

Town of Thompson's Station  
**Parks Board**  
**Meeting Agenda**  
June 7, 2022

**Meeting Called To Order - Confirm Quorum**

**Consideration Of The Minutes Of The May 3, 2022, Meeting.**

Documents:

[MAY 3 2022 MINUTES.PDF](#)

**Parks Board Member Forum**

Open discussion of Parks issues

**Regular Agenda –**

**1. Update On Projects**

- a. **Greenways**
- b. **Sarah Benson Park Grant**

**2. Park Event Permits:**

- a. **Spartan Spike Club- Sarah Benson Park. Summit High School volleyball parent meeting. July 14 (no time or other details provided)**
- b. **Thompson's Station Middle School Cross Country Meet- Preservation Park. Cross County Meet for approximately 200 middle schoolers Park reserved from 2:30-6:30pm, with the event from 4-5pm on August 31.**

Documents:

[ITEM 2A- SPARTAN SPIKE CLUB EVENT PERMIT SBP 7-14-22.PDF](#)  
[ITEM 2B- TSMS CROSS COUNTY EVENT APPLICATION PRES PARK 8-31-22.PDF](#)

**3. Park Rules & Procedures Update- Discussion**

Documents:

[ITEM 3- TOWN PARK RULES AND PROCEDURES DISUCSSION 5-17-22.PDF](#)

**4. Budget Updates**

**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 3, 2022**

**Call to Order:**

The Municipal Parks and Recreation Advisory Board was called to order at 6:02 on Tuesday, May 3, 2022. Members and staff present were: Chairman Matthew Barker; Board Member Tim Bert; Board Member Ward Engle; Board Member Jaime Ewald; Board Member Drew Logsdon; Maintenance Supervisor Bryan King and Planning Technician Jennifer Banaszak. Alderman Brandon Bell, Board Member Millie Halverson and Planning Director Micah Wood were unable to attend.

**Approval of Minutes.** The minutes of the April 5, 2022, regular meeting were presented.

**After discussion, Board Member Engel made a motion to approve the March 1, 2022, minutes as presented. The motion was seconded and carried by all present.**

**Public Comment:**

**Steve Jones – 1009 Beckett** – Voiced concerns regarding closing the community garden.

**Tiffany Brinke – 1949 Newark** – Asked that no decision be made concerning the closure of community gardens yet.

**Brian Stover – 2204 Chaucer Park Ln** – Wants the Board to consider other uses for the community garden area, especially in light of the fact that water will no longer be available next year.

**Hans Brinke – 1949 Newark** – Wants everyone to know that the gardens bring together a sense of community.

**Regular Agenda**

**1. Preservation Park Stewardship discussion with the Land Trust of Tennessee**

Ms. Sarah O'Rear with the Land Trust of Tennessee gave a presentation on what one can and cannot do when a conservation easement is put on a piece of property, specifically discussing Preservation Park. Discussion ensued after the presentation with the Board.

**2. Community Garden Discussion**

Mrs. Banaszak provided a community garden presentation and discussion ensued with the Board about the community gardens.

**3. Budget –**

Mrs. Banaszak went over the budget with the Board.

Chairman Barker introduced new Board Member Drew Logsdon to the Board and would like to schedule a trail clean up day in Preservation Park for May 14<sup>th</sup>.

**Adjourn**

The meeting was adjourned at 7:20 p.m.

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Matthew Barker, Chair

# 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:**

	Spartan Spike Club
	Kimbra Johnston
	Summit High School
	615-473-2721
	Kimbra@mjohnston.com
	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

**Project Information:**

	Volleyball Parent Meeting
	Thursday, July 14
	<input checked="" type="checkbox"/> Under 75 Individual Participants <input type="checkbox"/> 75 + Individual Participants <i>(Parking and Traffic Control Plan is required with this application)</i>
	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**

**FEE PAID:**

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

CONDITIONS/NOTES:

# TOWN OF THOMPSON'S STATION PARKS EVENT PERMIT

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

## Applicant Information:

<b>Name:</b>	Katy Adams
<b>Signature:</b>	<i>Katy Adams</i>
<b>Organization:</b>	Thompson Station Middle School
<b>Phone:</b>	678 886 8726
<b>Email:</b>	katherine.adams@wcs.edu
<b>Park:</b>	<input type="checkbox"/> Sarah Benson Park <input checked="" type="checkbox"/> Preservation Park

## Project Information:

<b>Description of Event:</b>	Thompson Station Middle School will be hosting a middle school cross country meet for approximately 200 people. The event will be from 4:00-5:00, so we are requesting that the facility be unlocked from 2:30-6:30. The course will be marked on grass only with field paint and we will use cones. We will bring trash bags to pick up afterwards. We also ask the restroom to be open. Our SRO will be on staff to assist with parking, and the field will be sectioned off for parents to
<b>Event Date with specific Times:</b>	park. August 31st, from 2:30-6:30 pm
<b>Estimated Participants:</b>	<input type="checkbox"/> Under 75 Individual Participants <input checked="" type="checkbox"/> 75 + Individual Participants <i>(Parking and Traffic Control Plan is required with this application)</i>
<b>Description of all Event Equipment:</b>	Trash bags, chairs, tables, cones, field paint, ropes, cards for finishers

### 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:



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## TOWN OF THOMPSON'S STATION PARK RULES & PROCEDURES


### UPDATE DISCUSSION 6-7-22

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In June 2021, the Parks Board adopted a comprehensive update of the Parks Rules & Procedures. Since that time, Town Staff has noted several items that warrant additional updates & refinement of the Park Rules. The following provides these issues identified by Town Staff for discussion at the June 2022 Parks Board meeting. Depending on the direction provided by the consensus of the Parks Board, Town Staff will move forward with updates to the Park Rules & Procedures at an upcoming Parks Board meeting.

#### Park Rules Discussion:

 Should the Town add a residency requirement to the rental of pavilions or for the issuance of a Parks Event Permit?

 Should the Town revise the Park Event Permit process & place an explicit limit on the total number of individual participants for a Parks Event Permit?

➤ Currently:

🍃 Events up to 34 people can be administratively approved.

🍃 Events over 35 people require Parks Board approval.

🍃 Events over 75 people requires a Traffic & Parking Control Plan, with Parks Board approval.

➤ Suggest events of up to 50 people can be administratively approved & 51+ requires Parks Board approval.

➤ Capping total number of individuals at 100-150 for Sarah Benson Park & 250-300 for Preservation Park.

➤ Also suggest all pavilion rentals & park events be required to present proof of insurance (certificate of insurance).






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## TOWN OF THOMPSON'S STATION PARK RULES & PROCEDURES

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 Should the Town adjust fees for pavilion rentals?

→ Currently, pavilion rental is \$50 per day, with a \$100 deposit.

→ Surrounding communities range from \$125 to \$35 to \$0.

 Should the Town charge for Parks Event Permits?

→ Currently, no charge.

 Other areas of concern/topics of discussion for events?