lower track

DEET
DISH 5X
STAKS /
Finish

SPONSOR
TENTS

Overstow
Parking if possible?

Parking

Parking

Thompson's Station Rd West

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.



*Town of Thompson's Station
Parks and Recreation Advisory Board
FY 2021-2022*

Summary of Parks Revenue and Expenditures

	Approved Budget	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Total YTD	Budget Remaining
Revenues										
Park Impact Fees	\$ 73,200	\$ 13,832	\$ 4,880	\$ 10,248	\$ 5,368	\$ 7,320	\$ 6,344	\$ 3,416	\$ 51,408	
Revenues	\$ 3,000	\$ 855	\$ -	\$ -	\$ 37	\$ 1,055	\$ 540	\$ 313	\$ 2,800	
Grants Revenue		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,960	\$ 13,320	\$ 20,280	
									\$ -	
TOTAL REVENUES	\$ 76,200	\$ 14,687	\$ 4,880	\$ 10,248	\$ 5,405	\$ 8,375	\$ 13,844	\$ 17,049	\$ 74,488	\$ 1,712
Expenditures										
Cleaning		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 3,500	
Utilities		\$ 280	\$ 429	\$ 259	\$ 247	\$ 314	\$ 257	\$ 270	\$ 2,056	
Repairs				\$ 450	\$ 4,850	\$ 179		\$ 212	\$ 5,691	
Other		\$ 1,132		\$ 54	\$ 600	\$ 1,806	\$ 1,470		\$ 5,062	
TOTAL EXPENDITURES	\$ 45,100	\$ 1,912	\$ 929	\$ 1,263	\$ 6,197	\$ 2,799	\$ 2,227	\$ 982	\$ 16,309	\$ 28,791
Park Improvements										
	Budget	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21		
Park Improvements	\$ 1,096,988	\$ 35,630	\$ 14,000	\$ 19,703	\$ -	\$ 20,489	\$ -		\$ 89,822	\$ 1,007,166
									\$ -	\$ -

Notes

Oct - Bloom Tree trial maint = \$4,850