

Town of Thompson's Station
Parks & Recreation Advisory Board
Meeting Agenda
October 5, 2021

Meeting Called To Order - Confirm Quorum

Consideration Of The Minutes Of The September 7, 2021, Meeting

Documents:

[SEPTEMBER 7 2021 MINUTES.PDF](#)

Parks Board Member Forum – Open Discussion Of Parks Issues

Regular Agenda –

1. Update On Projects:

- a. Tri-star Structure in Preservation Park/Tobacco Barnwood removal/reuse
- b. Tree Removal along Phase 1 Greenway

2. Event Permits

- a. Mission Eurasia Event – Sarah Benson Park on 4/28/2022.
Applicant requests the event be moved from previously approved date of October 28, 2021, to April 28, 2022. No other changes to proposed event.

Documents:

[ITEM 2A MISSION EURASIA EVENT REVISED TO 4-28-22.PDF](#)

3. Parks Rules & Procedures- Large Event Policies: Creation Of A Set Of Policies To Guide Large Events In Town Park Facilities. Deferred At September PB Meeting.

Documents:

[ITEM 3- TOWN PARK LARGE SCALE EVENTS RULES AND PROCEDURES DRAFT 10-5-21.PDF](#)

4. Thompson's Station Community Association: Discussion On Reactivation Of TSCA/Friends Of Thompson's Station Parks & Fundraiser (Bricks, Friends Of The Parks T-Shirts)

5. Area Of Focus For Board Members

- a. Grants – Millie Halverson
- b. Preservation Park – Ward Engle
- c. Sarah Benson & Facebook – Clayton Blunt
- d. Community Garden – Zina Harris
- e. Soccer Fields plus Alexander and Stephens Way trails – Matt Barker

6. Budget & CIP Report

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
September 7, 2021

Call to Order:

Members and staff present were: Chairman Larry Simmons; Vice-Chair Matthew Barker; Alderman Brandon Bell; Board Member Clayton Blunt; Board Member Millie Halverson; Board Member Zina Harris; Board Member Ward Engle; Town Planner Micah Wood; and Maintenance Supervisor Bryan King. Planning Technician Jennifer Banaszak was unable to attend.

Approval of Minutes. The minutes of the August 3, 2021 regular meeting were presented.

After discussion, Alderman Bell made a motion to approve the August 3, 2021 minutes with changes noted by Board Member Simmons and Board Member Engle. The motion was seconded and carried by all.

Parks Board Member Forum:

- Chair Simmons would like Staff to look into the HB&TS road in Preservation Park. It is washed out.
- Dead trees on trail (greenway behind Tollgate) need to be addressed.
- Board Member Halverson wants to know Alexander Trail and Stevens Way why Williamson County Parks and Rec will not take over the trail maintenance.

None

Regular Agenda

1. Update on Projects:

a. Greenways Phase 2 & 3 update

Staff provided an update on the grant funded greenway projects.

b. Tri-star Structure in Preservation Park/Tobacco Barnwood reuse

Staff will speak to Jake Herring with Natural Design regarding the removal of the barn.

c. Historic Trail Marker update

The markers are in place around Preservation Park.

d. Sarah Benson connector trail/gate to WCRS Firehall

There has been a request from the WCRS to install a gate between the park and the firehall at their expense. The parks board has no opposition to this request.

2. Event Permits

a. Build her a Bridge Family Fun Event – SB Park 9/18/21 – Deferred from August 2021 meeting.

After discussion, Alderman Bell made a motion to deny the event due to the applicant not showing up to discuss the event. The motion was seconded and carried by all.

b. Cub Scout Pack 345 Gnome Estes Model Rocket Launch – Preservation Park 9/19/2021

After discussion, Alderman Bell make a motion to deny for the date provided to give the applicant time to resubmit and show up to next meeting. The motion was seconded and carried by all.

Minutes of the Meeting
of the Municipal Parks and Recreation Advisory Board
of the Town of Thompson 's Station, Tennessee
September 7, 2021

3. Parks Rules and Procedures – Large Event Policies

Mr. Wood went over the large-scale event policies provided to the Board. The Board requested some changes related to education/marketing and for this to be reconsidered at the October Board Meeting.

4. Greenway Phase 4 grant application- Public Meeting

This agenda item functioned as the Open Meeting for the Greenway Phase 4 TAP Grant Application. Mr. Wood went over the map (conceptual) of Phase 4.

5. Clean Tennessee Coalition – <https://tennesseecleanact.org/>

Mr. Wood reviewed the purpose and desire of this initiative by the TN Wildlife Federation to create and provide solutions for litter prevention.

6. Thompson's Station Community Association

Mr. Wood discussed the options and purpose of re-activation of the TSCA.

7. Areas of Focus for Board Members

- a. Grants – Millie Halvorson
- b. Preservation Park – Ward Engle
- c. Sarah Benson Park & Facebook – Clayton Blunt
- d. Community Garden – Zina Harris
- e. Soccer Fields plus Alexander and Stephens Way Trails – Matt Barker

8. Budget & CIP Report

Mr. Wood went over the budget report with the Board.

Items discussed

Adjourn

The meeting was adjourned at 7:29 p.m.

Larry Simmons, Chairman

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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:

Project Description	BBQ to kick off 30 th Anniversary celebration
Event Date	April 28, 2022 4:00 PM - 9:00 PM
Participant Requirements	<input checked="" type="checkbox"/> Under 75 Individual Participants <input type="checkbox"/> 75 + Individual Participants (Parking and Traffic Control Plan is required with this application)
Other Information	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 5/4/21

Parks Board reviewed
for tent 8/3/21



TOWN OF THOMPSON'S STATION PARKS

LARGE SCALE IMPACT EVENTS RULES & PROCEDURES

The following rules and procedures apply to all Large Scale Impact (LSI) Events in any Town Park that:

- **Include 150+ persons, and/or**
 - **Occur outside of park hours, as defined by *Thompson's Station Park Policies & Procedures*, and/or**
 - **Is deemed by Town Staff to be of an impact to parkland that requires approval through this process.**
1. All LSI Events shall require a Parks Large Scale Impact Event Permit (LSI Event Permit) to be approved by the Parks and Recreation Advisory Board (Parks Board).
 2. LSI Events shall require approval of the Parks LSI Event Permit at least 120 days prior to the date of the requested Event. The Parks Board may waive the 120 day limit at its discretion.
 3. The applicant shall submit an LSI Event Package that, at a minimum, includes:
 - a. Detailed description of the full scale and scope of the LSI Event.
 - b. Single Point of Contact for the duration of the LSI Event.
 - c. Detailed LSI Event timeline: includes everything between load-in and break-down.
 - d. A map of the event location with all of the following:
 - i. All trailers, tents, portable equipment, etc. to be used for the event.
 - ii. Roadways & intersection impacted by the event as defined by the Traffic and Parking Control Plan.
 - iii. Location of offsite parking.
 - iv. Location of medical facilities.
 - v. Location of portable restroom facilities.
 - e. Notarized agreement for off-site parking, with property owner's consent.
 - f. Traffic and Parking Control Plan.
 - g. Safety & Emergency Procedures Plan.



TOWN OF THOMPSON'S STATION PARK RULES & PROCEDURES

- h. Proof of Insurance.
 - i. Copy of Participant Waiver.
 - j. Detail Plan for how the Park will remain accessible to other park patrons who are not participating in the LSI Event.
 - k. Clean Up & Remediation Plan.
 - l. Marketing and Public Relations Plan- this should include some element of education about the Park(s) to be utilized for the event and provided to event attendees.
 - g. Any other information requested by Town Staff and/or the Parks Board to complete their review of the LSI Event Permit.
4. If a live band or recorded music to be included as part of the LSI Event, the following shall be provided:
 - i. Location of speakers/sound amplification system, and
 - ii. Full accounting of measures to limit/reduce noise impacts to surrounding property owners.
 5. If portable generators are to be used, they shall be located at least 500 feet from any residentially zoned property.
 5. Any LSI Event shall post a \$5,000 deposit with the Town for any damages that may occur to the Park as a result of the LSI Event at least 60 days prior to the LSI Event. The Town reserves the right to charge any LSI applicant for additional clean up and remediation of the Park, if damages are shown to be above \$5,000. The event applicant shall also pay all applicable fees, as may be specified by the Town Code.
 6. The LSI Event shall proceed through any Special Permit or other established permit process deemed required by Town Staff.
 7. The LSI Event organizers shall pay all required fees/deposits at least 60 days prior to the LSI Event date.