



Lakeland Municipal Parks & Recreation/Natural Resources Advisory Board
Regular Meeting Agenda
Tuesday, November 8, 2022, 5:30 PM
Lakeland City Hall - 10001 HWY 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. Discussion on the Lakeland Athletic Complex, Phase II project design and engineering
- VII. NEW BUSINESS:
 - 1. Discussion and possible action on the City of Lakeland Memorial Tree Program
 - 2. Discussion on park board membership and terms
 - 3. Division Updates
- VIII. ANNOUNCEMENTS:
- IX. ADJOURNMENT:

LAKELAND MUNICIPAL PARKS & RECREATION/NATURAL RESOURCES
ADVISORY BOARD
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 13, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

I. **CALL TO ORDER:** The meeting was called to order at 5:30 p.m. by PRB Chair, Mark Donley.

II. **ROLL CALL:**

(C) Mark Donley	Present
Katie Autry	Present
Stacy Bond	Present
Jessica Cannon	Present
Derek Johnston	Absent
Jenny Kiesel	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. Meeting was presented by Mr. O'Mara.

III. **CONSENT AGENDA:**

1. Approval of Meeting Minutes from Previous Meetings:

a. Regular Meeting Minutes, August 09, 2022

Vice Mayor Dial moved to approve the regular minutes of August 09, 2022.

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

Plans for Phase II of the Athletic Complex are moving forward. It's currently in the engineering and design stages. Phase II featuring baseball fields will be more complex and challenging due to the wetlands. More updates will be shared as plans progress.

VIII. **NEW BUSINESS:**

Update on Parks and Recreation activities and other items.

1) Sponsorship Policy Discussion

Discussion began on a new Lakeland sponsorship policy. Parks and Recreation Advisory Board members were presented with sample packets of sponsorship policies from two different cities to review. Members were encouraged to closely review the packets and continue discussion and offer suggestions for Lakeland's policy before presenting it to the Board of Commissioners.

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2) Capital Improvement Project List

Discussions continued regarding the priority of projects on the 2023 Capital Improvement Project List presented to board members at the August meeting. Board members were asked to review the list and provide input on the priority of projects for 2023. Updates will be provided moving forward. Pat O'Mara expressed that some project items could be moved to the next Fiscal Year as cost increases and unexpected issues arise.

3) October Meeting Discussion

There will not be an official in-house Parks and Recreation Advisory Board meeting in October. Instead, board members will meet at Plantation Hills Park at 5 p.m., on Tuesday, October 4, 2022. If time permits, the group will also visit IH Park. The purpose of meeting at the park(s) is to familiarize board members with all city parks.

4) Division Updates

a) Park Admin

- The position for a Parks Maintenance Technician has been accepted. The new hire will assist Jeremy Jones, Parks Maintenance Supervisor, with keeping the parks up and the IH Clubhouse setups.
- The city has hired Julie Daughety for the part-time position as a recreation specialist. She started the first week of September. Her tasks will include assisting at the Senior Center and handling the most responsibilities of IH Clubhouse rentals.
- The city is currently accepting applications for a part-time recreation specialist position to help with evening recreational youth sports programs.

b) Eagle Scout Projects Update

The newest Eagle Project will take place on the patio area between the Senior Center and IH Clubhouse with Scouts beautification plan to build flower beds more easily accessible for our senior garden club. There are Eagle Scout projects underway on two trails at IH Park.

c) Site Plan for IH Park Update

Plans are moving forward for updates to the IH Park. The plan shows the following upgrades:

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- Pavilion destroyed during heavy storms moved and replaced
- Parking access road to be paved
- ADA parking spots added by the new pavilion
- Restrooms added on-site
- Rebuilding parking on south-side of property

Once the plan is complete it will go before the Board of Commissioners for review.

d) Special Events

- The last concert of the Summer Series 2022 is September 24, at the athletic complex and will featuring Rock the Boat & Homecoming for youth recreation and school fall sports. Durham School Services will provide bus transportation from LES and LPS during the event. All fall sports participants and coach will be recognized. Youth wearing their uniforms will get a free snow cone. Shelby County will assist with traffic at the complex and will place Skycops at both schools.
- Plans are underway for a Harvest Festival scheduled for October 22 at the athletic complex. Details will be announced to the public the week after the September 24th concert through social media. Flyers will go to the schools before the event.
- Plans for “Breakfast with Santa,” are underway. More details to come.
- Parks and Recreation is working with the Engineer and Stormwater Departments to host a Spring Fling & Trail Run on May 6, 2022, at IH Park and Trails. More details to come as they developments.

e) Fall Recreation Programs

- Cheer has 50 participants. They are practicing at the middle school.
- Flag Football has teams for 6U, 8U, 10U. The development for a Junior Varsity league has come together. It will begin next Wednesday.
- Homecoming Week will be celebrated September 17-24.
- The new adult flag football is underway with four teams. Their first game was last weekend.

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- Basketball registration opened yesterday (September 12th).
- Basketball cheer is pending due to the coach going on maternity leave. They are working that out the details.

f) Senior Center Updates

- Creative Aging is hosting an art show at Theater Memphis on Saturday, September 17, spotlighting art by participants of their grant provided classes. Art of several participants of Lakeland Senior Center has been chosen for display.
- The first line dance was held on August 22 with 20 senior participants. More than 20 are expected for the next class on September 26.
- The LSC Garden Club is preparing for fall and meet to discuss plants and/or flowers to go in the area.
- Friday night is the Fall Y'all Dinner and Dance for the seniors featuring a menu catered by Pink Flamingo Catering and entertainment provided by Creative Aging.

1) ANNOUNCEMENTS:

- 2) **ADJOURNMENT:** There being no other business taken into action, Mark Donley moved to adjourn the meeting; seconded by Amber Sawyer. Motion carried; voice, vote, all present in favor. The meeting adjourned at 6:50 p.m.



Amber Sawyer, *Secretary*

ATTEST:

Debra Murrell, *City Recorder*

Meeting Cycle: Thursday, November 3, 2022

Subject: **Resolution** - approving the continuation of the design and engineering for the Lakeland Athletic Complex, Phase II with Barge Design Solutions, Inc., as approved by Resolution R-63-2022. *Sponsored by Pat O'Mara*

Staff Contact: Patrick O'Mara, Parks & Recreation Director

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve resolution R-117-2022.

BUDGET IMPACT

This expenditure is appropriated in the original budget for the General Fund in the amount of \$150,000 as part of the FY2023 Annual Budget. The balance of the agreement will be part of the FY2024 Annual Budget.

DISCUSSION

The City desires to continue developing the Athletic Complex at 9661 Memphis-Arlington Rd. In July 2022, the Board of Commissioners approved the agreement for design and engineering with Barge Design Solutions, Inc under two conditions.

1. The design and engineering was to be broken into 2 steps. The first step is to be exploration of the wetland mitigation and permitting that would be required to develop the site. The second step is the remainder of the design and engineering of this phase of the athletic complex. The second step is not to begin until after a report is provided to the Board of Commissioners.
2. The maximum contracted fees billed during FY23 will be \$150,000.

Barge Design Solutions, Inc. performed a wetlands identification during the late summer and early fall months, and discussions began with the Army Corp of Engineers and the Tennessee Department of Environmental Conservation, to identify the extent of the permitting and mitigation required for the project.

The results of these conversations provided clarity, and the recommendation moving forward is to relocate the diamond-sport fields to a sloped area of the park on higher ground.

Attached files to this item include the following:

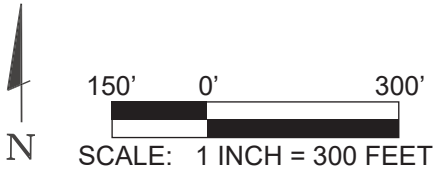
- The current park master plan
- The diagram of the recommended relocation of the fields
- A memo from Barge Design Solutions, Inc. Detailing their work and recommendation.



- LEGEND**
- A. BASEBALL FIELD (TYP)
 - B. PARKING (TYP)
 - C. MULTI-PURPOSE FIELD (375'x160')
 - D. PLAYGROUND
 - E. PICNIC PAVILION (TYP)
 - F. DISC GOLF
 - G. TRAIL HEAD
 - H. ROPES COURSE
 - I. SKATE PARK
 - J. POTENTIAL FUTURE ENTRY ROAD
 - K. SCOTT'S CREEK GREENWAY PATH
 - L. FUTURE CONNECTION TO COOL SPRINGS PARK TRAIL
 - M. OUTDOOR RECREATION AREA
 - SPLASH PAD (example)
 - TENNIS/PICKLEBALL COURTS (example)
 - CONCESSIONS/PAVILION (example)
 - N. BIKE SKILLS COURSE
 - O. POTENTIAL CREEK ACCESS

Lakeland Master Plan

Lakeland, TN
May 2021



SCALE: 1 INCH = 300 FEET

MEMORANDUM

TO: Pat O'Mara
FROM: Mark Donley
DATE: October 28, 2022
Barge PROJECT NO.: 3695303
RE: Athletic Park Phase 2 Update

As part of the Phase 2 design for the Athletic Park, Barge Design Solutions was first tasked with identifying the environmental permitting process associated with the wetlands and streams located in the north central portion of the property. The main objectives of this task were to introduce the Tennessee Department of Environment and Conservation (TDEC) and United States Army Corps of Engineers (USACE) to the project and to assess the feasibility of obtaining the necessary permits. Prior to contacting TDEC and the USACE, Barge needed to complete field work to verify the wetlands and streams. The field work was completed on August 3, 2022. During the field work one wetland was identified onsite. The 3.14-acre wetland was determined to be of moderate quality. Additionally, a 0.48-acre pond was delineated. This pond was connected to the wetland via a 281-foot stream. All three of these features were considered jurisdictional to USACE and TDEC. Along with those jurisdictional features, two potentially non-jurisdictional features were also identified within the western portion of the site.

Barge arranged a meeting with TDEC and the USACE on September 7, 2022 to present the findings from the field work and discuss the desired Phase 2 improvements and their locations. During this meeting TDEC stated that impacts to aquatic features would be cumulative with the Phase I impacts. USACE provided the opportunity to separate the Phase II impacts from those in Phase I if the applicant could provide an explanation of how the two phases could serve as separate and standalone facilities. Additionally, given the current layout of Phase II, both agencies stated that Individual Permits (IPs) would be required. Approval of these permits would be a long process with a need for extensive alternative analyses and socio-economic analyses, along with the need to mitigate impacts through the purchase of credits or the creation of a Permittee Responsible Mitigation plan. They reiterated that the permitting process would take over a year, and potentially up to two years.

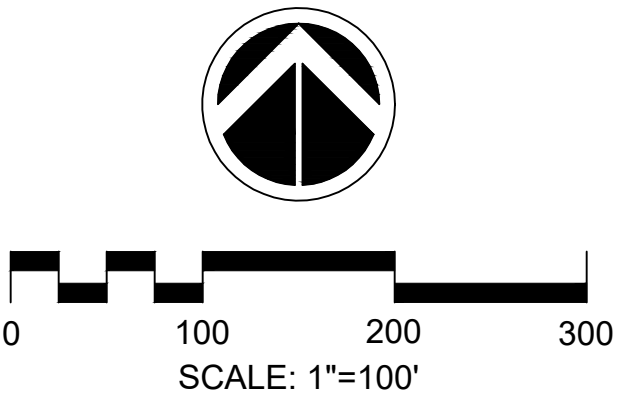
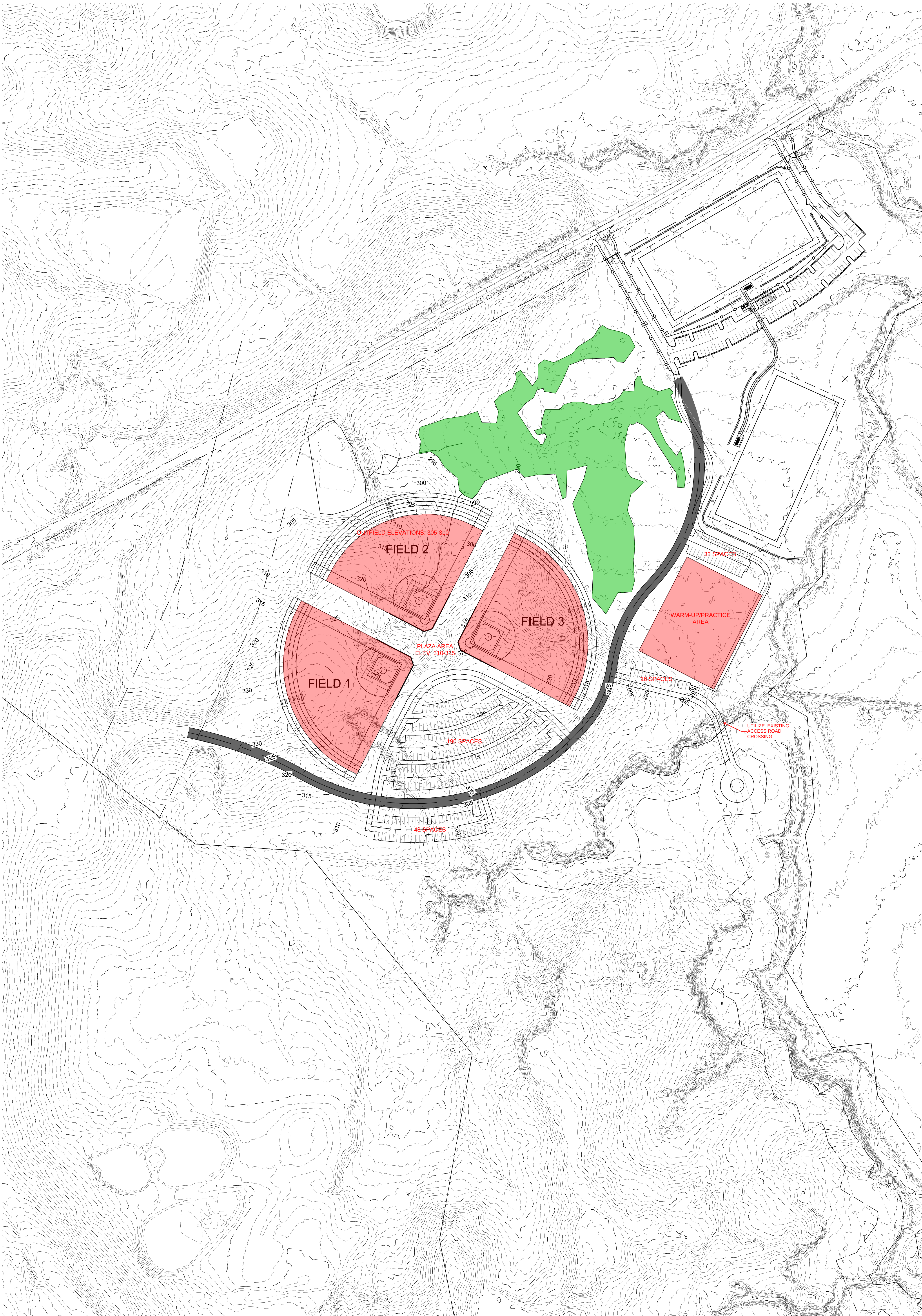
While the above scenario requires an IP from both agencies, the IP issuance from USACE is the permit that has an extended timeframe. TDEC generally has a 90-day rule of thumb for issuance of permits, individual or general. In order to reduce the USACE IP to a Nationwide Permit (NWP) a maximum impact of 0.50 acres would be a special condition. If under 0.50 acres, the NWP process becomes much less time intensive. Generally, NWPs are issued within 90 days of the application being deemed complete. As a note, mitigation will be required for any impact over 0.10-acre for the USACE and 0.25-acres for TDEC.

Based on the agency meeting, Barge and City staff determined the best approach would be to look at on-site alternatives that would reduce wetland impacts, preferably to 0.5 acres or less. The attached

Phase 2 concept has been developed to address the wetland impacts. The fields and parking have been shifted to the southwest and rotated approximately 45 degrees. This removes their footprints from the wetlands area but does place them in a portion of the site with more topographic relief. This location will have increased costs associated with the site development but should limit wetland impacts to less than 0.5 acres and simplify the permitting process.

Based on the Phase 2 concept, Barge assumes the greatest amount of wetland disturbance will be 0.5 acres. Wetland mitigation will be required at a minimum of 2:1, i.e. 1 acre of impact will equal 2 wetland credits of mitigation. Current wetland credits have been costing between \$50,000 to \$60,000 per credit. These would need to be reserved to lock in this price. Prices could increase as supply decreases. We assume that up to 1 credit will be required for Phase 2 and therefore could cost up to \$60,000 or more, depending on when credit is acquired.

Exact environmental impacts have not been determined at this point. More detailed site layout and grading design is required to accurately identify these. Barge is ready to proceed based on the City's wishes. Please feel free to let us know if you have any questions or need any additional information.



PHASE 2 ALTERNATIVE CONCEPT

RESOLUTION R-117-2022

APPROVING THE CONTINUATION OF THE DESIGN AND ENGINEERING FOR
THE LAKELAND ATHLETIC COMPLEX, PHASE II WITH BARGE DESIGN
SOLUTIONS, INC., AS APPROVED BY RESOLUTION R-63-2022

WHEREAS, the City of Lakeland desires to continue building the Lakeland Athletic Complex; and,

WHEREAS, an agreement for Phase II design and engineering was approved by resolution R-63-2022 on July 7, 2022; and,

WHEREAS, due to the complexity and environmental challenges of the Phase II design, engineering and construction, step 1 of the project was to identify the environmental challenges and potential mitigation necessary; and,

WHEREAS, the Board of Commissioners requested an update be provided before proceeding to step 2 of the agreement with Barge Design, Inc.; and,

WHEREAS, funding for this purchase is appropriated in the Fiscal Year 2023 Annual Budget for the General Fund:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to approve proceeding to Step 2 of the previously approved Agreement.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 10 day of November 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

**City of Lakeland
Memorial Tree Program**



The City of Lakeland is proud to be a Tree City USA Growth Award Recipient. The Tree City USA program is sponsored by the National Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service. For More information please visit us at::

www.lakelandtn.gov/government/naturalresources.btm

**CITY OF
LAKELAND**

**10001 US HWY 70
Lakeland, TN 38002**

**Phone: 901-867-2717
Fax: 901-867-2063
E-mail: cityhall@lakelandtn.org**



This project was made possible in part by a Urban and Community Grant through the United States Department of Agriculture, Forest Service and the Tennessee Department of Agriculture, Division of Forestry.

*Where Quality of
Life is a Way of Life*

**Memorial Tree
Program**



**CITY OF
LAKELAND**



Memorial Tree Program

The City of Lakeland is proud to offer a Memorial Tree Program through the Natural Resources Department in cooperation with the Parks and Recreation Department.



This program allows groups and individuals to donate trees to honor and commemorate individuals, families, and organizations. It is a way to provide a living tribute that will last several lifetimes.



Planting trees in a city park is a wonderful way to honor loved ones while providing a gift to the entire community. Trees are planted in public parks so that everyone has an opportunity to enjoy the beauty living trees provide

Program Description

A memorial tree can be planted for a variety of occasions: in honor of a loved one, friend, or colleague who has passed; to celebrate the life of someone special; to commemorate individuals, families, or organizations; or even to celebrate a wedding, graduation, birth, birthday, or other occasions. Any person wishing to participate in the program may fill out the application form and return it to



City Hall with the appropriate payment. Attempts will be made to honor specific species and location requests, however, the final determination will be left to the Natural Resources Department. Only trees from the City of Lakeland Tree Species Selection List are available for the program with most trees being 15 gallon size at the

time of planting. Maintenance and replacement of the tree(s) will be guaranteed for a five-year period from the time of planting or any subsequent replanting. Donors will be notified of the tree's planting date, species, and location.

Labels

Trees will be labeled with the same type of display as those used throughout the City's arboreta. That is, anodized aluminum labels mounted directly on or staked next to the tree with the following format;

Mossy-Overcup Oak

Quercus macrocarpa
Fagaceae – Beech Family

Dedicated in memory of _____

By _____

Program Costs

The cost for the tree (including maintenance and/or replacement for five years), planting, and memorial/honorary label is \$400/tree.

Memorial Tree Order Form

Name: _____

Email Address: _____

Address: _____

Phone: _____

Preferred Species (1st Choice): _____

Alternate Species: _____

Location Preference (City Park): _____

Purpose of Donation: (check one)

_____ In Memory of

_____ In Honor of

Please Print Name of Honoree as it is to appear on Plaque(s): _____

Please Print Name of Donor as it will appear on the Plaque(s): _____

QTY.	Price	Total:
_____	\$400/tree	_____

Please make checks payable to "City of Lakeland".

Signature: _____

CITY OF
LAKELAND

10001 US HWY 70
Lakeland, TN 38002

Phone: 901-867-2717
Fax: 901-867-2063
E-mail: cityhall@lakelandtn.org

Contact: Natural Resources Department



PARKS & RECREATION / NATURAL RESOURCES ADVISORY BOARD
2023 MEMBERSHIP

Term Expiration: 12/31/2024

Chair Mark Donley

Mr. Derek Johnston

Mrs. Stacy Bond Monasky

Mrs. Jenny Kiesel

Mrs. Jessica Cannon

Term Expiration: 12/31/2022

Secretary Amber Sawyer

Vice-Chair Steven Snow

Mrs. Kathleen Autry

November 8, 2022

PARKS ADMINISTRATION

1. ATHLETIC COMPLEX, PHASE II

- A. We have been working on the D&E Wetlands step.
 - i. More in the Old Business section of the meeting.

2. SPECIAL EVENTS

- A. Harvest Festival was October 22
 - i. There were 25+ vendors
 - ii. There was a steady crowd until about 1:15 pm
- B. December Christmas Event
 - i. Breakfast with Santa – December 3
 - ii. Information and registration is posting this week
- C. 2023 Special Event planning has begun
 - i. Fishing Rodeo – 5/13
 - ii. Movie Nights – 5/20 & 8/4
 - iii. LAMP Concerts – 6/24, 7/22, 8/26, 9/23
 - iv. Harvest Festival – 10/21
 - v. Breakfast with Santa – 12/2

PARKS MAINTENANCE UPDATE

1. MAINTENANCE

- A. Flower beds at IH and Zadie are being cycled this month with fall flowers and Early Springs bulbs
- B. David, our new Parks Maintenance Technician is also a small engine mechanic, and he has taken over the maintenance of the mowers and has already resurrected 2 machines that previous staff had moth-balled but will be of benefit to us moving forward.
- C. We have shifted from mowing to leaves.
 - i. David has installed new mulching blades to help with the leaves this fall.
 - ii. We are also looking at other inside jobs that are due to be addressed now that we have slightly slower operations.
 - 1. *Painting the interior of the IH Clubhouse*
 - 2. *Deep cleaning and restoration of the floors at the clubhouse.*
- D. Additional Christmas decorations for IH have been ordered and will be in place later this month.

RECREATION / ATHLETICS UPDATE

1. CHEER

A. Cheer – Football

- i. Ongoing for those who wish to participate in the Football playoffs.

B. Cheer – Basketball

- i. They have begun to practice with the post-season football girls, and they will be cheering at the Rec Basketball games.
- ii. We have 11 registered for the basketball season.

2. TACKLE FOOTBALL

A. 6U Flag Football

- i. The blue team did not make the playoffs
- ii. The white team won their first-round game in their division's playoffs.

B. Tackle Football

- i. 10U lost in the first round as a 4 seed in the MFL Tournament
- ii. 8U won their first-round game as the top seed in the MFL Tournament and are playing the semifinal game Saturday against the Arlington Tigers
 - 1. *This will be a home game at Lakeland Prep at 9 am.*

3. ADULT FLAG FOOTBALL

A. We had a successful Adult Flag Football season with 4 teams.

B. Each team had 6 games plus playoffs

4. BASKETBALL

A. We are gearing up for basketball

- i. Divisions (up 13 total)
 - a. 6U – 55 athletes (56)
 - b. 8U – 83 athletes (65)
 - c. 10U – 53 athletes (62)
 - d. 12U – 32 athletes (28)
- ii. We are again part of the Jr. Grizzlies program

- a. Jerseys have been ordered through the Grizzlies, and an outing is being scheduled to have all the program participants attend a Grizzlies game later this year.

B. Competitive Teams

- i. 10U boys' team in the Singleton League because it's by age
 - 1. *New coach this year*
 - 2. *Only 1 returning player*
- ii. 10U girls' team in the Crosscheck League, because there were not enough girls registered to field a team by the singleton deadline.
 - 1. *New offering this year.*

5. NEW PROGRAMS COMING SOON.

A. Spring 2023

- i. Kickball – Registration will begin in December 2022
- ii. Cornhole tournaments – Later spring.

November 8, 2022

SENIORS/SENIOR CENTER UPDATE

1. PROGRAMMING

- A. In October, there were 3 grant funded events:
 - i. 6-week "Women in Art" class
 - ii. Band for the Oktoberfest Luncheon
 - iii. 4-week calligraphy class (10/27-11/17)
- B. 2-Day AARP "Safe Drivers Course"
- C. Some programs were removed from the calendar due to early voting in the Clubhouse.
- D. Looking forward to programming on the November calendar;
 - i. Lunch 'n Learn (Fall prevention & Arthritis) provided by Dr. Gilbert with Campbell Clinic
 - ii. Movie Day: White Christmas
 - iii. Kim & Julie are in the planning stages for the annual Christmas Bingo event and Senior Christmas Dinner.