

Recreation Commission Meeting Minutes

Wednesday, February 12, 2025

4:30pm at City Hall Board Room

In attendance: AJ Fox- Director, Becki Johnson- Assistant Director, Katie West- Activities Coordinator, Stan Rogers, Brent Parsley, Leslie Trussler, Leslie Brasfield.

1. Roll call of attendance.
2. Approval of agenda for Wednesday, February 12, 2025. A motion was made by Leslie Trussler with a second by Leslie Brasfield. All approve.
3. Approval of meeting minutes from Wednesday, January 8, 2025. A motion was made by Leslie Brasfield with a second by Stan Rogers. All approve.
4. Citizen Comments
 - A. None.
5. Programs Report
 - A. **Ladies Night Out** – The second Ladies Night was held on Friday, January 31, 2025, from 6:15 pm to 8:15 pm. There were 11 ladies in attendance who mostly stayed in the wellness room to learn and utilize all of the weights and machines.
 - B. **Lifeguard Course** – Taking place February 8, 2025, until February 22, 2025. There were 11 registered for the class, but there are seven remaining after the prerequisite stage. There will be another course held in March.
 - C. **Cupid's Arrow Dance & Archery Tag** – This event will take place on Saturday, February 15, 2025 from 5:30 pm to 7:30 pm for middle school students. There is a \$5 entry fee for all attendees that comes with a slice of pizza. The event is being sponsored by Reese's Genes Boutique, Great Lakes Cheese, and Domino's Pizza.
 - D. **Volleyball League** – There are currently no teams registered for the Adult Volleyball League.
 - E. **Amazing Family Night** – The February Amazing Family Night will take place on Friday, February 21, 2025, from 7 pm to 9 pm sponsored by the Manchester Kiwanis Club. There will be an open gym, open indoor swimming, access to the youth wellness room, and a variety of snacks at no cost to the families that attend.

6. Maintenance

- A. **Fire Alarm System Repair Quote** – The Recreation Complex is looking at a new fire system through Bankpak, the same company who provided their new camera system. Bankpak has done an inspection of the current system and determined that there are missing strobes and that the current fire system does not give a verbal message of an emergency as it should. The new system with Bankpak has been quoted for \$21,734.96. A motion of approval to take this request to the Board of Mayor and Alderman for approval is made by Leslie Trussler with a second by Leslie Brasfield. All approve.

7. Old Business

- A. **Facility Manager Job Description** – A new full-time position was proposed by the Recreation Department of Facility Manager. During the time of approval for the position, Office Manager, Kellee Perry, resigned. Since then, Director, AJ Fox and Assistant Director, Becki Johnson, have opted to combine the two roles into one. A new job description has been created for the blending of jobs. A motion of approval over the new job description is made by Stan Rogers with a second by Leslie Trussler. All approve.
- B. **Tournaments** – Westwood Elementary and Middle School have moved their archery tournament from February 1 – March 1, 2025 to April 4 – 5, 2025. There are also three AAU Basketball tournaments coming to the Recreation Complex, two in March and one in April, as well as the Bobby Lane Softball Tournament, being held on March 15, 2025. Other upcoming softball tournaments include two hosted by Tim Johnson, one hosted by Coffee County High School Softball, and five hosted by Coffee County Fast Pitch. Athletic Coordinator, Berto Infante, is actively searching for even more tournaments to bring to Manchester.
- C. **Park Restroom Renovations** – The restrooms at Fred Deadman and Dave King have been completely renovated and updated. Renovations include new paint on the walls and floors, new partitions, new doors, and new toilets and sinks.
- D. **TDEC Ballfield Renovation** – All ballfields now have new, working lights. Other projects that are almost completed include the painting of handicap lines to go with the new handicap parking signs, completion of ground work, and installing a new control wire for the scoreboard on fields six and eight.
- E. **Van Purchase** – The new program van for the Parks and Recreation Department was originally going to be purchased locally through Al White Motors in Manchester after a purchase order mix-up with Ford of Murfreesboro. Al White was determined to not be on the state purchasing list, and therefore could not sell a van to the City. Ford of Murfreesboro kept the originally ordered van, and will now be selling it to the Parks and Recreation Department for \$55,712.00.
- F. **5-Year Maintenance Plan – WOLD Agreement – Phase 1** – WOLD Engineering will place their bid in the local paper on February 17, 2025 to begin the process of repairing the Recreation Complex. A pre-bid meeting will be held on February 26,

2025, and the bid will officially open on March 11, 2025, for businesses to apply. The Recreation Department hopes to have all new repairs completed by May 2025 to be able to open up the outdoor pool.

- G. **Cardio Lease** – All new cardio equipment, including new treadmills, recumbent bikes, and stair masters, has officially been installed. One treadmill and one of the two stair climbers have damaged electrical boards that have been ordered to be replaced. There is not currently a delivery date for the new parts.
- H. **Trane Chiller** – Trane has accepted the contract to install a new chiller for the Recreation Complex. They have made a site visit to verify the work they will be completing, and have estimated a September 2025 installation date.
- I. **Budget Update** – The Recreation Department reports \$79,414.12 brought in January 2025, up from \$64,502.71 in January 2024.

8. New Business

- A. **Athletic Field Use Agreement with Concession Stand Agreement** – The Recreation Department has requested that all baseball and softball leagues submit a document to share the mechanics of how their leagues are ran. Their playability time has moved back from 3pm to 4pm, and they must all expand their league insurance from \$1 million to \$2 million. Aside from standard ballfield rules, they are now responsible for running their own concessions during their games and tournaments, as well as maintaining the ballfields, aside from mowing as the Street Department will now be taking care of. In running their own concessions, there is a discussion about who they will purchase their drinks from; the Recreation Department has a contract with Great Lakes Coca Cola to sell their product and use their coolers. It is recommended the leagues follow suit to keep the cold coolers inside of the concession stands, as they may not be able to if they do not purchase their drinks from Great Lakes Coca Cola. A motion of approval over the overall agreement is made by Leslie Trussler with a second by Leslie Brasfield. All agree.

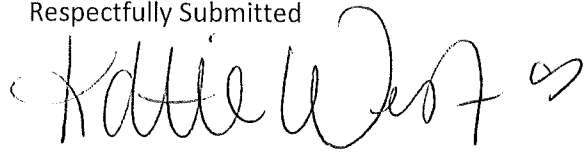
9. Items from the Recreation Commission

- A. None.

10. Next Meeting: Wednesday, March 12, 2025 at 4:30pm.

11. Adjournment

Respectfully Submitted

A handwritten signature in black ink that reads "Katie West" followed by a small flourish or symbol.

Katie West

Activities Coordinator