

Town of Thompson's Station  
Parks Board  
Meeting Agenda  
June 4, 2019

**Meeting Called To Order**

**Consideration Of The Minutes Of The May 7, 2019 Meeting.**

Documents:

[MAY 7 MINUTES.PDF](#)

**Public Comment**

**New Business:**

**1. Signs – Preservation Park –Proposal For Historic Marker Signs.**

Documents:

[ITEM 1 - DREW QUOTES.PDF](#)

**2. Preservation Park Improvements – Reuse Of Outbuildings And Storage Of Antique Fire Truck.**

**3. Budget Report – Update Of The Parks Board Budget.**

Documents:

[ITEM 3 - PARKS BUDGET REPORT THRU MAY24\\_2019.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**  
**May 7, 2019**

**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 April 2, 2019 at the Thompson's Station Community Center with the required quorum. Members and staff in attendance were: Chairman Jim VanVleet; Board Member Larry Simmons; Board Member Miriam Wiggins; Board Member David Coleman; and Town Planner Wendy Deats. Board Member Ward Engle and Board Member Gia Card were unable to attend. Alderman Brandon Bell arrived at 6:10 p.m.

**New Business:**

**Approval of Minutes.** The minutes of the April 2, 2019 meeting were presented.

**After discussion, Commissioner Wiggins moved to accept the minutes as presented. The motion was seconded and carried by all present.**

**1. Thompson's Station Community Association (TSCA)**

Board Member Coleman provided a brief history of the TSCA and informed the Board that the paperwork was submitted and the TSCA is open and active. After discussion, the Board requested a public call out on Facebook and on the Town's website to gather interested parties to a meeting which will be held on June 4, 2019 to further discuss revitalizing the TSCA.

**2. Signs – Preservation Park**

Mrs. Deats announced that we have been awarded a grant through MTSU Center for Historic Preservation and Tennessee Civil War National Heritage Area. Board Member Wiggins presented the draft language developed by Mr. Wintory for a total of six signs. Staff requested the Board continue to work on the language to present a final version for Parks Board approval at the June meeting.

**3. Budget Report**

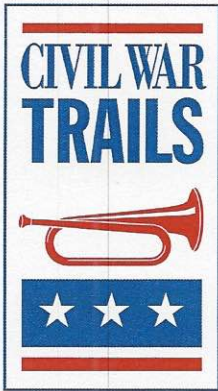
Mrs. Deats reviewed the budget report.

**Adjourn.**

The meeting was adjourned at 6:34 p.m.

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Jim Van Vleet, Chairman



**Drew A. Gruber**  
EXECUTIVE DIRECTOR

P.O. Box 1862  
Williamsburg, Virginia 23187  
757-378-5462

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

Project Title: Preservation Park, Thompson's Station, Park Branded signage  
Original Estimate Provided on September 5, 2018

Ms. Wendy Deats, AICP  
Town of Thompson's Station  
P.O. Box 100  
Thompson's Station, TN 37179

Thank you for allowing Civil War Trails, Inc. an opportunity to bid on your new interpretive efforts. Design services will seek to replicate the font sizes, margins and layout similar to the industry standards. It will utilize your unique brand, logo and colors, not the branding, colors, etc. related to the Civil War Trails program.

One completed 'turn key' sign package; \$2,000.00 Ea.  
Panel design utilizing text and media provided, customer review,  
24x36 UV resistant acrylic panel with three year warranty, pedestal,  
professional in-ground installation and storage of the design files.

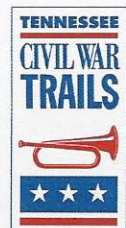
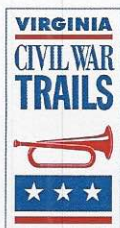
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#### Services Itemized

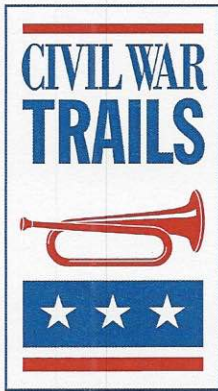
**Design Services;** \$775.00 Ea.  
Development of primary and secondary source materials into print-ready artwork, utilizing industry standards and utilizing your unique branding. This also includes customer review, and the archiving of the artwork for ease of future maintenance, edits, etc. Artwork examples attached.

**Interpretive Panel:** \$225. Ea.  
Our 24x36 panels are UV resistant and reprinted with a second-surface method using UV cured inks in an effort to extend their service life and reduce the impact by tampering.

**New Pedestal:** \$775. Ea.  
Our proprietary 24x36, dual leg, frame-in, powder coated pedestal. These pedestals are uniquely engineered to provide ease of long-term maintenance, and to more closely adhere to ADA compliance standards.







Operations Services:

\$225 Ea.

Professional installation into pervious surface with care to adhere closely to ADA compliance standards whenever possible. Our installation methods enable ease of reinstallation or repair.

Notes and Notices

Our installation services do not include any environmental, cultural, architectural review or compliance required by zoning, state code, easements, or other encumbrances.

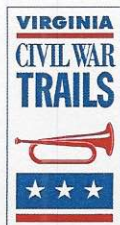
After twenty five years of research and development our materials are uniquely engineered for ease of maintenance, updates, and ADA compliance. The *Maryland Department of the Environment* and *Virginia Green Travel* have recognized our organization for developing recyclable materials - a first in the industry.

These prices and services are unique to your office and this specific project and valid for 90 days due to the fluctuations in aluminum prices. Civil War Trails, Inc. is a 501 (c) (30 corporation. Fed. ID No.: 54-1885764

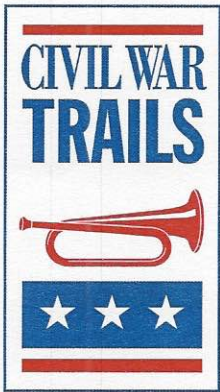
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Project Title: Preservation Park at Thompson's Station, Park Branded

September 5, 2018

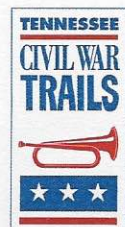
Mr. Jim Van Vleet  
Chairman, Parks Board  
Town of Thompson's Station

Thank you for allowing Civil War Trails, Inc. an opportunity to bid on your new interpretive efforts in Thompson's Station. After twenty years of research, development, and experience our products and services have been finely tuned to reduce long-term costs, improve accessibility and create an attractive resource for residents and visitors. As a non-profit educational organization we are providing our most competitive rate for this project.

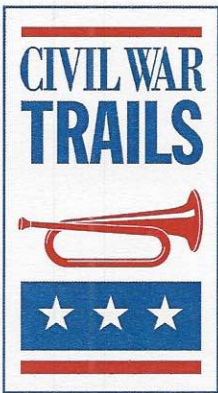
Design services will seek to replicate the font sizes, margins and layout similar to the industry standards. It will utilize your unique brand, logo and colors. Content including text, media, and artwork inspirations must be provided before we can begin the editing, vetting, and design process. Our installation services do not include any environmental, cultural, architectural review or compliance required by zoning, state code, easements, or other encumbrances.

One completed 'turn key' sign package; \$2,000.00 Ea.  
Panel design utilizing text and media provided, customer review, 24x36 UV resistant acrylic panel with three year warranty, powder-coated brown pedestal, professional in-ground installation and storage of the design files.

This estimate is valid for 90 days due to fluctuations in aluminum prices. Please do not hesitate to reach out with any questions or comments. This estimate is unique to your office and this specific project.







Project Title: Preservation Park at Thompson's Station, Trails Branded

September 5, 2018

Mr. Jim Van Vleet  
Chairman, Parks Board  
Town of Thompson's Station

Thank you for allowing Civil War Trails, Inc. an opportunity to bid on your new interpretive efforts at Preservation Park. This estimate is a companion to the accompanying packet which details the Civil War Trails program, its initiative and sustaining costs, perks and other parameters.

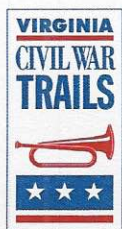
**Drew A. Gruber**  
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Williamsburg, Virginia 23187  
757-378-5462  
[www.civilwartrails.org](http://www.civilwartrails.org)

One completed Civil War Trails, branded sign package; \$2,600.00 Ea.  
One complete 24x36 Civil War Trails branded interpretive sign including the design, fabrication, and installation. A set of confirmatory D.O.T. 'trailblazers' and any additional 'trailblazers' as required. Placement in the print and digital media map-guides, and consumer fulfillment information.

Please review the packet and do not hesitate to call upon me with any additional questions or comments. Please note each branded Civil War Trails sign requires the annual membership fee.

[http://www.civilwartrails.org/docs/CWT\\_new-sign-packet.pdf](http://www.civilwartrails.org/docs/CWT_new-sign-packet.pdf)

*\* This is the optional sign w/ the lot w/ has the annual fee.*





*Town of Thompson's Station  
Parks and Recreation Advisory Board  
FY2018-2019*

**Summary of Parks Revenue and Expenditures**

|                          | FY 2018-19    |                 |                  |
|--------------------------|---------------|-----------------|------------------|
|                          | Apr-19        | May-19          | YTD FY19         |
| <b>Beginning Balance</b> | \$ 72,046     | \$ 71,013       |                  |
| <b>Revenue</b>           |               |                 |                  |
| <b>Description</b>       |               |                 |                  |
| Federal Grant Funds      | \$ -          | \$ -            | \$ -             |
| State Grant Funds        | \$ -          | \$ -            | \$ -             |
| Donations/Merchandise    | \$ -          | \$ -            | \$ 141           |
| Events                   | \$ -          | \$ -            | \$ -             |
| Rentals                  | \$ 770        | \$ 1,630        | \$ 17,626        |
| From General Fund        | \$ -          | \$ -            | \$ -             |
| <b>Total Revenues</b>    | <b>\$ 770</b> | <b>\$ 1,630</b> | <b>\$ 17,767</b> |

**Expenditures**

| <b>Description</b>                     |                  |                  |                                 |
|--|------------------|------------------|---------------------------------|
| Consulting Fees                        | \$ -             | \$ -             | \$ -                            |
| Park Improvements - Sara Benson Park:  |                  |                  | \$ -                            |
| * Trees                                | \$ -             | \$ -             | \$ -                            |
| * Sign                                 | \$ -             | \$ -             | \$ 3,350                        |
| Park Improvements - Preservation Park: |                  |                  | \$ -                            |
| * Sign                                 | \$ -             | \$ -             | \$ 15,690                       |
| * Tables, Benches, etc.                | \$ -             | \$ -             | \$ 273                          |
| * Bathrooms(Bldg & Electric)           | \$ 1,034         | \$ 2,733         | \$ 29,728                       |
| * Trees                                | \$ -             | \$ -             | \$ 1,100                        |
| Cleaning/Maint./Utilities              | \$ 769           | \$ 777           | \$ 4,363 Park Cleanup/Utilities |
| Other Expenses                         |                  |                  | \$ -                            |
| Event Expense                          | \$ -             | \$ -             | \$ -                            |
| <b>Total Expenditures</b>              | <b>\$ 1,803</b>  | <b>\$ 3,510</b>  | <b>\$ 54,504</b>                |
| <b>Ending Fund Balance</b>             | <b>\$ 71,013</b> | <b>\$ 69,133</b> | <b>\$ (36,737)</b>              |

**Funds encumber as of January 31, 2019**

|   | <b>Approved</b>  | <b>Remaining</b> |
|---|------------------|------------------|
| Preservation Park                         |                  |                  |
| Tables, Benches, etc.                     | \$ 8,000         | \$ 7,727         |
| Bathroom                                  | \$ 13,768        | \$ (2,418)       |
| Electrical - MTEMC                        | \$ 13,542        | \$ -             |
| Amphitheater                              | \$ 47,300        | \$ 47,300        |
| Equestrian Loop (moved to Electrical)     |                  |                  |
| <b>Totals</b>                             | <b>\$ 82,610</b> | <b>\$ 52,609</b> |
| <b>Unencumbered funds at May 24, 2019</b> |                  | <b>\$ 16,525</b> |