

**Town of Thompson's Station  
Parks Board  
Meeting Agenda  
May 4, 2021**

**Regular Meeting Called To Order**

**Election Of Chair**

**Consideration Of The Minutes Of The April 6, 2021 Meeting.**

Documents:

[APRIL 6 2021 PARKS MINUTES.PDF](#)

**Public Comment**

**Regular Agenda:**

**1. Update On Projects:**

- a. Greenways Phase 2 & 3 Update
- b. Greenway Phase 4 Grant Application
- c. Bee City Application/Resolution
- d. Preservation Park Tobacco Barn
- e. Sarah Benson Park Sensory Board
- f. Preservation Park Pavilion Update

Documents:

[ITEM 1E COMMUNICATION BOARD - LAYOUT.PNG](#)  
[ITEM 1E COMMUNICATION BOARD - SYMBOLS.PNG](#)  
[ITEM 1E SPEECH THERAPIST- PARK COMMUNICATION BOARDS.PDF](#)

**2. Event Permits:**

- a. Summit High School Volleyball Cook-out, Sarah Benson Park on 6/4/21
- b. Cherry Family Gathering, Sarah Benson Park on 6/12/21
- c. Mission Eurasia BBQ Event Sarah Benson Park on 10/28/21

Documents:

[ITEM 2A SUMMIT HIGH SCHOOL VOLLEYBALL PAVILION RENTAL-  
EVENT.PDF](#)  
[ITEM 2B CHERRY FAMILY GATHERING PAVILLION RENTAL-EVENT.PDF](#)  
[ITEM 2C MISSION EURASIS BBQ PAVILION RENTAL-EVENT.PDF](#)

**3. 2021 Events: Selection Of An Event Planning Subcommittee**

Documents:

[ITEM 3 PARKS BOARD BYLAWS UPDATE 4-27-21.PDF](#)

**4. Bylaws Update**

## **5. Budget & CIP Report**

Documents:

[PARKS BUDGET AS MARCH 31 2021.PDF](#)

### **Adjourn**

*This meeting will be held at 6:00 p.m. at the Community Center located at  
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**  
**April 6, 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 the 6th day of April, 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 April 6th, 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 Orders 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; Board Member Matthew Barker; Board Member Clayton Blunt; Board Member Ward Engle; Board Member Millie Halvorson; Board Member Larry Simmons; Town Planner Micah Wood; Planning Technician Jennifer Banaszak; Maintenance Supervisor Bryan King and IT Coordinator Tyler Rainey; Alderman Brandon Bell was unable to attend.

**Approval of Minutes.** The minutes of the March 2nd, 2021 regular meeting were presented.

**After discussion, Board Member Barker made a motion to approve the March 2<sup>nd</sup>, 2021 minutes as presented.**

**Roll Call Vote:**

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Chairman Van Vleet	Yea	Board Member Barker	Yea	Board Member Blunt	Yea
Board Member Engle	Yea	Board Member Halvorson	Yea	Board Member Simmons	Yea
Alderman Bell	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**  
**April 6, 2021**

**Public Comment:**

None

**Regular Agenda**

**1. Update on Projects:**

**a. Greenways Phase 2&3 update**

Mr. Wood stated that we are still in the same status with the Greenways as last month. Ms. Eley will give an update as soon as one becomes available.

**b. Tree City/Bee City Applications**

Mr. Wood stated that the application is fully finished, and the resolution should go before the Board of Mayor and Aldermen this month (April 2021). The Board requested that we research events and activities related to being a Bee City.

**c. Tobacco Barn**

Mrs. Banaszak gave an update regarding the removal of the tobacco barn and the installation of a proposed bench in Preservation Park. Mr. Jake Herring was present to explain the project and answer any questions.

**After discussion, Board Member Simmons made a motion to request a formal proposal from Mr. Herring and his company, Natural Design, regarding the construction and installation of the bench atop (proposed) Bald Hill in Preservation Park. The motion was seconded.**

**Roll Call Vote:**

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

**2. F3 Spring Hill Annual Trail Race – revision to approve Event Permit for a charity fun race.**

Mr. Wood stated that the F3 annual race requests to revise the event date to May 22<sup>nd</sup>, 2021. Mr. Brian Pullin was present to answer any questions.

**After discussion, Board Member Barker made a motion to approve the date revision for the F3 Spring Hill annual trail race. The motion was seconded.**

**Roll Call Vote:**

	<u>VOTE</u>		<u>VOTE</u>		<u>VOTE</u>
Chairman Van Vleet	Yea	Board Member Barker	Yea	Board Member Blunt	Yea
Board Member Engle	Yea	Board Member Halvorson	Yea	Board Member Simmons	Yea
Alderman Bell	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**  
**April 6, 2021**

**3. 2021 Events –**

This discussion revolved around what events the Town would like to proceed with in 2021. It was decided to proceed with the Annual Tree Lighting in Sarah Benson Park and possibly proceed with an event to promote being a “Bee City”. Mrs. Banaszak will also work with the event planner to discuss the Tree Lighting in December.

**4. Budget & CIP Report -**

Mr. Wood reviewed the budget report and CIP list with the Board. Board Member Simmons requested that there be a line item for the Parks impact fee in the budget report.

Prior to the end of the meeting, Chairman Van Vleet announced that he was moving out of Thompson’s Station and would be resigning his position as Chairman and suggested Lauren Gaudioso as a replacement Board member.

**Adjourn**

The meeting was adjourned at 6:48 p.m.

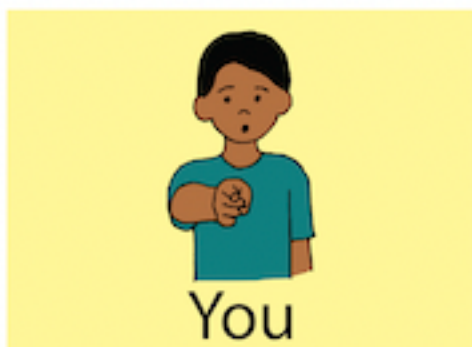
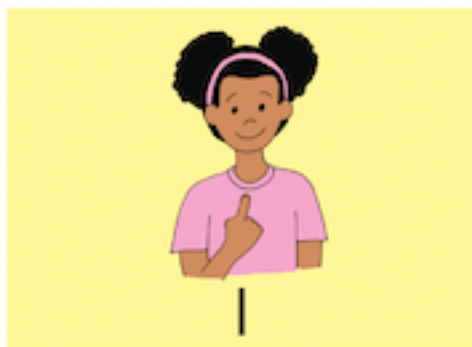
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Jim Van Vleet, Chairman

HALLIE'S  
*sixteen*  
— flavors —

# Play Cc

## Pictures h



## Kenneth McLawhon

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**From:** Allyssa VelDink <allyssa@arissetherapies.org> on behalf of Allyssa VelDink  
**Sent:** Monday, April 19, 2021 3:03 PM  
**To:** Jennifer Banaszak  
**Subject:** Re: Speech Therapist - Park Communication Boards

Great!

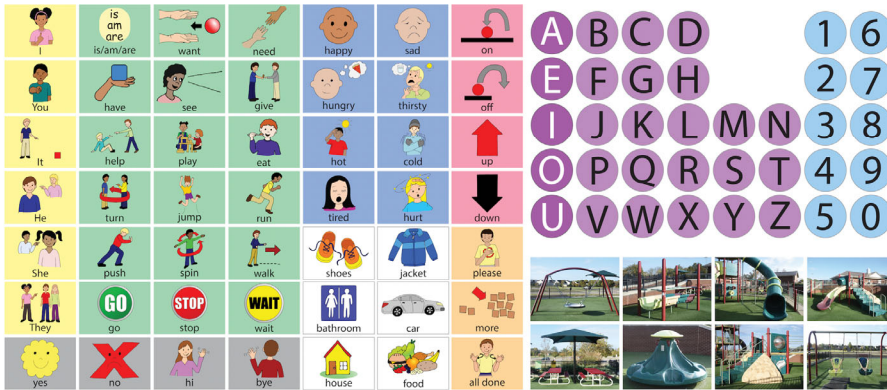
I have attached the pictures you have asked for. The cost for the double sided board is \$1000.

I will see you May 4th! Let me know if you need anything prior to the meeting.



# Play Communication Board

Pictures help us communicate with everyone!



On Mon, Apr 19, 2021 at 2:35 PM Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)> wrote:

Hey Allyssa –

I have spoken to Micah, and I like the idea of the double sided sign. Just send that design over for me to send out to the Board (include pics from Spring Hill) and I'll put you on the agenda.

Have a wonderful week!

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**From:** Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)>  
**Sent:** Monday, April 19, 2021 2:31 PM  
**To:** Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)>  
**Subject:** Re: Speech Therapist - Park Communication Boards

Hi Jennifer!

I'm just following up and seeing if you were able to talk to Micah about what you all would prefer. Would you rather I send the details of both ideas to you? I know you wanted information prior to the board meeting on the 4th so let me know what you think and I'll send it right over!

Allyssa

On Wed, Apr 14, 2021 at 10:51 AM Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)> wrote:

How fabulous! Let me talk to Micah & I'll let you know. We could also leave the decision to the Parks board at the meeting.

Thanks so much!!!

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**From:** Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)>  
**Sent:** Wednesday, April 14, 2021 10:49 AM  
**To:** Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)>  
**Subject:** Re: Speech Therapist - Park Communication Boards

Hi Jennifer! It was great to speak with you yesterday! I spoke to Kerinna at FastSigns and she sent over this picture of a sign that might be possible. If we used a sign like this, we would only have to replace one side when you replace the playground equipment. What do you think?

There is also the option of not putting specific playground pictures on the board at all.. instead we could use drawings of a slide, swing, sandbox, etc.

Let me know what you think!



On Tue, Apr 13, 2021 at 3:12 PM Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)> wrote:

Perfect. I'm here until 4:30. A good conversation will be a great end to the day!

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**From:** Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)>  
**Sent:** Tuesday, April 13, 2021 2:47 PM  
**To:** Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)>  
**Subject:** Re: Speech Therapist - Park Communication Boards

That's okay!! I just didn't want our conversation to fall through the cracks. I'd love to speak with you this afternoon. I have a break between clients at 4:00 PM. I'll give you a call then. If I miss you, I'll follow up tomorrow!

On Tue, Apr 13, 2021 at 2:40 PM Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)> wrote:

Hi Allyssa!

I am soooo sorry! Last week was just a little crazy and I wear a lot of hats in our little office.

I can chat this afternoon or I can do something tomorrow. Whichever you prefer.

My number here at the office is 615-794-4333 ext. 12.

Jennifer

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**From:** Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)>  
**Sent:** Tuesday, April 13, 2021 9:37 AM  
**To:** Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)>  
**Subject:** Re: Speech Therapist - Park Communication Boards

Hi Jennifer!

I am just following up to see if there is a time we could talk on the phone this week about a communication board at Sarah Benson Park. I look forward to hearing from you!

Thanks!

Allyssa

On Tue, Mar 30, 2021 at 3:16 PM Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)> wrote:

Hi Jennifer!

Thank you so much for getting back with me. I am so excited to work with you. I am available for a phone call on Monday or Wednesday at some different times throughout the day or I am free anytime Friday if you wanted to meet in person for coffee or something!

Let me know what day works best for you and we can schedule a time!

Thanks!

Allyssa

On Tue, Mar 30, 2021 at 9:26 AM Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)> wrote:

Hi Allyssa –

I am so excited that you reached out! I actually read the article from the Spring Hill Home Page about your Spring Hill project and wrote down your information to contact you.

We would LOVE to talk more about this being in Sarah Benson Park. Lets set something up for next week to discuss and try to get you on our Parks agenda in May for discussion.

I'm free on Monday the 5<sup>th</sup>, Wednesday the 7<sup>th</sup> and Friday the 9<sup>th</sup> next week. I look forward to hearing from you.

Jennifer

*Jennifer M. Banaszak*

*Planning & Permit Technician*

*Town of Thompson's Station*

*Phone: (615) 794-4333 x.12 Cell: (615) 968-4316*

*Fax: (615) 794-3313*

[www.thompsons-station.com](http://www.thompsons-station.com)



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**From:** Micah Wood <[mwood@thompsons-station.com](mailto:mwood@thompsons-station.com)>  
**Sent:** Tuesday, March 30, 2021 8:53 AM  
**To:** Jennifer Banaszak <[jbanaszak@thompsons-station.com](mailto:jbanaszak@thompsons-station.com)>  
**Subject:** FW: Speech Therapist - Park Communication Boards

**Micah Wood, AICP**

**Planning Director**

**Town of Thompson's Station**

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**From:** Allyssa VelDink <[allyssa@arissetherapies.org](mailto:allyssa@arissetherapies.org)>  
**Sent:** Monday, March 29, 2021 4:51 PM  
**To:** [mwood@thompsons-station.com](mailto:mwood@thompsons-station.com)  
**Subject:** Speech Therapist - Park Communication Boards

Good afternoon!

My name is Allyssa VelDink and I am a speech language pathologist that works at Arise Therapies in Spring Hill.

I recently collaborated with spring hill parks and recreation to install communication boards at Fischer, Harvey and Evans Park. These communication boards help children and adults of all ages communicate their wants and needs at the park if they are not able to communicate in traditional ways.

I have attached a picture of a board I have designed for Spring Hill. I am looking to connect with someone that might be interested in talking with me about expanding these boards into the Thompsons Station parks as well. Please feel free to direct me in the direction of the appropriate person to talk to. Email or phone communication is fine. My phone number is 407-405-1689.

I look forward to hearing from you! Have a great day!

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Allyssa Veldink, M.S., CCC-SLP

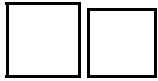
Speech-Language Pathologist

Arise Therapies, LLC

Tel [615-241-0122](tel:615-241-0122)

Fax [844-308-4982](tel:844-308-4982)

[www.arisetherapies.org](http://www.arisetherapies.org)



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**Allyssa Veldink, M.S., CCC-SLP**

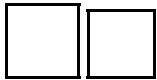
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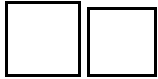
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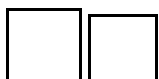
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**Allyssa Veldink, M.S., CCC-SLP**

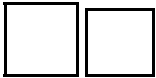
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Phone: (615) 794-4333  
Fax: (615) 794-3313  
www.thompsons-station.com



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

**Applicant Information:**

Name:	Spartan Spike Club
Signature:	Kimbra Johnston
Organization:	Summit High School Volleyball Team
Phone:	(615) 473-2721
Email:	kimbra@mjohnston.com
Park:	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

**Project Information:**

Description of Event:	Volleyball Parent Meeting ; Cookout
Event Date with specific Times:	Friday, June 4 5:00 - 8:00
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:	Use of pavillion and restrooms

**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**

1. Insurance 4/26/21 - onfile
2. Town Staff Review 4/26/21 MW
3. Parks Board Approval \_\_\_\_\_

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 Fax: (615) 794-3313  
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1550 Thompson's Station Road W.  
 P.O. Box 100  
 Thompson's Station, TN 37179

**Applicant Information:**

Name:	Keshia Cherry
Signature:	<i>Keshia Cherry</i>
Organization:	
Phone:	615-306-0315
Email:	KeshiaCherry@Bellsouth.net
Park:	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

**Project Information:**

Description of Event:	Graduation / Going away party for daughter
Event Date with specific Times:	June 12th 2021 4pm - 7pm
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:	Lower Pavilion Rental

**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**

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

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 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:	Michelle Turner
Signature:	Michelle Turner
Organization:	Mission Eurasia
Phone:	615-435-3720
Email:	Michelle@MissionEurasia.com
Park:	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

**Project Information:**

Description of Event:	BBQ to kick off 30 <sup>th</sup> Anniversary celebration
Event Date with specific Times:	October 28, 2021 4:00 PM - 9:00 PM
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:	PA system Tables for caterers to prepare and serve on.

**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**

1. Insurance (to be provided 4/29)
2. Town Staff Review 4/29/21
3. Parks Board Approval \_\_\_\_\_

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



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

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

**GENERAL PROVISIONS**

**SECTION 1. OBJECTIVE**

The objectives and authority of the Thompson's Station Parks and Recreation Advisory Board (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 or as otherwise specified. The office and records of the Parks Board are maintained by the Staff of the Town of Thompson's Station located in the Town offices and shall be available for public inspection during regular business hours. A record of the business conducted at all meetings shall be kept on file in Town offices, as adopted minutes, 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. 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 bodyboard of Mayor and Aldermen selected by the same. A record of the membership of the Parks Board shall be maintained by Town Staff.

**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 Town Staff.

**SECTION 5. REGULAR MEETINGS**

Regular meetings of the Parks Board shall be held at the Thompson's Station Community Center or as otherwise specified, 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 the agenda that are presented by Town 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 website 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 and on the Town website, 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**

It is the duty of Town Staff to prepare for each meeting an agenda specifying the order in which the items of business shall appear before the Board. Town Staff shall prepare the Parks Board Agenda and Packets seven (7) days prior to the Parks Board meeting date, or as soon thereafter as is practical. Prior to finalization of the Agenda, Town shall coordinate with the Chair of the Parks Board to review the items placed on the Agenda for that Parks Board meeting.

#### **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 voice votes with ayes and noes, with all unanimous votes and abstentions entered upon the record of the meeting. If the voice vote is not unanimous, the Chair may call for a roll call vote for a confirmation of vote from each member.

#### **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. Call the meeting to order and determination of quorum
  2. Approve the Minutes of the Preceding Meeting
  3. Regular Agenda
  4. CIP & Budget Report
  5. Adjournment
- b. Each final action of the Parks Board required by law, Town charter, rule or regulation shall be embodied within the meeting minutes after an affirmative vote as provided in SECTION 10, 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. The Secretary of the Board shall be the Town Planning Director, or designee.

### **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.
- c. Secretary
  1. To keep or to assure that the minutes of all meetings of the Board are kept current and on file in the Town offices.
  2. To give or serve all notices required by law or by these Bylaws.
  3. To be custodian of Board records.
  4. To inform the Board of correspondence relating to business of the Board and to attend to such correspondence.
  5. To sign official documents of the Board. In the absence of the Secretary, official documents may be signed by either the Thompson's Station Town Administrator or the Thompson's Station Town Recorder.

### **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 Town Attorney by the Secretary. Should any vacancy occur among the members, the vacant position shall be filled in accordance with SECTION 3 of these By-Laws, with such officer serving the unexpired term of the office in which such vacancy shall occur. If a vacancy of occurs for a officer's position, once the membership position is filled, the Board shall elect among their members to fill said officer's position for the remainder of the year.

## **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.

**Adoption Date:**

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Chair  
Town of Thompson's Station Parks Board

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Secretary  
Town of Thompson's Station Parks Board



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

**Summary of Parks Revenue and Expenditures**

as of 03/31/2021

	Approved Budget	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Total YTD	Budget Remaining
<b>Revenues</b>												
Impact Fees		\$ 2,928	\$ 2,440	\$ 3,416	\$ 5,856	\$ 5,856	\$ 4,392	\$ 8,316	\$ 4,880	\$ 5,368	\$ 43,452	
Rental						\$ (350)					\$ (350)	
Merchandise		\$ 56	\$ 30	\$ 93	\$ 15		\$ 90	\$ 346	\$ 10	\$ 60	\$ 700	
Other			\$ 500							\$ 1,409	\$ 1,909	
<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>\$ 4,890</b>	<b>\$ 6,837</b>	<b>\$ 45,711</b>	<b>\$ 15,289</b>
<b>Expenditures</b>												
Cleaning		\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 4,500	
Utilities		\$ 250	\$ 226	\$ 195	\$ 166	\$ 184	\$ 143	\$ 229	\$ 562	\$ 334	\$ 2,289	
Repairs				\$ 19	\$ 1,096				\$ 481	\$ 450	\$ 2,046	
Other					\$ 594			\$ 1,472		\$ 54	\$ 2,120	
<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>\$ 1,543</b>	<b>\$ 1,338</b>	<b>\$ 10,955</b>	<b>\$ 33,945</b>
<b>Park Improvements</b>												
Trailways - Total	\$ 646,000		\$ 37,145	\$ 50,050	\$ 49,110	\$ 10,660	\$ 40,980	\$ 28,010		\$ 13,110	\$ 229,065	\$ 416,935
Pres. Park parking lot	\$ 59,000						\$ 15,435	\$ 2,939			\$ 18,374	\$ 40,626

**Other Revenues:**

Donation from Revolution pictures \$500