

The Parks, Recreation, and Cultural Resources Advisory Board for the Town of Nashville held a Called Meeting on Monday, November 5, 2018 at 5:45 pm in Town Council Chambers. Members Present: Chairman-Kirby Winstead, Vice Chair-Anna Whitehead, Members-Kate Burns & George Jefferies. Absent: Daniel Walker. Staff Present: Marguerite Bishop-Director, & Tesa Silver-Deputy Town Clerk & Personnel Technician.

1. Chairman Winstead called the meeting to order at 5:49 pm.

2. Approval of Minutes from October 10, 2018

Chairman Winstead called for a motion to approve minutes from the Public Forum held October 10, 2018. Mrs. Whitehead made the motion to approve minutes from October 10, 2018, seconded by Mrs. Burns. Chairman Winstead called for a vote, the motion carried unanimously (3-0).

3. Approval of Minutes from October 15, 2018

Chairman Winstead called for a motion to approve minutes from the Advisory Board Meeting held October 15, 2018. Mrs. Whitehead made the motion to approve minutes from October 15, 2018, seconded by Mr. Jefferies. Chairman Winstead called for a vote, the motion carried unanimously (3-0).

4. Review and Approval of Rental Fee Recommendation to Council

Chairman Winstead stated that the next order of business is the review and approval of the rental fee recommendation to council. He read aloud the suggested recommendation to provide to council, it reads as follows:



Date: November 5, 2018

To: Town Council

From: Parks, Recreation, and Cultural Resources Advisory Board

Subject: Pak Rental Fees

The current fees charged for facilities usage as written in the fee schedule is:

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT	
Type	Fee
Adult Athletics	Resident Fee is FREE and the Non-Resident Fee is \$10.00 for all sports.
Youth Athletics	Resident Fee is FREE and the Non-Resident Fee is \$10.00 for all sports.
Gate Money for Football Games	Adults \$5.00
	Child (Ages 6-12) \$3.00
	Under Age 5 is Free
Summer Camps	Resident \$15.00/day
	Non-Resident \$25.00/day
Field use by Non-Nashville Recreation League Organized Teams*	\$25.00/hour
*Applies to teams of other recreational or organizational leagues/associations/groups using fields for practices and/or events.	
Field Lights	\$20.00/night

Reservations and fees are addressed in the town's Code of Ordinances, Article IV. Private Use of Recreation Property Sec 26-111-113.

ARTICLE IV. - PRIVATE USE OF RECREATION PROPERTY

Sec. 26-111. - Reservation and approval.

Private groups or persons may reserve recreation facilities in the following manner when the facilities are not in use by the parks and recreation department:

- (1) A reservation contract must be signed and approved prior to the date that the facility is to be reserved.
- (2) Contracts may be approved by the town manager.
- (3) Groups or persons reserving recreation facilities are responsible for any damage to property or equipment that occurs during or due to their use.

(Code 1987, § 10-56)

Sec. 26-112. - Fees for reservation.

The town council by recommendation of the parks and recreation commission will set fees for the private use of recreation facilities. These fees are to be paid prior to the date the facility is to be reserved.

(Code 1987, § 10-57)

Sec. 26-113. - Civic, church and school use.

Civic, church or school organizations may request permission to use a recreation facility at a reduced rate or at no charge. Permission may be granted by the town manager.

(Code 1987, § 10-58)

The current fee schedule and ordinances do not sufficiently address all the requests for use of the parks and facilities and leave areas of ambiguity. For the reasons the Parks, Recreation, and Cultural Resources Board recommends that the fee schedule be amended.

In-Town residents and businesses and 401C and 501C organizations will not pay a fee to rent current recreation facilities and properties. They will be required to provide a refundable \$50 key/security/clean-up fee.

For individuals and businesses outside of town limits a \$100 refundable deposit will be required along with a rental fee of \$75 full-day/\$50 half-day/\$15 an hour.

Those wishing to reserve facilities outside of normal working hours of the department, but within the hours of the facilities, may request a restroom key. The key must be returned, with no damage to the restrooms, to receive the refundable deposit back.

Chairman Winstead called for a motion to approve the recommended fee schedule. Mr. Jefferies made the motion to approve the recommended fee schedule, seconded by Mrs. Whitehead. Chairman Winstead called for a vote, the motion carried unanimously (3-0).

5. Review and Approval of Master Plan Recommendation to Council

Chairman Winstead stated that the next item of business was the approval of the Master Plan recommendation to Council. He read the aloud the suggested recommendation and it reads as follows:



Date: November 5, 2018

To: Town Council

From: Parks, Recreation, and Cultural Resources Advisory Board

Subject: PRCR Master Plan Recommendation

A Master Plan is a guiding document for a department. It is often incorporated into a town's Comprehensive Plan. The current PRCR Master Plan was completed over 7 years ago and is outdated. The department has begun the work needed to start the Master Plan writing process by conducting a public survey, polling different community groups and holding a public forum during the past year. The department is now ready to start the writing process. Since the writing process can be lengthy it is recommended by the Board that direction should be given to the department outside of public input as to be sure that once a plan is written it will more than likely be supported and adopted by Council.

After review of public input, it is recommended that the department begins writing a PRCR Master Plan including the addition of the following facilities/amenities:

- Walking trails

- Indoor Facility
- Dog Park
- Pocket Parks
- Pool

It also recommends that the plan includes the updating/enhancement of the following existing facilities/amenities:

- Beautification/Landscaping Plan for Glover and Stoney Creek Environmental Park
- Playground

While the scope of the plan is not to include updates in programming and staff, it is understood that with the addition of facilities and amenities, programs will become more robust and diverse along with department staff.

These recommendations are also supported by the Planning Department and the Parks, Recreation, and Cultural Resources Department.

Chairman Winstead called for a motion to approve the Master Plan Recommendation. Mr. Jefferies made the motion to approve the Master Plan Recommendation, Mrs. Whitehead seconded. Chairman Winstead called for a vote, the motion carried unanimously (3-0). Mrs. Burns asked if the plan would address more of the programming aspects and details that were discussed at both the Public Forum and the October Advisory Board Meeting. Mrs. Bishop explained that the main focus of the Master Plan is to establish and focus on facilities, however when addressing the facilities the plan will address the scope in which the facilities will be used. She does intend to continue to work on those ideas that were shared in regards to programming.


6. Review of Applications and Recommendation to Council on Advisory Board Members

Chairman Winstead stated that they have two applications for potential advisory board members before them; they are from Mrs. Lynne Hobbs who is present tonight and Ms. Mary Richardson. Mrs. Bishop stated that there are three members who have the ability to come off the board, and Mr. Daniel Walker has confirmed he will be leaving the board. Mr. Jefferies stated he was willing to stay onboard as long as no one else wanted to fulfill the role. Mrs. Whitehead stated she was ok with this and that she would step down. Mr. Winstead verified that the three individuals who would be recommended to Council would be Mr. George Jefferies, Mrs. Lynne Hobbs, and Ms. Mary Richardson.

Chairman Winstead called for a motion to approve the three recommended applicants to Town Council. Mrs. Burns made the motion to approve the recommendation for Mr. Jefferies, Mrs. Hobbs, and Ms. Richardson to serve on the advisory board, seconded by Mrs. Whitehead. Chairman Winstead called for a vote, the motion carried unanimously (2-0, Mr. Jefferies did not vote since the vote directly impacted him). Mrs. Bishop asked Mr. Jefferies and Mrs. Hobbs to be at the December Town Council Meeting, when the recommendation would be presented.

7. Adjournment

Chairman Winstead adjourned the meeting at 6:00 pm.



Kirby Winstead, Chairman

Attest:



Tesa Silver, Deputy Town Clerk