



**PARKS + RECREATION COMMITTEE
JUNE 8, 2020 AT 3:00PM
MEETING AGENDA**

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA GOOGLE MEET. AN AUDIO OR VIDEO RECORDING OF THE PROCEEDINGS WILL BE MADE AVAILABLE TO THE PUBLIC WITHIN 48 HOURS. MEMBERS OF THE PUBLIC ARE, BY LAW, ALLOWED TO ATTEND MEETINGS OF THE PARKS AND RECREATION COMMITTEE, BUT ARE STRONGLY DISCOURAGED TO DO SO AT THIS TIME.

I. PUBLIC COMMENTS

II. CALL TO ORDER

III. ANNOUNCE MEMBERS IN ATTENDANCE (*Verify Quorum*)

IV. ADOPTION OF MEETING MINUTES

- March 9, 2020
- May 19, 2020

V. COUNCIL ACTION

VI. NEW BUSINESS

- Phased Re-opening Plan

VII. OLD BUSINESS

- Recreation Center Land RFP

VIII. DEPARTMENT REPORTS

- Human Resources Report (*Jennifer Letourneau*)
- Projects (*Jennifer Letourneau*)

IX. ADJOURNMENT



**PARKS + RECREATION COMMITTEE
MARCH 9, 2020 AT 3:00PM
CITY HALL CONFERENCE ROOM, 4TH FLOOR
MEETING MINUTES**

I. CALL TO ORDER

The meeting of the Parks and Recreation Committee was called to order by Councilperson Streetman at 3:01 p.m. on March 9, 2020, in the City Hall Conference Room.

II. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Richard Garrett
Councilperson Travis Holleman
Councilperson Vondell Richmond
Councilperson Stacey Streetman

Councilperson Valerie Guzman was absent.

III. PUBLIC COMMENTS

Christopher Pitts voiced his concerns regarding the safety and state of the skate park at Heritage Park. He believes it was built incorrectly and is not a good place for new skaters to learn to skateboard. He has suggestions on how to fix and also maintain the skate park. He concluded that the community that uses the park should be involved in these decisions. Councilperson Streetman thanked Christopher Pitts for coming and talking to the Committee. Jennifer Letourneau stated that a meeting had been set up for the following day so that the conversation could continue.

IV. ADOPTION OF MEETING MINUTES

- February 10, 2020

Councilperson Richmond made a motion to adopt the minutes as presented. Councilperson Holleman seconded the motion. A voice vote was taken and the motion to adopt the minutes passed without objection.

V. COUNCIL ACTION

None

VI. NEW BUSINESS

- Discussion: 2019 Annual Report (*Jennifer Letourneau*)

Jennifer Letourneau presented the 2019 Annual Report to the Committee. She explained that the report highlights the Department's accomplishments and hard work. Several of the items and statistics were reviewed and discussed.

Councilperson Garrett requested information on the Department's policy relating to individuals who are repeat offenders who cause fights and issues at the Recreation Centers. Jennifer Letourneau and Dan Carpenter both discussed the policy and procedures in place.

- Discussion: Budget Transfers (*Jennifer Letourneau*)

Jennifer Letourneau announced that the first budget transfer will be a request to move salary savings of \$300,000 into repairing the Crow Recreation Center. Councilperson Streetman voiced her support and appreciation for this request.

Councilperson Garrett made a motion to support. The motion was seconded by Councilperson Holleman. A voice vote was taken and the motion passed without objection.

Jennifer Letourneau announced the second budget transfer will be a request to move \$125,000 from the cart path project at Mason Rudolph Golf Course to go toward a new roof at the Burt-Cobb Recreation Center.

Councilperson Garrett made a motion to support. The motion was seconded by Councilperson Holleman. A voice vote was taken and the motion passed without objection.

VII. OLD BUSINESS

- Discussion: Regional Recreation Center (*Jennifer Letourneau*)

Jennifer Letourneau explained the new process regarding potential sites for the recreation center and the next steps.

Councilperson Garrett suggested that Parks and Recreation could reach out to the community to see what properties might be available to possibly expedite the process.

VIII. DEPARTMENT REPORTS

- Meet New Staff Members (*Jennifer Letourneau*)

Jennifer Letourneau introduced Michelle Mahaffey, the Department's new Athletic Coordinator. She is originally from Missouri and is excited to set down roots here in Clarksville.

Jennifer noted that Charles Birk is the new Maintenance Specialist but could not attend the meeting.

- Human Resources Report (*Jennifer Letourneau*)

Jennifer Letourneau listed the seasonal and part-time positions available including Athletic Facility Manager, Aquatic Cashiers, Gym Assistants, Lifeguards, Pro Shop Attendants, Special Events Set Up and Maintenance, Summer Youth Program positions, and Summer Night Light Assistants. The Recreation Center Assistant Manager position is also open but interviews are currently being conducted.

IX. ADJOURNMENT

Councilperson Richmond made a motion to adjourn the meeting. Councilperson Holleman seconded the motion. A voice vote was taken. The motion to adjourn the meeting at 3:34 p.m. passed without objection.

Meeting minutes were prepared by Leigh Harpel.



**PARKS + RECREATION COMMITTEE
MAY 19, 2020 AT 1:30PM
MEETING MINUTES**

I. CALL TO ORDER

The meeting of the Parks and Recreation Committee was called to order by Councilperson Guzman at 1:30 p.m. on May 19, 2020. This meeting was conducted via Google Meet.

II. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Valerie Guzman
Councilperson Richard Garrett
Councilperson Travis Holleman
Councilperson Vondell Richmond
Councilperson Stacey Streetman

Others in Attendance: Mayor Joe Pitts, Councilperson Ron Erb, Councilperson Gary Norris, James Halford, Jennifer Letourneau, Michelle Austin, Dan Carpenter, Brad Damron, Laurie Matta, Wanda Morrison, Richard Stevens, Amie Wilson, Kayla Downey, and Deborah Johnson.

III. APPROVAL OF ELECTRONIC MEETING

In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, this commission determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.

Councilperson Richmond made a motion to approve the electronic meeting. The motion was seconded by Councilperson Streetman.

IV. PARKS AND RECREATION BUDGET REVIEW

The proposed budgets for the Tree Board, Swan Lake Golf Course, Mason Rudolph Golf Course, and the Parks and Recreation department were briefly discussed. The status quo budgets were proposed as 5% less than the current amended FY20 budgets.

V. ADJOURNMENT

Councilperson Streetman made a motion to adjourn the meeting. Councilperson Holleman seconded the motion. The meeting adjourned at 1:46 p.m.

Meeting minutes were prepared by Leigh Harpel.