



LAKELAND MUNICIPAL PARKS & RECREATION /NATURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING AGENDA
Tuesday, April 13, 2021 - 5:30 P.M.
City Hall Chambers | Lakeland City Hall | 10001 HWY 70

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MEETING MINUTES:
 - a. Regular Meeting Minutes:
 - i. [March 9, 2021](#)
- IV. APPROVAL OF THE AGENDA
- V. PUBLIC DISCUSSION
- VI. OLD BUSINESS:
 - a. Athletic Complex Update
 - b. COVID Procedures
 - c. Oakridge Playground
- VII. NEW BUSINESS:
 - a. Soccer Contractor Discussion and vote/recommendation
 - b. [5-year Capital Projects Plan discussion](#)
 - c. Fee schedule
 - i. [Current Schedule](#)
 - ii. [Proposed Schedule](#)
 - d. Parks Administration
 - i. Keep Lakeland Beautiful Committee Discussion
 - ii. Scouting projects
 - e. Updates on Recreation / Sports Programs
 - i. Staffing
 - ii. Partnership for space and programming
 - iii. Tennis
 - iv. Soccer
 - v. Baseball/Softball

- vi. Cheer
 - vii. Football
 - f. Senior Center Updates
 - g. Special Events
 - i. TN Tree Day recap
 - ii. Spring City-Wide Virtual Egg Hunt recap
 - iii. Fishing Rodeo
 - iv. [Summer LAMP Series](#)
 - 1. Movies
 - 2. Bands
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

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I. **CALL TO ORDER:** The meeting was called to order at 5:38 p.m. by PRB Chair, Mark Donley.

II. **ROLL CALL:**

(C) Mark Donley	Present
Katie Autry	Absent
Derek Johnston	Present
Chad Reynolds	Present (virtually)
Amber Sawyer	Present
Steve Snow	Present
Commissioner Michele Dial	Present

Staff personnel present for the meeting were Shane Horn, City Manager, Pat O'Mara, Parks and Recreation Director and Kim Odom, Senior Center Manager and Special Events Coordinator. Meeting was presented by Mr. O'Mara.

III. **CONSENT AGENDA:**

a. Approval of Meeting Minutes from Previous Meetings:

i. Regular Meeting Minutes, February 09, 2021

Commissioner Dial moved to approve the regular minutes of February 09, 2020. Steve Snow seconded the motion. All in favor.

IV. **CONSIDERATION & POSSIBLE ACTION ON ITEMS REMOVED FROM THE CONSENT AGENDA:**

V. **PUBLIC DISCUSSION:** None.

VI. **REPORTS FROM OFFICERS & STAFF:** None.

VII. **OLD BUSINESS:**

a) Athletic Complex

The two environmental permits needed have been approved for 1st Phase of the Athletic Complex. The Army Corps of Engineers is now reviewing the site with a timeline of 30 days. Once they approve the disturbance to the land it will be officially submitted to TDEC for final approval. Upon final approval construction bids for Phase 1 can begin. An update will be provided next month.

b) COVID Procedures

The Parks and Recreation Department is diligently working to keep participants safe by hosting smaller team sizes and hosting separate team

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practice times for youth programs. The Senior Center participants continue to wear masks and social distance.

VIII. NEW BUSINESS:

a. Update on Parks and Recreation activities and other items.

i. Soccer Contract

Discussion among board members continued regarding a recommendation on the future of Lakeland's Youth Soccer program and the possibility of developing an independent contractor to operate the City of Lakeland's recreational and/or competitive soccer league or recommend keeping the program in house. PRB members heard from two interested contractors, Steve Shearer and Sean Andre with Arlington Soccer Academy during the January and February regular board meetings. Each presented a vision, goals and philosophy for developing the future soccer program. PRB members have requested more time and more input before they can make a recommendation to the BOC. Members requested that Parks and Recreation Director Pat O'Mara reach out to Mr. Andre on a few specific topics. An update will be provided at next month's meeting.

ii. Capital Projects Discussion

Initial rounds of budget discussion for FY 2021 and 5-Year Capital Projects included an updated city-wide master plan, a new mower for park maintenance, IH Park ADA improvements, 21-ft LED Christmas tree at IH Park, Ranger truck for park maintenance, outdoor restrooms and outdoor fitness equipment, new pavilion, accessible road at IH Park, expansion of tennis courts and lighting at Windward Slopes Park.

iii. Keep Lakeland Beautiful Committee Discussion

PRB members discussed the former Keep Lakeland Beautiful Board and its mission. Vice Mayor Dial requested the Parks and Recreation Department to grow a volunteer pool for a couple of Clean Up Days honoring Tennessee CLEAN Act. Pat O'Mara and Kim Odom will continue to work on broadening volunteer pool.

iv. Updates on Recreation/Sports Programs

1. Basketball finished up this week.
2. Soccer registration is underway. The registration deadline was pushed back.
3. Baseball/softball season is in the works.
4. Cheer registration starts in April.

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5. Football starts registration in April for tackle. Plans are in progress for summer conditioning and new coaching staff for the upcoming season.
- v. Senior Center Updates
Programming is continuing under CDC safety guidelines. As COVID cases drop, activities are being moved from IH Clubhouse back to the Center. Bingo will remain at IH Clubhouse due to its popularity and size.
- vi. Special Events
 1. TN Tree Day will be held March 20th with 100 trees to giveaway at IH Park with Moe's on hand to give out preordered meals.
 - a. A proclamation request honoring Lakeland Arbor Day on March 20 during an Arbor Day/Tree Giveaway event hosted by Parks and Recreation at International Harvester Managerial Park will be presented to the BOC for approval. If approved, it will be the 15th year that the City of Lakeland has been designated as a Tree City. One hundred tree have been ordered for the Arbor Day/Tree Giveaway event. Among trees available will be Oaks, Tulip and more.
 2. Spring city wide virtual egg hunt will be held from March 13 to March 27 with eggs on display at various city facilities, parks, and supporting businesses. Families are invited to hunt the eggs with provided clues over two weeks and find as many as eggs as possible. A QR code printed on each egg will allow participants to scan and enter a prize drawing. The more eggs they scan, the better chances they have to win. Drawing will be hosted on Facebook on March 30.
 3. Summer Concert Series plans are underway. Bands have been booked for concerts in June, July, August and September. Band featured will be Area 51, Almost Famous, Seeing Red, and The Super 5.

IX. ANNOUNCEMENTS: None

X. ADJOURNMENT: There being no other business taken into action, Vice Mayor Dial moved to adjourn the meeting; seconded by Mark Donley. Motion carried; voice, vote, all present in favor. The meeting adjourned at 8:34 p.m.

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Mark Donley, *Chair*

ATTEST:

Debra Murrell, *City Recorder*

5-Year Capital Improvement Projects

FY2022	391000
FY2023	341000
FY2024	300000
FY2025	200000
FY2026	200000

Single Year Projects

Description	FY	estimate
engineering for Phase 2 of Memphis Arlington	FY2022	\$ 200,000.00
City-wide Parks Master Plan	FY2022	\$ 100,000.00
Ranger - Parks Maintenance	FY2022	\$ 26,000.00
Engineering for IH Pavilion access	FY2022	\$ 20,000.00
Mower & Trailer (Hustler)	FY2022	\$ 15,000.00
IH ADA Improvements	FY2022	\$ 15,000.00
Tennis Court Slatting	FY2022	\$ 10,000.00
21 FT. LED Prelit Tree (IH Park)	FY2022	\$ 5,000.00
IH Pavilion and Access Road	FY2023	\$ 200,000.00
ZK ADA Improvements	FY2023	\$ 50,000.00
Senior Center - Passenger Van	FY2023	\$ 50,000.00
Outdoor Fitness Equipment	FY2023	\$ 25,000.00
New Back doors @ IH Clubhouse	FY2023	\$ 16,000.00
IH Outdoor Bathrooms	FY2024	\$ 250,000.00
ZK ADA Improvements	FY2024	\$ 50,000.00
Expansion of Tennis Courts & Lightings @ WS	FY2025	\$ 150,000.00
ZK ADA Improvements	FY2025	\$ 50,000.00
Replace City Hall Play structure and ADA Access	FY2026	\$ 200,000.00

Multi-Year Projects

Description	FY	estimate
Athletic Complex Phase 1a	FY2021	\$500,000.00
Athletic Complex Phase 1b & 2	FY2022	\$1,770,000.00

Fee Schedule (CURRENT)

	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Profit	
Facility	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate
Banquet Room (2 hr Min)	\$ 75.00		\$ 150.00		\$ 50.00	
Rec Room Rental (3 hr min)	\$ 50.00		\$ 100.00		\$ 50.00	
Rec Room W/ Banquet Room		\$ 200.00		\$ 350.00		\$ 35.00
LAMP Rental	\$ 50.00		\$ 75.00		\$ 40.00	
LAMP Rental W/Banquet Room		\$ 150.00		\$ 250.00		\$ 25.00
<i>Deposit - Banquet Room</i>		\$ 200.00		\$ 300.00		\$ 200.00
<i>Deposit - Multiple Rooms</i>		\$ 300.00		\$ 400.00		\$ 300.00
<i>Cancel. Fee (3-8 wks)</i>		\$ 100.00		\$ 300.00		\$ 50.00
<i>Cancel. Fee (<3 wks)</i>		\$ 250.00		\$ 500.00		\$ 150.00

Full Weekend Package	Flat Rate
Banquet Room, Rec Room, LAMP Fri 5 - 10 pm, Sat 8 am - 1 am, 8 am - 12 pm All facilities included with this package.	\$ 3850.00
Deposit	\$ 500.00
Cancellation Fee (3 wks+)	\$ 500.00
Cancellation Fee (<3 wks)	\$ 1,000.00

Additional Add-On Options	Flat Rate
Sound System	\$ 200.00
Screen & Projector	\$ 100.00
Podium	\$ 50.00
Storage Fees	\$ 1.00/sqft.

Pavilions	Flat Rate
Large Pavilions: City Hall, IH Park, Zadie Kuehl	\$ 100.00
Medium Pavilions: Windward Slopes, Oakridge	\$ 50.00
Deposit	\$ 50.00
Cancellation Fee (3 wks+)	\$ 25.00
Cancellation Fee (<3 wks)	\$ 75.00

Fee Schedule (Proposed)

	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Profit	
Facility	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate	Rate/Hr	Flat Rate
Banquet Room (2 hr Min)	\$ 80.00		\$ 200.00		\$ 50.00	
Community Group (HOAs/Scouts)		\$20/mtg/mo		\$50/mtg/mo		
Rec Room Rental (3 hr min)	\$ 50.00		\$ 100.00		\$ 50.00	
Rec Room W/ Banquet Room		\$ 200.00		\$ 350.00		\$ 35.00
LAMP Rental	\$ 75.00		\$ 100.00		\$ 50.00	
LAMP Rental W/Banquet Room		\$ 200.00		\$ 350.00		\$35
<i>Deposit - Banquet Room</i>		\$ 200.00		\$ 300.00		\$ 200.00
<i>Deposit - Multiple Rooms</i>		\$ 300.00		\$ 400.00		\$ 300.00
<i>Cancel. Fee (3-8 wks)</i>		25% + <i>Deposit</i>		25% + <i>Deposit</i>		
<i>Cancel. Fee (<3 wks)</i>		50% + <i>Deposit</i>		50% + <i>Deposit</i>		

Full Weekend Package	Flat Rate
Banquet Room, Rec Room, LAMP Fri 5 - 10 pm, Sat 8 am - 1 am, 8 am - 12 pm All facilities included with this package.	\$4,500.00
Deposit	\$ 500.00
Cancellation Fee (3 wks+)	\$ 750.00
Cancellation Fee (<3 wks)	\$ 1,250.00

Additional Add-On Options	Flat Rate
Sound System	\$ 200.00
Screen & Projector	\$ 100.00
Podium	\$ 50.00
Storage Fees	\$ 1.00/sqft.
TV Remote Replacement	\$ 100

Pavilions	Flat Rate
Large Pavilions: City Hall, IH Park, Zadie Kuehl	\$ 100.00
Medium Pavilions: Windward Slopes, Oakridge	\$ 50.00
Deposit	\$ 50.00
Cancellation Fee (3 wks+)	\$ 25.00
Cancellation Fee (<3 wks)	\$ 75.00

2021 Summer LAMP Series

<u>Date</u>	<u>Performance</u>	<u>Food Truck</u>
May 21	Movie Night: "Goonies"	MemPops
June 26	Area 51	Moe's
July 24	Almost Famous	Central BBQ
August 7	Movie Night: "The Sand Lot"	MemPops
August 28	The Super 5	Cousins Maine Lobster
September 25	Seeing Red	Moe's
October 1	Movie Night: "CoCo"	MemPops

May 21: All Soccer Players wearing their jerseys will receive a treat from MemPops

August 7: All Baseball Players wearing their jerseys/hats will receive a treat from MemPops

October 1: All Fall athletes wearing their team gear will receive a treat from MemPops