

Recreation Commission Meeting Minutes

Thursday, July 13, 2023 Noon at Manchester Recreation Center

In attendance: Leslie Trussler, Leslie Brassfield, Brent Parsley, Dr. Prater Powell, Stan Rogers, AJ Fox-Director, Becki Johnson- Assistant Director, Katie West- Activities Coordinator, and Nathan Havenner-Manchester Times.

1. Approval of meeting minutes from Thursday, May 11, 2023- Motion made by Leslie Brassfield with a second by Stan Rogers, all approved.
2. Citizen Comments
 - A. None
3. Programs Report
 - A. 4th of July – Good attendance, good feedback, questions about the firework show being shorter than average.
 - B. Sensory Sensitive Saturday – July 15, 2023, ServPro sponsored the event.
 - C. Soccer Camp – 4 participants, postponed until a later date, questioned about being advertised to Coffee County Soccer League for more participation.
 - D. Co-Ed Softball – 1 team currently registered.
 - E. 20 Year Birthday Bash – July 21, 2023.
4. Maintenance
 - A. Outdoor Pool Playground Floor Resurfacing – Fixed
 - B. Pool Pump Room Fire Sprinkler System – Fixed.
 - C. Hunter Gattis Memorial Playground – Piece by piece removal of playground equipment, Rec Concepts presenting ideas to Park Partners next week.
5. Old Business
 - A. St. John Engineering finishing parking spaces at ballfields, bids on lights to follow.
 - B. Recreation Roofing project – A few more weeks until roof is fully finished. The parking lot will be repaired afterwards.
 - C. Wellness Room Flooring Project – New bid with new contractors; Right side basketball gym floor to be bid at the same time as the rebid for the wellness room flooring project.

6. New Business

A. Personnel Change

- Recreational Specialist is vacant – 3 applications so far

B. Part-time Pay Rates

- Aquatics Staff – A proposed pay scale for the aquatics staff was presented to the commission. After discussion, a motion was made to accept the proposed pay scale by Leslie Brassfield with a second by Dr. Prater Powell, all approved.
- Part time Staff 10% Increase – It was presented to the commission that funds were budget to increase part time positions by ten percent. This is to exclude the aquatics staff. A motion to recommend to increase part time wages by 10% was made by Leslie Brassfield with a second by Leslie Trussler, all approved.

C. Full-time Job Descriptions /Titles

Director Fox explained that due to City policies the titles of Athletic Director, Aquatics Director, and Wellness Director need to be changed to the following titles.

- Athletics Coordinator
- Aquatics Manager
- Wellness Manager

Motion made by Leslie Trussler with a second by Stan Rogers, all approved.

Director Fox made the recommendation to eliminate the part-time position Lead Guards from the aquatics staff and create a part-time Aquatics Supervisor position. The recommendation was also made to create a part-time Assistant Aquatics Manager position to assist the fulltime Aquatics Manager. After discussion, a motion was made to accept the recommendations made by Dr. Prater Powell with a second by Stan Rogers, all approved.

D. Mower Approval

- The department requested funds for the fiscal year 2023 – 2024 budget to purchase a new mower. A quote for a mower from TriGreen Equipment in the amount of \$11,930.38 was presented to the commission for approval. The quote is part of a TN state contract which allows the department to only secure the one quote. A motion to purchase the mower was made by Leslie Trussler with a second by Leslie Brassfield, all approved.

E. Tractor Approval

The department requested funds for the fiscal year 2023 – 2024 budget to purchase a new tractor with a box blade and bush hog. A quote for the equipment from TriGreen Equipment in the amount of \$42,944.76 was presented to the commission for approval. The quote is part of a TN state contract which allows the department to only secure the one quote.

- Tractor - \$37,393.64
- Box Blade - \$1,912.24
- Rotary Cutter Bush Hog - \$3,638.88
- Grand Total of \$42,944.76

A motion to purchase the equipment was made by Leslie Trussler with a second by Leslie Brassfield, all approved.

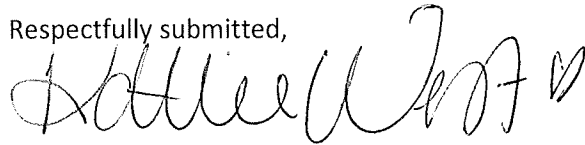
7. Items from the Recreation Commission

- A. Ensure building cleanliness
- B. Guests need to smoke only in the parking lot away from the building.
Director Fox told the commission that smoking away from the building was already a policy.
- C. Discussion was held on the progress of implementing a 5 year plan for repairing the recreation center.

8. Next Meeting: August 10, 2023 at Noon

9. Adjournment

Respectfully submitted,



Katie West
Activities Coordinator