



Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Agenda
Tuesday, April 12, 2022, 5:30 PM
Lakeland City Hall | 10001 HWY 70 | Lakeland, TN 38002

- I. CALL TO ORDER:
- II. ROLL CALL:
- III. CONSIDERATION AND POSSIBLE ACTION ON CHANGES TO THE MEETING AGENDA
- IV. PUBLIC DISCUSSION:
- V. CONSENT AGENDA:
 - 1. Approval of Meeting Minutes from Previous Meetings:
- VI. OLD BUSINESS:
 - 1. Update on Lakeland Comprehensive Master Plan
- VII. NEW BUSINESS:
 - 1. Discussion and Possible Action on Parks and Recreation Naming Rights Policy
 - 2. Discussion and Possible Action on Keep Lakeland Beautiful projects
 - 3. Division Updates
 - 4. Discussion on May meeting date
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

LAKELAND MUNICIPAL PARKS & RECREATION/NATURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, MARCH 8, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

I. **CALL TO ORDER:** The meeting was called to order at 5:34 p.m. by PRB Chair, Mark Donley.

II. **ROLL CALL:**

(C) Mark Donley	Present
Katie Autry	Absent
Stacy Bond	Present
Jessica Cannon	Present
Derek Johnston	Absent
Jenny Keisel	Present
Chad Reynolds	Present
Amber Sawyer	Present
Steve Snow	Present
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. Shane Horn, City Manager, was present for some of the meeting as well. Meeting was presented by Mr. O'Mara.

A first Roll Call was held for current members, followed by the installation of three new Parks and Recreation Board members: Stacy Bond, Jessica Cannon, and Jenny Keisel. All were sworn-in by Vice Mayor Michele Dial. A second Roll Call was held immediately after the installation.

III. **CONSENT AGENDA:**

I. Approval of Meeting Minutes from Previous Meetings:

a. Regular Meeting Minutes, February 08, 2022

Mrs. Amber Sawyer moved to approve the regular minutes of September 08, 2020. Mr. 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

Phase 1 of the athletic complex is now complete. The State has signed off on it.

b) Comprehensive Master Plan

The Public Input Survey opportunity is closed, but the Comprehensive Master Plan is ongoing with project benchmarking almost complete. Kimley Horn is researching similar

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communities for comparison. We are trying to push through the finished results this summer. We are also working on an idea of a Rec Center based on public survey results.

VIII. NEW BUSINESS:

Update on Parks and Recreation activities and other items.

1) 2022 Board Member Leadership Positions

Board members voted on leadership positions:

Mr. Snow made a motion to elect Mr. Mark Donley as Chair; Mrs. Amber Sawyer seconded the motion. All in favor.

Mrs. Amber Sawyer made a motion to elect Mr. Steve Snow as Vice Chair; Mr. Mark Donley seconded the motion. All in favor.

Vice Mayor Michele Dial made a motion to elect Mrs. Amber Sawyer as secretary; Mr. Steve Snow seconded the motion. All in favor.

2) Parks and Recreation Facilities and Assets Naming Policy Discussion

Discussion took place on developing a process for Lakeland Parks and Recreation Facilities and Assets Naming Policy. Mr. O'Mara presented a few sample policies from other communities. PRB members reviewed and discussed these policies and made suggestions for Lakeland Parks Recreation's policy. Mr. O'Mara will bring back a draft version for PRB members to review and discuss before presenting it to the Board of Commissioners in May.

3) Special Events

a) Arbor Day & Tree Day

Arbor Day 2022 100 Tree Giveaway is expected to be held March 19, 2022, at IH Park, from 11 a.m. to 2 p.m. Among trees available are Cypress, Red Oak, Plum, etc.

b) Summer Concert Series 2022

We are currently booking bands and food trucks for the 2022 Summer Concert Series to be held at the athletic complex due to gas line rerouting project. There are challenges to moving the concerts, including no electrical on site and no staging area. We are working on these issues, as well as limited parking issues. We have made contact with Durham Services regarding providing shuttle bus services from Lakeland Elementary to the complex during the event. We have three of the four bands booked and are working out the contracts. Dates and probable bands

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are June 25 (Formerly Known As); July 23 (TBA); August 27 (Memphis Funk N Horns); September 24 (Rock the Boat). The September concert could be back at IH Park, depending on the completion of the gas line rerouting project.

c) Children's Fishing Rodeo

Plans for the Fishing Rodeo scheduled for Saturday, May 14, 2022, is underway. A grant application has been to the TWRA (Tennessee Wildlife Resources Agency) for catfish. TWRA officers will emcee the event.

4) Parks Maintenance

a) Facility Rental Setups:

Rentals are still coming in. We have an average of 1 weekend rental each week with many weeks having a Saturday and Sunday evening rental.

b) Maintenance

IH Clubhouse is back on track. Sewer line has been scoped. We are waiting on quotes to come back and replace the line, which will be within the next 3 to 5 years.

c) Equipment:

1) Striping equipment:

Equipment came in and we have them up. We painted the first field for the new soccer program and for the LPS soccer team last week.

2) Soccer Goals:

Staff started assembling the soccer goals last week. There are 32 individual goals, and most are complete and ready for use.

5) Recreation/Athletics Update

1) Basketball

The final Rec League games of the season are tonight. Competitive teams completed the Singleton League. 10U won their division tournament. 12U team competed. We are waiting to hear how they did.

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2) Cheer

Basketball Cheer has completed the season. We are in the process of planning for next year. Tryouts will be held prior to the fitting (before summer break). We expect to offer rec teams for football and basketball, as well as a competitive team.

3) Football 2022 Season

- a) Plans for a 6U Flag, 8U, 10 & 12U Tackle for the first time in 2022.
- b) Registration for the 12U will continue through the tryout timeframe for the school team so we do not poach any players for the school teams.
- c) The 8U and 10U coaches are joining forces to host spring conditioning at the Athletic Complex beginning March 14, 2022, from 5:30-7 p.m. All are welcome. The program is free to athletes.

4) Adult Soccer Program

Registration is underway. We have three teams and need 4 teams. The season will run Mid-late Marh through Mid-May. The post season tournament will be over before Memorial Day. We now have registration open for a competitive division and a recreation division.

5) Rec League Soccer

Registration is now closed. Practices begin after Spring Break.

6) Baseball

Registration began yesterday and flyers should be sent home with Tuesday's packet. We have signed on with Buckhead to rent their facilities. Practices will be on weeknights and games on Saturday morning. 10U & 8U will be Machine Pitch. 6U will be Coach Pitch. 4U will be T-ball.

7) Football

- a) We are transitioning Flag Football for 8U, 10U, & 12U to a summer sport for 2022.
- b) We are currently working with the LPS football staff to find ways to offer player development programs. Registration is ongoing.

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6) Senior Center Updates

1) Garden Club

Garden Club will meet mid-month to begin discussing plans for planting on the patio garden for this summer. The group plans to raise butterflies again this year. Kim is working on getting at least one Master Gardener to come speak to the group.

2) Dulcimer

A 4-Week Dulcimer Studio program is schedule at the Center and instructed by Master Dulcimer Lee Cagle. Dulcimer classes are provided through a grant provided by Creative Aging.

3) Creative Aging recently hosted an art contest open to all senior participants in a senior program, at a local center or facility for seniors. Participants were invited to paint a butterfly and submit for judging. Four out of 14 were selected from Lakeland Senior Center and were spotlighted on the front Creative Aging's 2022 Valentine's Day card. The names of selected participants were also printed on the inside of the card.

4) Staff is planning for the FY with plans to get back to normal with luncheons and dinners.

5) Yoga classes that started in November are doing okay considering the weather conditions that we've had just about every Wednesday. We are trying to build the classes up by offering the "first class free."

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- 1) ANNOUNCEMENTS:
- 2) ADJOURNMENT: There being no other business taken into action, Mr. Steve Snow moved to adjourn the meeting; seconded by Mr. Mark Donley. Motion carried; voice, vote, all present in favor. The meeting adjourned at 7:15 p.m.



Mark Donley, *Chair*

ATTEST:

Debra Murrell, *City Recorder*

CITY OF
LAKE LAND
TENNESSEE



**PARKS AND RECREATION
FACILITY NAMING POLICY**

FACILITY NAMING APPLICATION

Purpose:

The City of Lakeland values community in the naming of a Parks and Recreation facility. This policy provides the process and guidelines for the permanent naming of a Parks and Recreation Department operated park, facility, or amenity (collectively asset). Public participation is an integral part of this process, but the final decision is made by the City of Lakeland Board of Commissioners (BOC).

Naming of a park, facility or amenity under this policy is distinguishable from the sponsorship of such facility or amenity in that a sponsorship is the naming of an asset only for a specified period of time.

Restrictions:

- The name shall not duplicate any other asset.
- The name shall not endorse or advocate any religious, personal, or political belief or position.
- Once named, an asset will not be re-named without extraordinary reason.
- A person for whom an asset is being named shall:
 - Be deceased for 3 years in the case of adults.
 - Have made a positive impact on or significant gift to the City of Lakeland.
- Applicants must agree to fund the replacement or creation of any signage necessary for such a name change.
- Application will be considered in the following categories:
 - Outstanding Individual with sustained contributions to the community.
 - Historical Event, Person, Place
 - Natural or Geographic Feature in the area
 - Benefit/Organization Acknowledging a major gift to the community.

Procedure:

The application for Facility Naming shall be as follows:

- The official Facility Naming application shall be filled out and the accompanying signatures in support of the facility naming from Lakeland residents shall be collected.
 - No less than 50% of the signatures must be from residents within 1 mile of the asset in question.
- The application shall be submitted to the Parks and Recreation Director.
- The application shall be forwarded to the Parks and Recreation / Natural Resources Advisory Board (PRB) no less than 7 days prior to the next regularly scheduled meeting.
- The PRB will review and vote on recommendation or denial of the naming of the facility to the BOC.
 - The PRB may also vote to defer the application to the next meeting, request more information from the applicant or clarification of the application.
- Should the application be recommended to the BOC, the application will be forwarded to the BOC at the next regularly scheduled work session for discussion and comment.
 - The application cannot be placed in the consent agenda during the regularly scheduled work session as to allow for two periods of public comment prior to a vote.
 - Any and all other allowable motions or directives made by the BOC will be permissible.



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FACILITY NAMING APPLICATION - CITIZEN SUPPORT

Eligible members of the public who support the nomination:

Every person must include their name, address, phone number and signature

Name	Address	Phone Number	Signature

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PARKS ADMINISTRATION

1. CITY-WIDE MASTER PLAN

- A. Benchmarking review is ongoing.
- B. Community / Recreation Center programming drafts have been reviewed by staff and comments have been returned.
- C. Draft of the plan are expected in early May
 - i. BOC and PRB members will be sent the draft for comments.
 - ii. Members will have approx. 2 weeks to return comments to Pat O'Mara.
 - iii. The final plan will be presented by the consultant Kimley-Horn during a BOC Meeting this summer.

2. ATHLETIC COMPLEX, PHASE II

- A. The Design and Engineering proposals have been received, and a recommendation is expected to be brought to the BOC on Thursday, April 14.

3. SPECIAL EVENTS

- A. Arbor Day & Tree City
 - i. Arbor Day 2022 was March 19
 - 1. *This was also Tennessee Tree Day*
 - 2. *Tree Pickup at IH Park – 60 trees were given away.*
 - a. *Many residents had recently lost trees to the ice storm.*
- B. Fishing Rodeo
 - i. The children's fishing Rodeo will be held Saturday, May 14, 2022, at IH Lake.
 - ii. Registration is required for those who wish to participate.
 - 1. www.lakelandtn.gov/registration
 - 2. *Due to the construction of New Canada Road, portions of the lake and park will be closed, and necessitates the reduction of participants.*
 - iii. TWRA will emcee the event and donate prizes.
 - iv. Lakeland Lions Club made a \$1,000 donation toward stocking the Lake with fish and TWRA is going to donate fish. The amount is yet to be announced. Parks has ordered 500 lbs. – costing \$1,675 (cost per pound and delivery fee).
 - 1. *Fish will be delivered a couple of days for the event. The church has given us permission to use the parking lot for overflow.*

C. Athletic Complex Ribbon Cutting

- i. Tuesday, May 17, 2022 @ 5:30 PM

D. The Summer 2022 Entertainment Series

- i. Bands, food trucks, transportation, generators, and staging are booked.
- ii. Official Announcement and promotional material will be sent out when everything is nailed down.

1. 2 Movies

a. *Production Crew (Rockin' Robin) is booked*

- i. They are providing the generators themselves.

b. *Dates are:*

- i. May 20 – Encanto
- ii. August 6 - Raya and the Last Dragon

c. *Food Trucks are booked*

d. *Movie will not start until approx. 30 minutes after sunset.*

e. *As these are smaller in attendance, there is no transportation from the school available.*

2. 4 Concerts

a. *Concerts will be held at the Lakeland Athletic Complex.*

b. *Dates are:*

- i. June 25 (Formerly Known As),
- ii. July 23 (Triple Annie),
- iii. August 27 (Memphis Funk N Horns),
- iv. September 24 (Rock the Boat).

c. *There will be bus services for concertgoers, from Lakeland Elementary to the athletic complex.*

d. *Food Trucks are booked.*

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PARKS MAINTENANCE

1. FACILITY RENTAL SETUPS

- A. Rentals are still coming in.
- B. Public Rentals
 - i. January – 3
 - ii. February - 2
 - iii. March - 3
 - iv. April - 5
- C. Community / Non-Profit Group Rentals
 - i. January – 14
 - ii. February - 11
 - iii. March - 21
 - iv. April - 18

2. MAINTENANCE

- A. Restrooms are being opened back up for the spring and summer.
 - i. A few repairs have delayed City Hall bathrooms but should be complete by the end of this week.
- B. Flower beds at IH and Zadie will be complete by the end of next week – weather dependent.

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RECREATION/ATHLETICS UPDATE

1. CHEER

- A. Football Recreation Squad and Competitive Squad registration is open now
 - i. Football recreation squad – 18
 - ii. Competitive Squad - 2
- B. Competitive Tryouts are May 9 & 10
- C. Uniform fitting with the vendor – May 17 – signup genius is available with 4 athletes per 15 minutes.
- D. Practices:
 - i. Competitive squad: begin mid-June
 - ii. Recreation squad: begin mid-July

2. FOOTBALL

- A. 2022 Flag Season
 - i. Registration is now open (3/7)
 - ii. Season runs May 30 – July 27
 - 1. 8U – 9
 - 2. 10U – 15
 - 3. 12U - 5
- B. 2022 Tackle Season
 - i. Registration is now open (4/4)
 - 1.
 - ii. Season runs:
 - 1. *July 11 – August 7 – PreSeason*
 - 2. *August 8 - October 31 – Regular Season*
 - a. *1st game expected 8/30*
 - 3. *November 1 – November 19 – Post Season*
 - iii. Conditioning Sessions:
 - 1. *Monday nights – Athletic Complex*
 - a. *All are welcome,*
 - b. *The program is being offered at no cost to athletes*

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SENIORS/SENIOR CENTER UPDATE

1. RETURN OF THE SOCK HOP DINNER/DANCE

- A. After the COVID-19 hiatus, the dinner dance returned for the Senior Center on March 25, 2022 at the IH Clubhouse.
- B. 75 tickets were sold – (100% sold)
- C. 10 volunteers from the Senior Center and River City Boppers were on-hand to assist with decorating/setup, serving and cleanup.

2. PROGRAMMING

- A. Creative Aging grant programs
 - i. April is a 4-week pottery Workshop
- B. Cribbage instruction and free play will be on the calendar beginning in May.

3. 10TH ANNIVERSARY CELEBRATION

- A. May 22, 2022 is the 10th anniversary – celebration to take place on May 23.
- B. 2-hour outdoor concert through the Creative Aging grant @ 5 pm
- C. Food and drinks provided to registrants.
- D. The Senior Center will be open with lots of arts, crafts, games and activities on display.
- E. BOC & PRB members are invited to attend.