

Recreation Commission Meeting Minutes

Wednesday, November 12, 2025

4:30pm at City Hall Board Room

In attendance: AJ Fox- Director, Katie West- Activities Coordinator, Stan Rogers, Leslie Brasfield, Leslie Trussler, Brent Parsley, Dr. Prater Powell, Tiffany Clutter- Thunder Radio, Manchester Times

1. Roll call of attendance.
2. Approval of agenda for Wednesday, November 12, 2025. A motion of approval is made by Leslie Brasfield with a second by Dr. Prater Powell. All approve.
3. Approval of meeting minutes from Wednesday, September 10, 2025. A motion of approval is made by Leslie Trussler with a second by Leslie Stan Rogers. All approve.
4. None.
5. Programs Report
 - A. **Amazing Family Night** – Held Friday, September 12 from 7:00pm – 9:00pm sponsored by Unity Medical Center. 218 guests attended.
 - B. **Sensory Sensitive Saturday** – Held on Saturday, September 20 from 5:30pm – 7:30pm sponsored by Servpro. 17 guests attended.
 - C. **Fall Break Camp** – Held October 6 to October 10. There were 22 children who were enrolled for the week.
 - D. **Christmas Parade** – Will be held on Saturday, November 29 starting at 6:30pm. Applications are still being accepted for \$25.00 per application. There are currently 29 entries.
 - E. **November Community Luncheon** – Will be held on Thursday, November 20 at 11:30pm inside of the Ada Wright Building. The Mercantile Café will be catering the meal.
 - F. **Trees of Christmas** – Applications are now being accepted for the Trees of Christmas exhibit that will follow the timeline of the ice rink. There are currently two entries.
 - G. **Ice Skating Rink** – The grant funded ice rink will be at the Manchester Recreation Complex two weeks longer this year, running December 12, 2025 to January 9, 2026. It is \$5.00 per person to skate.

6. Maintenance

- A. **Chiller** – The new chiller for the Recreation Complex was installed during shutdown week, September 22 – September 28. Though it is new, there is a blockage inside of the system that prevents fresh water from moving smoothly, causing the chiller to shut down. Trane will be evaluating the blockage to fix this issue.
- B. **Lap Pool** – After being defective, the main circulation pump and motor have been replaced. The main control board has also malfunctioned, and a new one has been ordered to be installed soon.
- C. **Therapy Pool** – The therapy pool has been chilly due to only one heater working to warm the pool. There is believed to be a continuous blockage problem caused by the current chlorine tabs clumping up. Rather than continuing to use chlorine tabs, the therapy pool will now receive chlorine through a liquid based system.
- D. **Water Line Repair/Backflow Preventer** – The Recreation Complex’s main six-inch water line has a leak and is looking at being repaired by Roscoe Brown. They are currently putting together a quote for the repairs.

7. Old Business

- A. **Rec Center Maintenance Week** – The complex shut down during the week of September 22 – September 28 to complete major upgrades such as new paint throughout, installing a new strainer system for the lap pool filtration system, installing new therapy and lap pool pit doors, replacing all of the sink faucets, replacing all of the lights in the gym to be LED, ordering and installing new benches and lifeguard stands in the pool area, and much more.

8. New Business

- A. **Food Truck Policy Update** – After finding a loophole in the original Food Truck Policy, the following update has been added: “All Park Food Vendor fees will not apply if the Mobile Food Unit has been hired by a person or organization, **whom have rented the Ada Wright or Amphitheater facilities within the park system**”.
- B. **Farmers Market Rental Fee** – The Farmers Market at the soccer complex does not have a rental price set in place to be utilized when it is empty. There is a request to set the rental fee the same as Ada Wright’s fee; \$100.00 refundable security deposit and \$100.00 daily rental fee for non-revenue generating sources. For revenue generating sources, the rental fee is \$200

for a day with \$100 refundable security deposit. A motion of approval to set this fee is made by Leslie Brasfield with a second by Leslie Trussler. All approve.

- C. **Birthdays Party Room Rental Fee** – The Party Room does not have a rental price set in place to be utilized when it is empty. There is a request to set the rental fee at \$25.00 per hour. A motion of approval to set this fee is made by Leslie Trussler with a second by Leslie Brasfield. All Approve.
- D. **Aerobics Room Rental Fee** – The Aerobics Room does not have a rental price set in place to be utilized when it is empty. There is a request to set the rental fee at \$30.00 per hour. A motion of approval to set this fee is made by Leslie Trussler with a second by Leslie Brasfield. All Approve.
- E. **New Strength Equipment** – New equipment will soon be inside of the weight room, possibly as soon as this week.
- F. **Personnel Changes** – Full-time Front Desk Attendant, Bailey Crosslin, has turned in her notice to leave. Her last day of work will be November 21. There is also currently a janitorial position open.

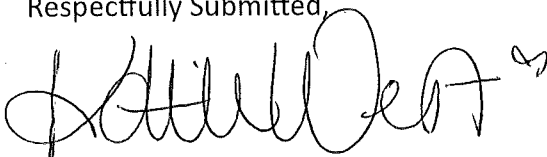
9. Items from the Recreation Commission

- A. Discussion was held concerning vandalism at the Recreation Center and Fred Deadman Park. Vandalism at the Recreation Center consisted of the dumpster behind the facility being set on fire. Vandalism at Fred Deadman Park entailed of the stall partitions in the men's restroom being torn off the wall and a stall door being ripped off the hinges.

10. Next Meeting: Wednesday, January 14, 2026 at City Hall Board Room

11. Adjournment

Respectfully Submitted,

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

Katie West

