

Recreation Commission Meeting Minutes

Wednesday, August 13, 2025

4:30pm at City Hall Board Room

In attendance: AJ Fox- Director, Becki Johnson- Assistant Director, Katie West- Activities Coordinator, Alderman Mark Messick, Stan Rogers, Leslie Brasfield, Leslie Trussler, Brent Parsley, Manchester Times

1. Roll call of attendance.
2. Approval of agenda for Wednesday, August 13, 2025. A motion of approval is made by Leslie Brasfield with a second by Alderman Mark Messick. All approve.
3. Approval of meeting minutes from Wednesday, July 9, 2025. A motion of approval is made by Leslie Trussler with a second by Stan Rogers. All approve.
4. None.
5. Programs Report
 - A. **Summer Day Camp** – There was an average of 70 kids enrolled in all nine weeks of Summer Day Camp with around 150 different kids total. It was the best Summer Day Camp.
 - B. **COACH Program** – Vanderbuilt has chosen to partner with Becki and JB to certify them in their program against childhood obesity and promoting healthy family activities. The program is six weeks and will include the purchase of a one-year family membership, course materials, and giveaways. The Recreation Department will also receive a donation of \$1,000.00 for participating.
 - C. **Children’s After School Program** – The After School Program started on Tuesday, August 5, 2025. There are seven children enrolled.
 - D. **Homeschool P.E.** – Homeschool P.E. will begin on Wednesday, August 20, 2025 and he held every other Wednesday.
 - E. **Movie in the Park** – A movie in the park will take place on August 30, 2025.
 - F. **Dive-In Movie (Outdoor Pool)** – A Dive-In Movie Night will be held on September 6, 2025. Nemo is the movie of choice.
 - G. **Amazing Family Night** – Amazing Family Night will be held on September 12, 2025.
 - H. **Members Only Swim** – Members exclusive swim will be held on September 19, 2025.

- I. **Sensory Sensitive Saturday** – Sensory Sensitive Saturday will be held on September 27, 2025.

6. Maintenance

- A. **Chiller** – The current chiller that cools the Recreation Complex is no longer operational. A temporary chiller is being rented from TRANE to provide air conditioning to the Recreation Complex until the new chiller is installed. The installation date for the new chiller is the week of September 22, 2025.
- B. **Fire Alarm System** – BankPak has informed that the current fire alarm system is no longer functional and needs to be fully replaced due to the system being outdated. They have quoted the replacement of the entire system and panel at \$47,629.00.
- C. **Aquatic Renovations** – The aquatics area has undergone extensive renovations and upgrades including the installation of new sand filters, new plaster in the outdoor pool, total rewiring of lights on the deck and in the water, and the installation of the lily pads. There are still three lights that need to be repaired in the water and tiling needs to be completed in the fall before the aquatics area is completely finished for the time being.
- D. **Rec Center Basketball Courts** – The basketball gym floor is buckled due to humidity that spiked during the time that the chiller was not operating properly. The humidity has not gone down any due to heating issues within the complex. There is not a functioning solution at this time, but an account is being set up with another boiler company, DAIKIN, to provide assistance.

7. Old Business

- A. **Tournaments/Third-Party Events** – On the roster of events in the past few months, there has been Good Friends Music Fest (June 7), three softball tournaments (June 21, July 19, July 26), the Red Raider Soccer 5K (June 21), and Oliver's Wood and Fabric Craft Show (July 12). Upcoming events include another softball tournament (August 16) and A Race for the Ages (August 28 – September 1).
- B. **Recreation Center Membership Pricing** – It has been requested by many to reinstate a senior couple membership at \$60.00 for one month and \$360.00 for one year. A motion of approval to reinstate at these prices is made by Leslie Trussler with a second by Leslie Brasfield. All approve. It has also been requested to bring the City of Manchester employee discount rate back down from the new price of \$182.50 for an individual and \$250.00 for a family to their original prices of \$25.00 for an individual and \$50.00 for a family. A motion of approval is made by Leslie Brasfield with a second by Alderman Mark Messick. All approve.

- C. **Department Financial Report** – June’s bank balance for the Recreation Department was \$1,103,879.03 while July’s bank balance was \$838,004.33. The Finance Department could not provide the monthly bank reconciliation due to not using the spreadsheet that was used by the Recreation Department.
- D. **Skate Park Discussion** – The Public Works Department evaluated the concrete at the skate park and have a few concerns about the shape it is in. In terms of new structures, Miranda is looking at quotes for a new shelter inside of the skatepark, and a quote for a new 28’ x 20’ halfpipe has come in between \$55,000 and \$60,000.
- E. **Riverview School Discussion** – The old school that sits in front of the ninja warrior course on Emerson Street is under the facilitation of Coffee County Schools, according to Dr. Joey Vaughn. It needs to be discussed between the city and county who plans to take over the cost of the demolition if it is torn down, as well as the legalities of the project. The historical aspect of the location also needs to be taken into consideration In terms of demolition and replacement of item in the area. A clear plan from the Recreation Commission is recommended to be formed so that the plan can be presented to both the city and county school boards.

8. New Business

- A. **Pool Hours** – The Recreation Department has decided to extend the outdoor pool hours to be open through September 28, 2025. Day swim and night swim will be maintained through the week until August 29, 2025 before moving exclusively to the weekend.
- B. **Cocoflo Recreation Software** – The Recreation Department is looking at switching their software from Vermont System’s RecTrac to Cocoflo, a software that is currently in demonstration only. Users who register now are part of the Founding Partner Program, which includes the waiving of licensing and implementation fees, a low 1% transaction fee, direct input into new development, and early access to updates and enhancements.
- C. **Rec Center Maintenance Week** – The Recreation Department will hold their annual maintenance shutdown week on September 22, 2025 through September 26, 2025.

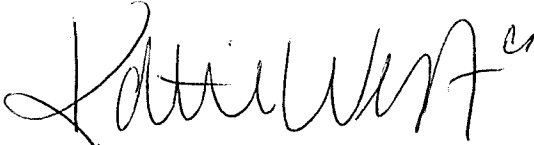
9. Items from the Recreation Commission

- A. None.

10. Next Meeting: Wednesday, September 10, 2025 at City Hall Board Room

11. Adjournment

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Katie West' with a stylized flourish at the end.

Katie West