

**Town of Thompson's Station  
Parks Board  
Meeting Agenda  
April 5, 2016**

**Meeting Called To Order**

**Discussion Items:**

**Approval Of Minutes From March 3, 2016 Meeting**

Documents: [MINUTES FROM PARKS MEETING 3\\_1\\_16.PDF](#)

**Election Of Officers**

Documents: [PARKS BOARD BY-LAWS.PDF](#)

**Budget Report**

Documents: [2016 03 PARKS BUDGET.PDF](#)

**TSCA**

**Dog And Pony Show**

**Park Rules**

Documents: [PARK RULES.PDF](#)

**Update On Projects**

**Adjourn**

*Meetings take place in Thompson's Station's Community Center*

**Town of Thompson's Station  
Parks and Recreation Advisory Board  
Agenda  
March 1, 2016  
Minutes of the Meeting  
of the Municipal Parks and Recreation Advisory Board  
of the Town of Thompson's Station, Tennessee  
March 1, 2016**

**Call to Order:**

The meeting of the Parks and Recreation Advisory Board of the Town of Thompson's Station was called to order at 6:00 p.m. on the 1<sup>st</sup> day of March, 2016, at the Thompson's Station Community Center with the required quorum in attendance. Members, aldermen and staff in attendance were: Chairman Jim Van Vleet; Board Member Kreis White; Board Member Sheila Shipman; Board Member Alderman Brinton Davis, Board Adviser, Alderwoman Sarah Benson and Town Planner Wendy Deats.

**Business:**

1. **Approval of Minutes** - Approval of prior Minutes was unanimous.
2. **Budget Report**—received and approved. Staff reported that bids for passive park trial are received and the park planning proposal is close to execution.
3. **MTEMC—easement issue.** Underground electricity was proposed in lieu of overhead electrical service in the town's passive park, for which MTEMC sought a renewed easement. The anticipated cost for underground service (excluding the cost of staff labor) is \$12,538.28. Motion to approve made by Board Member White and seconded by Board Member Shipman. The motion passed without opposition.
4. **Park Maintenance & Painting of Pavilions and Bathrooms.** A proposal was received from 360 Painting to power wash and paint the pavilions, roofs, tables, floors and restrooms in the Thompson's Station Park at a cost of \$16,098. After discussion, Board Member Shipman moved to approve the expenditure, which motion was seconded by Board Member White and approved by the Board without opposition.
5. **Park Maintenance issues-miscellaneous.** Alderwoman Benson alerted the Board of the needed removal of a dying tulip poplar tree and of a need to reapply mulch in the Thompson's Station Park (with a request to Mars-Petco for potential assistance). By unanimous consent, the issue was deferred for discussion at the Board's April meeting.
6. **Update on Parks Master Plan.** The consulting contract is expected to be executed soon, per Town Planner Deats.
7. **Selection of Board officers.** Board member White reminded that under the Board's bylaws approved in November, 2015, selection of officers is required at the beginning of each calendar year. After discussion and a need to have the bylaws available for review, Board Member Alderman Davis moved that the Board defer consideration of officer selection for the Board's April meeting, which motion was seconded by Chairman VanVleet and approved by the Board with no opposition.
8. **Next meeting date and time**—The commission's next meeting is set for April 5, 2016 at 6:00 p.m. at the

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

**Town of Thompson's Station  
Parks and Recreation Advisory Board  
Agenda  
March 1, 2016**

Thompson's Station Community Center.

**9. Meeting adjourned** at 6:25 p.m on motion of Board Member and Alderman Davis and second of Board Member Shipman.

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Jim Van Vleet, Chairman

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

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Thompson's Station, TN 37179

**BY-LAWS  
THOMPSON'S STATION MUNICIPAL PARKS AND RECREATION ADVISORY  
BOARD**

**GENERAL PROVISIONS**

**SECTION 1. OBJECTIVE**

The objectives and authority of the Thompson's Station Parks and Recreation Advisory Board (Parks Board) shall be set forth in Ordinance 2015-006.

**SECTION 2. OFFICE AND RECORDS OF THE BOARD**

The meeting place of the Board shall be the Thompson's Station Community Center Building. The office and records of the Parks Board are maintained in the Office of the Town Recorder of Thompson's Station located in the Town Hall/Depot Building and shall be available for public inspection during regular business hours. A record of the business conducted at all meetings shall be kept in a Minute Book, which shall record the names of all board members present or absent, the names of all persons in attendance, the business conducted, and the vote or abstention of all board members on any item of business on which a vote is taken.

**SECTION 3. MEMBERSHIP**

The membership of this Board shall consist of seven (7) members along with an honorary member and an official advisor. Each member shall be appointed for a term of three (3) years. Six (6) of the members shall be appointed by the Board of Mayor and Aldermen, and one (1) of the members shall be a member of the chief legislative body of the municipality selected by such legislative body. A record of the membership of the Parks Board shall be maintained in the Minute Book by the Town Recorder.

**MEETINGS**

**SECTION 4. ANNUAL ORGANIZATION MEETINGS**

The annual meeting of the Parks and Recreation Advisory Board shall be the regular January meeting of each year. Such meeting shall be devoted to the election of officers for the ensuing year and such other business as shall be scheduled by the Parks Board.

**SECTION 5. REGULAR MEETINGS**

Regular meetings of the Parks Board shall be held at the Thompson's Station Community Center, on the First Tuesday, of every month at 6:00 p.m., except the month of December (in which there will be no regularly scheduled meeting). At such meetings, the Board shall consider all matters properly brought before the Board without the necessity of prior notice, thereof, given to any members. The Board by a unanimous vote of all members present may add items to agenda that are presented by Staff prior to the meeting.

**SECTION 6. PUBLICATION**

Notice of all Regular Meetings of the Parks Board shall be posted prior to each meeting at the Thompson's Station City Hall with an agenda of items to be considered at the meeting. Notice of all Special Meetings shall be published in at least one (1) newspaper of general circulation in Thompson's Station area, with an agenda, prior to holding such meeting.

**SECTION 7. SPECIAL MEETINGS**

Special meetings of the Parks Board shall be held at a time and place designated by the officer calling the same and shall be called by the Chair or four (4) members. Written notice and an agenda of items to be considered at the meeting, shall be given to all the members not less than seven (7) days in advance, thereof, except in case of emergency.

**SECTION 8. QUORUM**

At any meeting of the Parks Board, a quorum shall consist of four (4) Board members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

**SECTION 9. AGENDA**

The Chair of the Parks Board or other designated official shall have prepared for each meeting an agenda specifying the order in which the items of business shall appear before the Board. The Parks Board Chair shall see to it that the agenda is sent to each member of the Board.

**SECTION 10. VOTING**

At all meetings of the Parks Board, each member attending shall be entitled to cast one (1) vote. Voting shall be by roll call votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. On minor matters and at the discretion of the Chair, a voice vote will be sufficient.

**SECTION 11. CONFLICT OF INTERESTS**

In the event that any member shall have a personal interest of any kind in a matter then before the Board, he shall disclose his interest and be disqualified from voting upon the matter, and the Secretary shall so record in the minutes that no vote was cast by such member. The affirmative vote of at least the majorities present at the meeting shall be necessary for the adoption of any resolution or other voting matter. Further, all conflict of interests shall be identified and governed by the Town's Code of Ethics, duly adopted.

**SECTION 12. PROCEEDINGS**

- a. At any regular meeting of the Parks Board, the following shall be the regular order of business:
  - 1. Roll Call
  - 2. Minutes of the Preceding Meeting
  - 3. Business Items
  - 4. Adjournment
  
- b. Each formal action of the Parks Board required by law, city charter, rule or regulation shall be embodied within the Minute Book after an affirmative vote as provided in SECTION 5, hereof.

**OFFICERS**

**SECTION 15. OFFICERS**

The officers of the Parks and Recreation Advisory Board shall consist of a Chair and Vice-Chair elected by the Board at the annual meeting for a term of one (1) year.

**SECTION 16. DUTIES OF OFFICERS**

The duties and powers of the officers of the Parks Board shall be as follows:

- a. Chair
  - 1. To preside at all meetings of the Board.
  - 2. To call special meetings of the Board in accordance with these By-Laws.

3. To sign documents of the Board.
4. To see that all actions of the Board are properly taken.

b. Vice-Chair

During the absence, disability or disqualification of the Chair, the Vice-Chair shall exercise or perform all the duties and be subject to all the responsibilities of the Chair.

**SECTION 17. ATTENDANCE**

The absence by any member from three (3) consecutive regular meetings or five (5) of the eleven (11) regular meetings held in one (1) year may be grounds for removal by the Board of Mayor and Aldermen.

**SECTION 18. VACANCIES**


Should any vacancy occur among the members of this Parks Board by reason of death, resignation, disability or otherwise, immediate notice, thereof, shall be given to the Mayor by the Secretary. Should any vacancy occur among the officers, the vacant office shall be filled in accordance with SECTION 3, of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

**AMENDMENTS**

**SECTION 19. AMENDING BY-LAWS**

These By-Laws may be amended at any meeting of the Parks Board provided that notice of said proposed amendment is given to each member in writing at least seven (7) days prior to said meeting.

November 3, 2015  
Adoption Date

  
\_\_\_\_\_  
Jim VanVleet, Chair  
Thompson's Station Parks and Recreation Advisory Board



**TOWN OF THOMPSON'S STATION**  
**PARKS AND RECREATION ADVISORY BOARD**  
**FY 2015 - 2016**

**SUMMARY OF REVENUE AND EXPENDITURES:**

	FY Period 2015 - 2016					
	Oct-15	Nov-15	Dec-15	Jan-16	Feb-16	Mar-16
<b>Beginning Balance</b>	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Revenue</b>						
<b>Description</b>						
Federal Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
From General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues &amp; Fund Balance</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
<b>Expenditures</b>						
<b>Description</b>						
Consulting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Ending Fund Balance</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>

**Funds encumbered during March 2016:** \$17,709 (Playground wall and swings total = \$11,611; Park structure painting = \$6,098)

**Unencumbered parks budget at March 31, 2016:** \$100,000 - \$17,709 = \$82,291

## PARK RULES

### **Proposed Park Rules**

1. Park open from dawn till dusk
2. No Smoking
3. No alcohol, fireworks, or drugs in Park
4. No motorized vehicles, except in designated parking areas
5. Adult supervision required for children under 12
6. Disorderly conduct, unlawful or dangerous activities are prohibited
7. No overnight parking or camping
8. Pets must be on leash. Pet owner must remove all feces
9. Use playground equipment at your own risk
10. No fires except in provided grills
11. No Hunting
12. No Littering

Additional Discussion:

Activities to consider for the rules

Assumption of risk

Alcohol possession or usage is not allowed

Animals are allowed on leashes

Bicycles are allowed if not motorized

Camping is not allowed

Caving and spelunking is not allowed

Climbing is not allowed

Events must be approved in advance

Firearms are prohibited

Fires are not allowed

Firewood may not be harvested

Food and picnicking are encouraged if no glass containers

Horses are not allowed

Hours of use dawn to dusk

Hunting is prohibited

Litter must be carried out of the park

Motorized vehicles are prohibited

Noise should be limited

Overnight use-stargazing is allowed with permission

Removal of artifacts is not allowed

Skateboards and scooters are not allowed

Smoking is prohibited

Team Sports are allowed with prior approval

Unmanned aircraft are not allowed