



**PARKS + RECREATION COMMITTEE**  
**APRIL 12, 2022 AT 4:30PM**  
**CITY HALL CONFERENCE ROOM, 4TH FLOOR**  
**MEETING AGENDA**

**I. PUBLIC COMMENTS**

None

**II. CALL TO ORDER**

**III. ANNOUNCE MEMBERS IN ATTENDANCE** (*Verify Quorum*)

**IV. ADOPTION OF MEETING MINUTES**

- January 11, 2022
- March 08, 2022

**V. COUNCIL ACTION**

None

**VI. NEW BUSINESS**

None

**VII. OLD BUSINESS**

None

**VIII. DEPARTMENT REPORTS**

- HR Update (*Jennifer Letourneau*)
- Project Update (*Jennifer Letourneau*)
- Riverwalk Flags (*Jennifer Letourneau*)

**IX. ADJOURNMENT**



**PARKS + RECREATION COMMITTEE  
JANUARY 11, 2022 AT 4:30PM  
CITY HALL CONFERENCE ROOM, 4TH FLOOR  
MEETING MINUTES**

**I. PUBLIC COMMENTS**

None

**II. CALL TO ORDER**

The meeting of the Parks and Recreation Committee was called to order by Chairperson Holleman at 4:30 p.m. on January 11, 2022.

**III. ANNOUNCE MEMBERS IN ATTENDANCE**

Councilperson Travis Holleman  
Councilperson Stacey Streetman  
Councilperson Wallace Redd  
Councilperson Ashlee Evans (arrived at 4:31)

*Councilperson Wanda Allen was absent.*

**IV. ADOPTION OF MEETING MINUTES**

- December 13, 2021

Councilperson Streetman made a motion to adopt the minutes as presented. Councilperson Redd seconded the motion. A voice vote was taken and the motion to adopt the minutes passed without objection.

**V. COUNCIL ACTION**

None

**VI. NEW BUSINESS**

None

**VII. OLD BUSINESS**

None

## **VIII. DEPARTMENT REPORTS**

- **HR Update**

Jennifer Letourneau listed the full-time positions open including Facilities Promotions Supervisor, Associate Historical Interpreter, Recreation Center Manager in addition to 43 part-time positions. She also noted the department is in the process of converting several part-time positions into full-time. Jennifer Letourneau remarked that with pool season about to begin, the department has been trying out new ideas to get younger people interested in lifeguarding including reaching out to the school system and starting a junior lifeguard program.

Councilperson Streetman asked if any credits could be offered through Austin Peay. Jennifer Letourneau responded that the Health and Human Performance instructor with Austin Peay had been contacted.

Councilperson Holleman inquired how much it costs to train a lifeguard. Jennifer Letourneau reported that the cost through the Red Cross is \$250 but the department reimburses that fee once the employee has worked a certain number of hours. She informed them that a \$25 referral fee is also offered.

- **Project Update**

Jennifer Letourneau updated the Committee on current projects including the Exit 8 Athletic Complex, Red River pedestrian bridge, and the new Swan Lake tennis lights.

- **CAPRA**

Jennifer Letourneau announced that the department only has 5 standards left to complete before submitting the self-assessment report in February with a site visit to follow in May.

Michelle Austin reviewed a brief slideshow presentation describing the process and the benefits of accreditation as well as the department's next steps.

Councilperson Evans voiced her appreciation for the department's hard work.

Councilperson Redd asked about the possibility of having a fishing pier at the marina that is ADA accessible. Jennifer Letourneau noted that one issue would be the changing water levels. Jennifer pointed out that they are currently looking into ADA-accessible canoe and kayak launches in next year's budget.

## **IX. ADJOURNMENT**

Councilperson Redd made a motion to adjourn the meeting. Councilperson Evans seconded the motion. The meeting was adjourned at 5:03 p.m.

*Meeting minutes were prepared by Leigh Harpel.*



**PARKS + RECREATION COMMITTEE  
MARCH 08, 2022 AT 3:00PM  
CITY HALL CONFERENCE ROOM, 4TH FLOOR  
MEETING MINUTES**

**I. PUBLIC COMMENTS**

None

**II. CALL TO ORDER**

The meeting of the Parks and Recreation Committee was called to order by Chairperson Holleman at 3:00 p.m. on March 08, 2022.

**III. ANNOUNCE MEMBERS IN ATTENDANCE**

Councilperson Travis Holleman  
Councilperson Stacey Streetman

*Councilpersons Wanda Allen and Wallace Redd were absent.*

**IV. ADOPTION OF MEETING MINUTES**

- January 11, 2022

Due to a lack of quorum, the minutes will be considered at the next meeting.

**V. COUNCIL ACTION**

None

**VI. NEW BUSINESS**

- Water Bottle Filling Stations

Councilperson Holleman asked how many parks do not have water bottle filling stations. Jennifer Letourneau indicated that only one park currently has a water bottle refill station while most of the others have water fountains. Councilperson Holleman inquired how much it would cost to replace the water fountains with the refill stations. Annette Saul responded that it would be approximately \$1,700-\$2,000 for just the dispenser. Different options and a possible source for funding were discussed. Councilperson Holleman asked for the top three

locations for a refill station. Jennifer Letourneau answered with Liberty, Heritage, and McGregor Parks.

## **VII. OLD BUSINESS**

None

## **VIII. DEPARTMENT REPORTS**

- HR Update

Jennifer Letourneau listed the open positions within the Department including Grounds & Facilities Maintenance Assistants, Grounds & Facilities Maintenance Technicians, Maintenance Workers, Seasonal Grounds Keepers, Pool Managers, Aquatic Facility Cashiers, Lifeguards, Pro Shop Clerks, Special Events Set-Up, Gym Assistants, Athletic Facility Managers, Part-Time Administrative Assistant, and Summer Youth Program Staff.

Jennifer Letourneau informed the Committee that she is working with Finance, HR and the Mayor to raise the salary for part-time employees. Councilperson Holleman inquired about how many maintenance staff members are still needed for mowing. Jennifer Letourneau responded that two full-time, two part-time, and six seasonal staff members were needed.

Councilperson Streetman asked if part-time employees received insurance. Jennifer Letourneau replied that they do not receive benefits.

- Project Update

- Swan Lake Tennis

- The lights have been installed and are operational. Instructions on how to work the lights will be given out on Friday. Employees will be able to operate them from their phones.

- Heritage Park Batting Cage

- Construction for the batting cage has begun.

- Coy Lacy Playground Public Input

Jennifer Letourneau reported that the survey received 483 responses. Annette Saul is compiling the information. Councilperson Holleman mentioned that several people would like to have a splash pad at that park. Jennifer Letourneau responded that she is not sure that location could handle a splash pad.

Councilperson Holleman asked when they would have more details on what type of playground equipment will be used. Jennifer Letourneau replied that it will be later this week or next week.

- Beech St. Park

Jennifer Letourneau informed the Committee that they now have the site map and survey. They will next determine what type of amenities can be included comfortably.

Councilperson Streetman asked about the status of the Athletic Complex. Jennifer Letourneau reported that she had just signed off on the bid for the road and utilities that morning. Councilperson Streetman also inquired about the timeline for this project. Jennifer estimated that it should be completed by the end of next year. She also stated that John Hilborn, as the project manager, would have a better idea of how long it would take.

Councilperson Holleman inquired about the Rotary's flag pole at McGregor Park. Jennifer Letourneau responded that the Clarksville High School's club will be choosing between three different flags.

Jennifer Letourneau also reported that the Department has purchased an Ukrainian flag to show support for Ukraine.

## **IX. ADJOURNMENT**

The meeting was adjourned at 3:17 p.m.

*Meeting minutes were prepared by Leigh Harpel.*