

Recreation Commission Meeting Minutes

Wednesday, January 8, 2025

4:30pm at City Hall Board Room

In attendance: AJ Fox- Director, Becki Johnson- Assistant Director, Katie West- Activities Coordinator, Luke Marlin- Aquatics Manager, Nick Gonder- Recreation Specialist, Stan Rogers, Brent Parsley, Dr. Prater Powell, Leslie Trussler, Leslie Brasfield, Ryan French- Alderman.

1. Roll call of attendance.
2. Approval of meeting minutes from Wednesday, December 11, 2024- Motion made by Dr. Prater Powell with a second by Leslie Trussler. All approve.
3. Citizen Comments
 - A. None.
4. Programs Report
 - A. **Ice Skating Rink** – The ice rink that opened on Monday, December 2, 2024 closed on Sunday, December 22, 2024. There were 907 guests that attended overall and the Recreation Department brought in \$4,534 in revenue.
 - B. **Christmas Luncheon** – Hosted at Ada Wright on Thursday, December 19, 2025 with a total of 50 guests in attendance.
 - C. **Christmas Break Camp** – 10 children enrolled with no waitlist.
 - D. **Amazing Family Night** – The next Amazing Family Night will be held on Friday, February 21, 2025 from 7pm – 9pm and will be sponsored by the Manchester Kiwanis Club.
 - E. **Ladies Night** – The next Ladies Night will be held on Friday, January 31, 2025 from 6:15pm – 8:15pm for women to gain the opportunity to learn the wellness room and discover classes offered at the Recreation Complex.
 - F. **Cupid's Arrow Dance and Archery Tag** – A valentine's themed dance and archery tag event will be held on Friday, February 14, 2025 for middle schoolers. Admission is \$5 per kid including a slice of pizza.
5. Maintenance
 - A. **AAON** – After testing the fire alarm system in the Recreation Complex, a AAON unit in the indoor pool area went down after its supply fan motor stopped working. It has since been replaced and the AAON is now working.

- B. **Lap Pool Heater** – The lap pool heater stopped working after a faulty air switch and a dirty flame sensor were found. A new hot surface igniter has been installed and a new flame sensor has been ordered.
- C. **Therapy Pool Heater** – After maintenance on the therapy pool heater, it was discovered that one heater was reading a low flow alarm and would not ignite, causing only one of the two heaters to be operational. The Recreation Complex is still working on getting the second heater up and going.

6. Old Business

- A. **TDEC Ballfield Renovation** – After blowing multiple fuses when installing new ballfield lighting, MUSCO Lighting will be providing new lighting materials at no cost to repair damage in late January to be installed in February. MUSCO states that there was no verification between themselves, the contractor, and engineer on the project to confirm the voltage before work began, nor did the voltage box on their verification checklist get marked.
- B. **Van Purchase** – A new program van was set to be ordered from Ford of Murfreesboro. The original quote was deemed to be invalid due to a cut-off order date. The purchase order was sent from the Recreation Department on October 31, 2024, after the cut-off date of October 22, 2024. This date was not clearly stated before a purchase order could be sent, and the Recreation Department has decided to request to purchase the same van locally from Al White Motors for \$55,987. A motion of approval for this purchase is made by Leslie Trussler with a second by Leslie Brasfield. All approve.
- C. **5-Year Maintenance Plan – Wold Agreement – Phase 1** – An Aquatics Engineer made a site visit to the Recreation Complex in compliance to the bid process. Bidding will begin at the end of January into February, and all renovations are hoped to be completed by May.
- D. **Cardio Lease** – The contract and first payment for new cardio equipment in the wellness room was sent on January 8, 2025 and the equipment will be ordered after being received. There will be a two day process of taking out the old and putting in the new.
- E. **Trane Chiller** – Edits for the contract that goes with replacing the chiller have been sent to Trane from City Attorney Craig Johnson for review.
- F. **Budget Update** – Among talk about the Recreation budget, it was determined that the Recreation Complex brought in \$77,524.68 in December 2024, down from \$82,554.24 in December 2023.

7. New Business

- A. **Aquatics Manager** – New Aquatics Manager, Luke Marlin, is introduced to the Recreation Commission. Luke was a lifeguard and moved up to a lead lifeguard for the City of Murfreesboro from 2018-2025 and recently graduated MTSU in May 2024.

- B. **Facility Manager Job Description** – A new position at the Recreation Complex has been introduced by Director, AJ Fox and Assistant Direct, Becki Johnson, as a Facility Manager to oversee the daily operations of the Recreation Complex. A motion of approval of this position and job description is made by Alderman Ryan French with a second by Stand Rogers. All approve.
- C. **2025 Holiday Hours** – Holiday hours for the Recreation Department are discussed.
- D. **Food Truck Policy** – A new food truck policy has been crafted by Recreation Specialist, Nick Gonder. This allows for food trucks to partake in special events, days at the Manchester Parks and Recreation Farmers Market, and weekends in the park for baseball and softball tournaments.
- E. **Volleyball League** – An adult volleyball league will be starting in February for \$300 per team up to the first 12 teams. Athletic Coordinator, Berto Infante, has set this price to cover the cost of \$1,200 worth of supplies including a volleyball referee stand and new nets with new antennas. The games will begin on February 24, 2025 and will be held on Monday evenings. A motion of approval of the league fee and supply cost is made by Leslie Trussler with a second by Alderman Ryan French. All approve.
- F. **Upcoming Tournaments** – There was a scheduled swim meet with 70 total swimmers scheduled for Friday, January 10, 2025 that will be moved to Thursday, January 9, 2025 due to inclement weather. Also upcoming are five Fast Pitch Softball tournaments, and a Westwood Middle School Archery tournament scheduled for February 28, 2025 through March 1, 2025. Alderman Ryan French encourages that Manchester Tourism work further with the Recreation Department to rejoin Play Tennessee, a program designed to showcase cities who will host basketball, softball, and baseball tournaments.

8. Items from the Recreation Commission

- A. None.

9. Next Meeting: Wednesday, February 12, 2025 at 4:30pm.

10. Adjournment

Respectfully Submitted

Katie West

Activities Coordinator

