

Town of Thompson's Station
Parks Board
Meeting Agenda
October 6, 2015

Meeting Called To Order

Discussion Items:

1. Approval Of Minutes From 08-26-15 Meeting

Documents: [082615 MTG MINUTES.PDF](#)

2. Budget Report

Documents: [2015 09 PARKS BUDGET.PDF](#)

3. Scope Of Services From HFR

Documents: [SCOPE OF SERVICES.PDF](#)

4. Playground Equipment

Adjourn

Meetings take place in Thompson's Station Town Hall

Minutes of the Meeting
of the Municipal Parks and Recreation Advisory Board
of the Town of Thompson 's Station, Tennessee
August 26 , 2015

Call to Order:

The meeting of the Parks and Recreation Advisory Board of the Town of Thompson's Station was called to order at 6:41 p.m. on the 26th day of August, 2015, at the Thompson's Station Town Hall with the required quorum. Members and staff in attendance were: Chairman Jim Van Vleet; Alderman/Board Member Brinton Davis; Board Member Kreis White; Board Member Becky Clark; Board Member Paula Edenfield; Board Member Sheila Shipman; Board Member, Layla Bell, Alderman Sarah Benson, Alderman Brandon Bell and Town Planner Wendy Deats.

Business:

1. Approval of Minutes - approved without modification

2. Budget Report—approved without modification

3. Selection of passive park consultant:

- a. After discussion, all commission members voted unanimously to engage HFR Design.
- b. The commission requested that the town's administrator and planner meet principals from HFR to consider a planning budget for the passive park planning project.

4. Park use requests:

- a. Habitat for Humanity requested use of Thompson's Station Park for a volunteer appreciation event. Alderman Davis moved approval of the request, Commissioner Shipman seconding. After discussion, the commission unanimously approved the request from Habitat for Humanity.
- b. A request was made to use the town's passive park area for organized soccer. Commissioner White moved that the request be declined, Chairman VanVleet seconding. After discussion, the commission unanimously declined the request.

5. Sign update—town planner Deats reported that installation of the new Thompson's Station Park sign was underway with photos provided.

6. Playground update—town planner Deats reported that the new playground train installation was encountering further delays but that the vender was committed to installation sufficiently in advance of the Dog and Pony Show to allow placement mulch before the town event. A ribbon cutting involving Middle Tennessee Members Electrical Cooperative is tentatively planned for September 26, 2015.

7. Outdoor Encounter 5K run—Chairman VanVleet reported that the 5K run contemplated by Outdoor Encounter for October 10, 2015 on park property would not take place, per Outdoor Encounter.

8. Next meeting date and time—Chairman VanVleet reported that the commission's next meeting is set for October 6, 2015 at 6:00 p.m. at the Thompson's Station Community Center.

9. Meeting adjourned at 7:20 p.m.

Jim Van Cleet, Chairman



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

SUMMARY OF REVENUE AND EXPENDITURES:

	FY Period 2015 - 2016					
	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15
Beginning Balance	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Revenue						
Description						
Federal Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Grant Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
From General Fund	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues & Fund Balance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Expenditures						
Description						
Consulting Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Fund Balance	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

HFR DESIGN

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Suite 300
Brentwood, TN 37027
615-370-8500
hfrdesign.com

September 29, 2015

Ms. Wendy Deats, AICP
Town of Thompson's Station
P. O. Box 100
1550 Thompson's Station Road, West
Thompson's Station, TN 37179

**Re: Letter of Proposal
Parks Planning Consultant Services
Site Specific Master Plan for Park Site**

Dear Wendy:

HFR Design appreciates the opportunity to submit a Statement of Proposal for the referenced project. We appreciate very much the confidence you have exhibited in our team's approach to your project. We feel like we have the capability and availability to provide engineering services to your department in order to accomplish the intent of your request. We feel confident that we can provide the caliber of service necessary to produce a successful project in terms of cost and meeting the needs of your department as you have explained them to us.

The proposed Team realizes the importance of understanding the Owner's goals and expectations. We have discovered this understanding plays the single most important role in the success of any project, regardless of size or complexity. We have developed a systematic approach to achieve this understanding as well as facilitating the Owner's involvement throughout the process. Members of our Team are familiar with the State approved procedures regarding alternate funding opportunities, i.e., grant writing, and the procedures involved with insuring compliance to Federal and State guidelines for park development.

The following summary represents the cost fee necessary for our design team to complete this project:

SUMMARY OF PROPOSAL

Base Cost for Master Planning	\$20,000.00
"A La Carte" Tasks	
Intro to Public Meeting	\$2,400.00
Concept Plan Meeting.....	\$4,000.00
Report Preparation.....	\$12,000.00
3D Rendering	\$1,500.00
Aerial Fly-Over.....	\$7,500.00

We would propose that all required fees for printing and travel will be considered as reimbursables. Reimbursables will be billed in addition to the fee stated at a rate of direct cost plus 15% handling as follows. Additionally, we will print two (2), 30" x 42" foam core display boards at \$90.00 per board. The Not To Exceed fee for travel, printing and display boards will be \$350.00. If you want to select items from the above listed "A La Carte" tasks, you can let us know and we can account for this in our proposal.

Please find enclosed a Scope of Services for your review and to further explain the work to be performed as part of this project.

We appreciate your acknowledgement that we have the capability to accomplish this project by giving us a call. If you have any questions or comments, do not hesitate to contact me.

Sincerely,

HFR Design, Inc.



Jim Gilliam, P.E.
Senior Vice President

JG:cjd

Enclosure

Pc: Ms. Connie Hipp, HFR
Mr. Jim Douglas, HD
Mr. Kyle Dunn, HFR

Scope of Services Thompson's Station Park Master Plan

Basic Scope of Work

I. Kick-Off Meeting

HFR/HD Meeting with Client Team

II. Site Review

HFR/HD Walk Site, take photos and make notes
HFR Review past studies and documents

III. Site Inventory and Analysis

HD Views
HFR Off site considerations
HFR hydrology
HFR access
HD vegetation
HFR slope aspect
HFR history of area
HD wildlife
Inventory and Analysis Plan that will include the above to be prepared by HD

IV. Concept Plan

HFR/HD Includes all plan elements:

- Access
- Parking and Access
- Community Gardens
- Educational facilities
- Overlooks •Ponds
- Trails: equestrian, mountain & road biking, pedestrian
- Barns
- Interpretive facilities

HFR/HD will charrette together and HD will produce the final plan

V. Meet with Client Team

HFR/HD present Inventory and Analysis Plan
HFR/HD present Concept Plan

VI. Final Master Plan

HFR/HD Incorporate required changes and produce final colored plan that would have all site uses included with illustrations of various types of site uses incorporated into a single plan.
HFR and HD would charrette together to develop plan and HD to produce final colored plan.
Phases of development would be included as well.

VII. Estimate of Cost

HFR/HD we will develop phased cost estimate

VIII. Final Meeting with Client

HFR/HD Review final plan and cost with owner and make revisions as required.

IX. Public Meeting

HFR/HD Final plan to be presented to community

A La Carte Selections

A. Intro to Public Meeting

Meet with public to gain their input, thoughts and wishes.

B. Concept Plan Meeting

Present the preliminary plan to gain their review and endorsement with revisions as needed.

C. Report Preparation

All of the findings in the basic Scope of Work could be included in a report that would provide thorough documentation including history of site, photos and descriptions of all plans.

D. 3D Rendering

Rendering of individual prominent feature, per feature.

E. Aerial Fly-Over

Animated overview of full park.