

Town of Thompson's Station  
Parks Board  
Meeting Agenda  
March 2, 2021

**Meeting Called To Order – Roll Call To Confirm Quorum**

**Statement By Chair Relating To Conducting The Parks & Recreation Advisory Board Meeting By Electronic Means Of Due To COVID-19 State Of Emergency**

Documents:

[INTRODUCTION STATEMENT FOR TS PARKS MAR 2021.PDF](#)

**Consideration Of The Minutes Of The January 5, 2021 And February 2, 2021, Meetings.**

Documents:

[JANUARY 5\\_2021 MINUTES.PDF](#)  
[FEBRUARY 2\\_2021 MINUTES.PDF](#)

**Public Comment**

Any citizen desiring to make a comment can submit their written comments to the Town, which will be included in the meeting minutes for public perusal.

Email your comments to Town Hall at [INFO@THOMPSONS-STATION.COM](mailto:INFO@THOMPSONS-STATION.COM) with March Park Board Comments as the Subject Line.

Contact the Town Community Development office with any questions at (615) 794-4333 ext. 12.

**Regular Agenda:**

**1. Update On Projects:**

- a. Greenways Phase 2 & 3 Update
- b. Preservation Park Tobacco Barn
- c. Tree City/Bee City Applicaitons

**2. Capital Improvements & Budget Report**

- a. 2021-2025 CIP Draft Budget Requests

Documents:

[DRAFT PARKS CIP 2021-2025.PDF](#)  
[PARKS BUDGET THRU 01\\_31\\_2021.PDF](#)

**3. Parks Board Training: Discussion On Scheduling 2021 Ethics, Powers & Duties, & Rules Of Procedure Training By The Town Attorney**

**Adjourn**

*This meeting will be held at 6:00 p.m. by electronic means due to the COVID-19 State of Emergency and live-streamed on the Town Website [www.thompsons-station.com](http://www.thompsons-station.com).*

STATEMENT FOR THE RECORD AT START OF MEETING  
Thompson's Station Parks Board

Hello and welcome to this the March 2, 2021, Parks & Recreation Advisory Board meeting for the Town of Thompson's Station.

Pursuant to the Guidance from the Office of the Comptroller for the State of Tennessee and in accordance with Governor Lee's Executive Orders No. 78:

This Town of Thompson's Station Parks & Recreation Advisory Board meeting, with notice, is being held virtually and being recorded to protect the public health, safety, and welfare of the Citizens of Thompson's Station in light of the coronavirus and to continue to allow the Town to function and operate.

Further, it is the desire of the Parks & Recreation Advisory Board to include this determination in the minutes for this meeting.

We understand that we, the Thompson's Parks & Recreation Advisory Board, serves the Town of Thompson's Station, which is why we are currently recording this virtual meeting, broadcasting it live for public viewing, and uploading and preserving it for future viewing.

**Minutes of the Meeting**  
**of the Municipal Parks and Recreation Advisory Board**  
**of the Town of Thompson 's Station, Tennessee**  
**January 5, 2021**

**Call to Order:**

The meeting of the Municipal Parks and Recreation Advisory Board of the Town of Thompson's Station was called to order at 6:00 p.m. on 5th day of January 2021 via electronic means under the authority of the Governor's Executive Order related to public meetings during the COVID-19 emergency with the required quorum.

The following statement was read by Parks Chairman Jim Van Vleet:

Hello and welcome to this the January 5<sup>th</sup>, 2021, Parks and Recreation Advisory Board meeting for the Town of Thompson's Station.

Pursuant to the Guidance from the Office of the Comptroller for the State of Tennessee and in accordance with Governor Lee's Executive Order No. 71:

This Town of Thompson's Station Parks and Recreation Advisory Board meeting, with notice, is being held virtually and being recorded to protect the public health, safety, and welfare of the Citizens of Thompson's Station in light of the coronavirus and to continue to allow the Town to function and operate.

Further, it is the desire of the Parks and Recreation Advisory Board to include this determination in the minutes for this meeting.

We understand that we, the Thompson's Parks and Recreation Advisory Board, serves the Town of Thompson's Station, which is why we are currently recording this virtual meeting, broadcasting it live for public viewing, and uploading and preserving it for future viewing.

A recording of this meeting will be available on the Town of Thompson's Station's web site at [thompsons-station.com](http://thompsons-station.com) within 24 hours of this meeting.

Members and staff virtually present were: Chairman Jim Van Vleet; Alderman Brandon Bell; Board Member Matthew Barker; Board Member Ward Engle; Board Member Millie Halvorson; Board Member Larry Simmons; Town Planner Micah Wood; Maintenance Supervisor Bryan King; Planning & Permitting Technician Jennifer Jones; and IT Coordinator Tyler Rainey. Board Member Clayton Blunt was unable to attend.

**Approval of Minutes.** The minutes of the October 6, 2020 regular meeting were presented.

**After discussion, Alderman Bell made a motion to approve the October 6, 2020 minutes as presented.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

**Minutes of the Meeting**  
**of the Municipal Parks and Recreation Advisory Board**  
**of the Town of Thompson 's Station, Tennessee**  
**January 5, 2021**

**Annual Meeting**

Election of Officers for 2021:

- Chair
- Vice-Chair

**After discussion, Board Member Engle nominated Chairman Van Vleet to remain as Chairman. The motion was seconded, and a roll call vote was taken.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

**After discussion, Board Member Engle nominated Larry Simmons to serve as Vice-Chair. The motion was seconded, and a roll call vote was taken.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

**Public Comment:**

**NONE**

**Regular Agenda**

**1. Update on Projects:**

**a. Update on Greenway Phases 2 & 3 Update**

Mr. Wood updated the Board about the status of the Greenway Project.

**b. New Preservation Park parking lot**

Mr. Wood informed the Board that the maintenance team has finished the new portion of the parking lot in Preservation Park.

**2. Community Gardens**

Alderman Bell volunteered to facilitate community garden activities.

**Minutes of the Meeting**  
**of the Municipal Parks and Recreation Advisory Board**  
**of the Town of Thompson 's Station, Tennessee**  
**January 5, 2021**

Board Member Barker made a motion to defer discussion of the community gardens until the February meeting. The motion was seconded, and a roll call vote was taken.

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u> |                      | <u>VOTE</u> |
|--------------------|--------------|------------------------|-------------|----------------------|-------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea         | Board Member Barker  | Yea         |
| Board Member Engle | Yea          | Board Member Halvorson | Yea         | Board Member Simmons | Yea         |
| Board Member Blunt | NA           |                        |             |                      |             |
|                    | <b>Yea 6</b> | <b>Nay 0</b>           |             | <b>Abstain 0</b>     |             |

**3. 2021 Events**

The discussion of Town events will be moved to the April agenda.

**4. Classes at Town Parks**

The discussion of classes being held in Town parks will be moved to the April agenda.

**5. Capital Improvements and Budget Report**

Mr. Wood reviewed the budget and various capital improvement items were discussed.

***Discussion Items from Board Members during Meeting***

- Artifact digging in Preservation Park with regard to Greenway Trail
- Identification of event planner in case the Town can have events in 2021
- Identify release for classes held in Parks
- New entry sign for preservation park coming from the west side of Thompson's Station Road. (formal quote from Jarvis signs?)
- Map kiosk with stone base, trail map, rules of the park in Preservation Park
- Signage up on depot trail for peaceful point (12x18)
- Map replacement with "you are here" identification
- Revisit Amphitheater project for 2021? Would need to work with Kimley Horn to coordinate with greenway trail project. Utilization?
- What to do with tobacco barn? Dismantle? TN Barn Project? Re-use as a pavilion?

**Adjourn**

The meeting was adjourned at 7:09 p.m.

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Jim Van Vleet, Chairman

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

**Call to Order:**

The meeting of the Municipal Parks and Recreation Advisory Board of the Town of Thompson's Station was called to order at 6:00 p.m. on 2th day of February 2021 via electronic means under the authority of the Governor's Executive Order related to public meetings during the COVID-19 emergency with the required quorum.

The following statement was read by Parks Chairman Jim Van Vleet:

Hello and welcome to this the February 2nd, 2021, Parks and Recreation Advisory Board meeting for the Town of Thompson's Station.

Pursuant to the Guidance from the Office of the Comptroller for the State of Tennessee and in accordance with Governor Lee's Executive Order No. 71:

This Town of Thompson's Station Parks and Recreation Advisory Board meeting, with notice, is being held virtually and being recorded to protect the public health, safety, and welfare of the Citizens of Thompson's Station in light of the coronavirus and to continue to allow the Town to function and operate.

Further, it is the desire of the Parks and Recreation Advisory Board to include this determination in the minutes for this meeting.

We understand that we, the Thompson's Parks and Recreation Advisory Board, serves the Town of Thompson's Station, which is why we are currently recording this virtual meeting, broadcasting it live for public viewing, and uploading and preserving it for future viewing.

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Members and staff virtually present were: Chairman Jim Van Vleet; Alderman Brandon Bell; Board Member Matthew Barker; Board Member Ward Engle; Board Member Millie Halvorson; Board Member Larry Simmons; Town Planner Micah Wood; Maintenance Supervisor Bryan King; Planning & Permitting Technician Jennifer Jones; and IT Coordinator Tyler Rainey. Board Member Clayton Blunt was unable to attend.

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

**After discussion, Board Member Simmons made a motion to defer the January 5<sup>th</sup>, 2021 minutes as presented and amend to include additional detail regarding discussion items.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

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

**Public Comment:**

Good Morning,

I want to express my thoughts as a resident in Thompson's Station on the community garden and it's value add to our town. I am very excitedly going to help the parks board with the gardeners communication and supportive maintenance and wanted to express how important this garden is for the area.

First, community gardens give local neighbors access to fresh vegetables if they live in apartments (like tollgate), rentals, and areas where they are unable to plant and source fresh vegetables. Secondly, local gardens provide outdoor engagement and promote manual activities to gets residents much needed exercise. Third, which I find most beneficial it can help teach our children in the area how to grow vegetables, tend to them, and source them which provides much needed educational resource.

As times change and the pandemic has shown us that there is much value add for our little community garden. I will say that increasing each plot to \$50 seems reasonable amount of money for a full year of a garden plot and will ensure we keep serious gardeners engaged. I look forward to working with parks board and our local current and future gardeners.

Thank you for your time,  
Lauren Gaudio

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Good Evening,

I want to express my gratitude to all the town staff, board members, and non-members who are involved with the operation of Thompson's Station community garden. I have leased 2-3 plots since 2013 and am grateful to have the opportunity to garden each year. In the January 2021 parks board meeting, there was discussion about the existence of the community garden, rules, and price. I am offering my input.

My family and other gardeners would be heart broke to see the community garden close. The garden fosters community, offers outside activity, learning experiences and much more. The garden does not only benefit those who garden but many others who walk by to gander or gain inspiration to start their own. I have witnessed family photoshoots with flowers in the background from the garden. The benefits go beyond just those who lease the plots.

Currently, I feel, the prices are reasonable to promote participation. If a price increase is needed due to operation cost, I understand. I hope it is appropriate and does not to discourage participation. I would suggest a rate of \$50 per plot. If the rate is above \$50, I would have to reconsider my own participation as I weight in the cost of materials and the time spent to get fresh produce vs buying from the store.

I know firsthand the challenges that are faced in organizing the community garden. While changes are inevitable, my hopes are that we change to promote outdoor activity, volunteerism, and community.

Thompson's Station is a wonderful place to live and I thank you all for the work you do, it makes a difference.



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

Best Regards,

Steve Jones

1009 Becket Circle

**Regular Agenda**

**1. Update on Projects:**

**a. Update on Greenway Phases 2 & 3 Update**

Mr. Wood updated the Board about the status of the Greenway Project, noting that the Town is still in the NEPA phase of the project. As soon as the Town receives TDOT approval of the, Alisha Eley with Kimley Horn will attend a Parks Board meeting to give additional updates.

Board Member Simmons noted that a speed limit revision should be done on Thompson's Station Road West in front of Preservation Park to slow down traffic.

**2. Community Gardens**

The Board continued a discussion regarding the community garden from the January meeting. A new waiver, guidelines, Staff contact, and fees were discussed. The Board finds it important to continue the garden in order to foster a sense of continuing community.

Board Member Simmons would like Town attorneys to review the waiver to possibly include a Covid-19 condition.

**After additional discussion, Alderman Bell made a motion to increase the Community Garden fee to \$50 and remove the deposit all together. The motion was seconded, and a roll call vote was taken.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

**3. Parking Lot Site Lighting at Preservation Park**

Mr. Wood discussed temporary lighting options for the parking lot in Preservation Park. Mrs. Banaszak then gave a presentation regarding implementing a Dark Sky lighting plan initiative within the Parks and in the Town limits.

**4. F3 Spring Hill Annual Trail Race**

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

Mr. Wood reviewed the request for a trail race to be held on April 17<sup>th</sup>, 2021 in Preservation Park for a charity fundraiser. Mr. Bryan Pullin was in attendance virtually to provide additional information on behalf of the applicant and noted that only flags would be utilized to mark the trail for the race.

**After discussion, Board Member Simmons made a motion to approve the request for a trail race to be held in Preservation Park. The motion was seconded and a roll call vote was taken.**

**Roll Call Vote:**

|                    | <u>VOTE</u>  |                        | <u>VOTE</u>  |                      | <u>VOTE</u>      |
|--------------------|--------------|------------------------|--------------|----------------------|------------------|
| Chairman Van Vleet | Yea          | Alderman Bell          | Yea          | Board Member Barker  | Yea              |
| Board Member Engle | Yea          | Board Member Halvorson | Yea          | Board Member Simmons | Yea              |
| Board Member Blunt | NA           |                        |              |                      |                  |
|                    | <b>Yea 6</b> |                        | <b>Nay 0</b> |                      | <b>Abstain 0</b> |

**5. Tree City and Bee City Application Discussion**

Mr. Wood has provided the Board with the above referenced applications for review and wanted to know if there was any interest in pursuing the applications from the Board. The Board would like Mr. Wood to pursue the applications.

**6. Capital Improvements & Budget Report**

- a. Preservation Park Signs and Kiosks** – Board wants standardized signs for the Parks. Wants cost estimates and an additional monument sign for the entrance to Preservation Park. Wants a kiosk for the map. Also wants quotes from a signage company for large and small sign formats.
- b. Amphitheatre** – Per Alderman Bell, move to 2022.
- c. Capital Improvement Projects Chairman Van Vleet wants on the CIP for 2021-2022**
  - Cleaning/painting fencing in park
  - Horse Trails & parking lot expansion for horse trailers
  - Dog agility equipment for dog park
  - Concrete ping pong table for Sarah Benson Park
  - Concrete corn hole boards for Sarah Benson Park
  - Stone Benches
  - Address large tobacco barn in Preservation Park

**After discussion about the above items, Board Member Engle made a motion to add the following items to the Capital Improvements budget for FY21-22: Signage, fencing, concrete play, stone benches and dog agility equipment. The motion was seconded and a roll call vote was taken.**

**Roll Call Vote:**

|                    | <u>VOTE</u> |                        | <u>VOTE</u> |                      | <u>VOTE</u> |
|--------------------|-------------|------------------------|-------------|----------------------|-------------|
| Chairman Van Vleet | Yea         | Alderman Bell          | Yea         | Board Member Barker  | Yea         |
| Board Member Engle | Yea         | Board Member Halvorson | Yea         | Board Member Simmons | Yea         |
| Board Member Blunt | NA          |                        |             |                      |             |

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

**Yea 6**

**Nay 0**

**Abstain 0**

**Adjourn**

The meeting was adjourned at 7:19 p.m.

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Jim Van Vleet, Chairman





*Town of Thompson's Station  
Parks and Recreation Advisory Board  
FY 2020-2021*

**Summary of Parks Revenue and Expenditures**

as of 01/31/2021

|                           | Approved<br>Budget | Jul-20          | Aug-20          | Sep-20          | Oct-20          | Nov-20          | Dec-20          | Jan-21          | Total YTD        | Budget<br>Remaining |
|---------------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|---------------------|
| <b>Revenues</b>           |                    |                 |                 |                 |                 |                 |                 |                 |                  |                     |
| Impact Fees               |                    | \$ 2,928        | \$ 2,440        | \$ 3,416        | \$ 5,856        | \$ 5,856        | \$ 4,392        | \$ 8,316        | \$ 33,204        |                     |
| Rental                    |                    |                 |                 |                 |                 | \$ (350)        |                 |                 | \$ (350)         |                     |
| Merchandise               |                    | \$ 56           | \$ 30           | \$ 93           | \$ 15           |                 | \$ 90           | \$ 346          | \$ 630           |                     |
| Other                     |                    |                 | \$ 500          |                 |                 |                 |                 |                 | \$ 500           |                     |
| <b>TOTAL REVENUES</b>     | <b>\$ 61,000</b>   | <b>\$ 2,984</b> | <b>\$ 2,970</b> | <b>\$ 3,509</b> | <b>\$ 5,871</b> | <b>\$ 5,506</b> | <b>\$ 4,482</b> | <b>\$ 8,662</b> | <b>\$ 33,984</b> | <b>\$ 27,016</b>    |
| <b>Expenditures</b>       |                    |                 |                 |                 |                 |                 |                 |                 |                  |                     |
| Cleaning                  |                    | \$ 500          | \$ 500          | \$ 500          | \$ 500          | \$ 500          | \$ 500          | \$ 500          | \$ 3,500         |                     |
| Utilities                 |                    | \$ 250          | \$ 226          | \$ 195          | \$ 166          | \$ 184          | \$ 143          | \$ 229          | \$ 1,393         |                     |
| Repairs                   |                    |                 |                 | \$ 19           | \$ 1,096        |                 |                 |                 | \$ 1,115         |                     |
| Other                     |                    |                 |                 |                 | \$ 594          |                 |                 | \$ 1,472        | \$ 2,066         |                     |
| <b>TOTAL EXPENDITURES</b> | <b>\$ 44,900</b>   | <b>\$ 750</b>   | <b>\$ 726</b>   | <b>\$ 714</b>   | <b>\$ 2,356</b> | <b>\$ 684</b>   | <b>\$ 643</b>   | <b>\$ 2,201</b> | <b>\$ 8,074</b>  | <b>\$ 36,826</b>    |
| <b>Park Improvements</b>  |                    |                 |                 |                 |                 |                 |                 |                 |                  |                     |
|                           | <b>Budget</b>      | <b>Jul-20</b>   | <b>Aug-20</b>   | <b>Sep-20</b>   | <b>Oct-20</b>   | <b>Nov-20</b>   | <b>Dec-20</b>   | <b>Jan-21</b>   |                  |                     |
| Trailways - Total         | \$ 646,000         |                 | \$ 37,145       | \$ 50,050       | \$ 49,110       | \$ 10,660       | \$ 40,980       | \$ 28,010       | \$ 215,955       | \$ 430,045          |
| Pres. Park parking lot    | \$ 59,000          |                 |                 |                 |                 |                 | \$ 15,435       | \$ 2,939        | \$ 18,374        | \$ 40,626           |

**Other Revenues:**

Donation from Revolution pictures \$500