



Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Agenda
Tuesday, May 11, 2021, 5:30 PM
10001 US Highway 70, Lakeland, TN 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. CONSENT AGENDA:
 - 1. Approval of Meeting Minutes from Previous Meetings:
- IV. CONSIDERATION AND POSSIBLE ACTION ON ITEMS REMOVED FROM THIS CONSENT AGENDA
- V. PUBLIC DISCUSSION:
- VI. OLD BUSINESS:
 - 1. Update on Lakeland Athletic Complex Phase 1
 - 2. Update on Oakridge Playground
 - 3. Soccer Program Update
- VII. NEW BUSINESS:
 - 1. Fee Schedule
 - 2. Division Updates
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

LAKELAND MUNICIPAL PARKS & RECREATION/NATURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, APRIL 11, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

I. **CALL TO ORDER:** The meeting was called to order at 5:35 p.m. by PRB Chair, Mark Donley.

II. **ROLL CALL:**

(C) Mark Donley	Present
Katie Autry	Present (Virtual)
Derek Johnston	Present
Chad Reynolds	Present
Amber Sawyer	Present
Steve Snow	Present (Virtual)
Vice Mayor Michele Dial	Present

Staff personnel present for the meeting were 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:**

I. Approval of Meeting Minutes from Previous Meetings:

a. Regular Meeting Minutes, March 09, 2021

Vice Mayor Dial moved to approve the regular minutes of April 11, 2021. Mark Donley seconded the motion. All in favor.

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

V. **PUBLIC DISCUSSION:** None.

VI. **OLD BUSINESS:**

a. Athletic Complex Update:

The Army Corp of Engineers approved the permit for the 1st Phase of the Athletic Complex. The project has been submitted to TDEC and are awaiting the ruling. Next step will be the bid process followed by the BOC approval.

b. COVID Procedures:

Parks and Recreation continues to take precautionary measures to keep everyone safe with all programs for youth and seniors.

c. Oakridge Playground:

Oakridge Park equipment should have been shipped out today. Today was the deadline to ship. We are looking for a possible delivery date of Monday, April 19, 2021.

VII. **NEW BUSINESS:**

a. Soccer Contactor Discussion and vote/recommendation (Motion Made)

PRB members made a recommendation to enter into an agreement with Arlington Soccer Academy. The motion was made by Chad Reynolds. All were in favor (7-0) of

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a recommendation to go before the BOC for final approval. Lakeland Parks & Recreation's 2021 fall soccer program yet to be determined.

b. 5-year Capital Projects Plan Discussion:

Discussion of a 5-Year Capital Improvement Projects was led by Parks and Recreation Director, Pat O'Mara. Each member was given a spreadsheet of the breakdown of projects and estimated funds needed for each. PRB members were encouraged to provide Mr. O'Mara with needs they feel are important to our parks and report any feedback made by residents before beginning a Master Plan and having to be submitted to the BOC for approval.

c. Fee Schedule for IHC rentals:

IH Clubhouse rental fees discussions were pushed to next month's PRB meeting due to the time spent discussing the soccer contractor vote.

d. Parks Administration

Keep Lakeland Beautiful Committee Discussion:

Parks and Recreation staff has reached out to former Keep Lakeland Beautiful members for input and possible interest.

A Volunteer Portal with volunteer opportunities for community events has been created and will incorporate Keep Lakeland Beautiful opportunities as well.

i. Scout Projects:

Future Eagle Scout projects include the yellow trails and leveling a drop-off at Memphis-Arlington and building bat houses in IH Park.

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

i. Staffing:

Parks and Recreation is fully staff now with Daphne Williams hired as a supervisor alongside Evan. Additionally, a seasonal employee through the staffing agency used by public works has been hired for the busy season for park maintenance.

ii. Partnership for space and programming:

Parks and Recreation is still in discussions with Buckhead Creek Park Sports Program regarding usage of their fields for softball and baseball. We are also working together on a Food for Barter program where growers trade fresh produce and a "Pounds for Pounds" program benefiting Memphis Food Bank.

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iii. Tennis Clinics:

Tennis is underway and seems to be going well after a halt during COVID.

Youth Sports

- iv. Youth soccer is underway with two teams in the U4 division, and 4 teams in the U6 & U8 divisions. The first game was cancelled due to wet fields. The games will start this weekend.
- v. Baseball/Softball registration is open and will run through May.
- vi. Cheer registration is open. Fitting for uniforms will be held the end of May to prevent delay on getting them.
- vii. Football registration starts next month. Staff is still in search of coaches for tackle.

f. Senior Center Updates

- i. Attendance is picking up at the Center as seniors get their vaccinations. A garden club has been established. The group is committed to the maintenance for the patio between the Center and IHC and have begun to clean up and plant flowers.

Creative Aging of the Mid-South has been awarded the Community Development Block grant for another year that will enable the Senior Center to continue the variety of programs they offer at no cost.

g. Special Events:

Scavenger Hunt

- i. Scavenger Hunt went well with 136 check-ins. Feedback of the event was positive.

Fishing Rodeo

- ii. Plans are underway for the Fishing Rodeo. Kim Odom has contacted the Tennessee Wildlife Resources Agency (TWRA) and submitted a grant request for fish. We are also ordering more fish. TWRA will deliver the fish a few days before the event. We will place "Lake Closed" signs in and around the park and lake once the lake is stocked.

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Tree Giveaway

- iii. Tree giveaway went well. We gave away approximately 60 to 65 trees. Tulip Tree and Nutall Oak were the species available.

iv. LAMP Concerts

Bands are booked and food truck books. Bands: June 26 – Area 51; July 24 – Almost Famous; Aug 29 – The super 5; Sept 25 – Seeing Red. Food trucks coming out include Moe's/Humdingers, Central BBQ, Cousins Maine Lobster, Ben & Jerry's, and MemPops.

v. Movie Nights

Dates and movies are set for May 21: Goonies; Aug. 6: The Sand Lot; Oct. 1: Coco. Moe's/Humdingers and MemPops will attend and be available for food/treats. Parks & Rec Youth sports participants coming out for the movie will be given a ticket for a free treat.

1) **ANNOUNCEMENTS:**

- 2) **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 7:44 p.m.



Mark Donley, *Chair*

ATTEST:

Debra Murrell, *City Recorder*

City of Lakeland
Current Fee Schedule

Facility	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Profit	
	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 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	\$ 3,850.00
Fri 5 - 10 pm, Sat 8 am - 1 am, 8 am - 12 pm	
All facilities included with this package.	
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

**City of Lakeland
Proposed Fee Schedule**

Facility	Weekdays (Sun - Thurs)		Weekends (Fri - Sat)		Non-Profit	
	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
Deposit - Banquet Room		\$ 200.00		\$ 300.00		\$ 200.00
Deposit - Multiple Rooms		\$ 300.00		\$ 400.00		\$ 300.00
Cancel. Fee (3-8 wks)		25% + Deposit		25% + Deposit		
Cancel. Fee (<3 wks)		50% + Deposit		50% + Deposit		

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



Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board

Meeting Cycle: Tuesday, May 11, 2021

Subject: Division Updates

Staff Contact:

STAFF RECOMMENDATION

BUDGET IMPACT

DISCUSSION

Parks Administration

- Keep Lakeland Beautiful Committee Discussion
- Scouting projects
- Athletic Complex Master Planning

Recreation / Sports Program

- Staffing
- Baseball, Softball & T-Ball
- Flag & Tackle Football
- Cheerleading
- Adult Mini-Soccer League
- Partnership with Faith Baptist/Buckhead Creek Recreation

Senior Center Updates

- Cinco de Mayo Luncheon
- Dinners
- Special Events

- Fishing Rodeo
- Summer LAMP Series
- Movies
- Bands

Fundraising Opportunities

- Tennis Court Lighting
- Dog Wash Station