

Town of Thompson's Station
Parks Board
Meeting Agenda
September 7, 2021

Meeting Called To Order - Confirm Quorum

Consideration Of The Minutes Of The August 3, 2021, Meeting

Documents:

[AUGUST 3 2021 MINUTES.PDF](#)

Parks Board Member Forum – Open Discussion Of Parks Issues

Regular Agenda –

1. Update On Projects:

- a. Greenways Phase 2 & 3 Update
- b. Tri-star Structure in Preservation Park/Tobacco Barnwood reuse
- c. Historic Trail Marker Update
- d. Sarah Benson connector trail/gate to WCRS Firehall

2. Event Permits

- a. Build Her a Bridge Family Fun Event – Sarah Benson Park on 9/18/2021. Deferred from August meeting.
- b. Cub Scout Pack 345 Gnome Estes Model Rocket Launch – Preservation Park 9/19/2021.

Documents:

[ITEM 2 BUILD HER A BRIDGE EVENT APPLICATION.PDF](#)
[CUB SCOUT PARK EVENT 9-19-21.PDF](#)

3. Parks Rules & Procedures- Large Event Policies: Creation Of A Set Of Policies To Guide Large Events In Town Park Facilities

Documents:

[ITEM 3 TOWN PARK LARGE SCALE EVENTS RULES AND PROCEDURES DRAFT 6-16-21.PDF](#)

4. Public Meeting- Greenway Phase 4 Grant Application: Required Public Meeting For The Proposed Phase 4 Of The Thompson's Station Greenway TDOT Grant Application.

Documents:

[GREENWAY PHASE 4 PUBLIC MEETING MAP 9-7-21_RS.PDF](#)

5. Clean Tennessee Coalition: Initiative By The TN Wildlife Federation To Provide A Statewide Solution To The Problem Of Litter And To Create Solutions For Litter Prevention. <https://TennesseeCleanAct.org/>

6. Thompson's Station Community Association: Discussion On Reactivation Of TSCA/Friends Of Thompson's Station Parks & Fundraiser (Bricks, Friends Of The Parks T-Shirts)

7. Area Of Focus For Board Members

- a. Grants – Millie Halverson
- b. Preservation Park – Ward Engle
- c. Sarah Benson & Facebook – Clayton Blunt
- d. Community Garden – Zina Harris
- e. Soccer Fields plus Alexander and Stephens Way trails – Matt Barker

8. Budget & CIP Report

Adjourn

*This meeting will be held at 6:00 p.m. at the Community Center
1555 Thompson's Station Road West*

Minutes of the Meeting
of the Municipal Parks and Recreation Advisory Board
of the Town of Thompson 's Station, Tennessee
August 3, 2021

Call to Order:

Members and staff present were: Chairman Larry Simmons; Alderman Brandon Bell; Board Member Millie Halverson; Board Member Ward Engle; Town Planner Micah Wood; and Maintenance Supervisor Bryan King. Board Member Matthew Barker, Board Member Clayton Blunt, Board Member Zina Harris and Planning Technician Jennifer Banaszak were unable to attend.

Election of Vice-Chair

Board Member Engle made a motion to nominate Matt Baker as Vice-Chair of the Parks Board. The motion was seconded and carried by all present.

Approval of Minutes. The minutes of the June 1st, 2021 regular meeting were presented.

After discussion, Board Member made a motion to approve the June 1st, 2021 minutes as presented. The motion was seconded and carried by all present.

Public Comment:

None

Regular Agenda

1. Update on Projects:

a. Greenways Phase 2 & 3 update

Alisha Eley with Kimley Horn was present to give an update on the Greenway Projects.

b. Tri-star Structure in Preservation Park/Tobacco Barnwood reuse

Mr. Simmons presented the project and fundraising ideas to the Board. Mr. Jake Herring with Natural Design came forward to answer any questions.

c. Sarah Benson Park Sensory Board

Mr. Wood updated the Board noting that the Sensory Board was installed in Sarah Benson Park.

d. Sarah Benson Little Library.

Mr. Wood noted that this Eagle Scout project was completed in Sarah Benson Park.

e. Christmas Tree Lighting Event

A committee needs to be formed to ensure the event is a success. Clayton Blunt was volunteered to help with the event.

f. Preservation Park Trail Maintenance

2. Event Permits

a. Shelli Huether Honor Run, Walk & Fundraiser – 55 hour run/walk fundraiser at Sarah Benson Park on Saturday November 20 – Monday November 22, 2021. Deferred at June meeting.

After discussion, Board Member. The motion was seconded and carried by all present.

Minutes of the Meeting
of the Municipal Parks and Recreation Advisory Board
of the Town of Thompson 's Station, Tennessee
August 3, 2021

- b. **Spring Station Middle School Cross Country Meet – Preservation Park on September 1, 2021 from 4-5 pm.**

After discussion, Board Member Halverson approved the Spring Station cross country meet. The motion was seconded and carried by all.

- c. **Legacy Middle School Cross Country Meet – Preservation Park on August 11, 2021 and September 8, 2021 from 3:30 – 5:30.**

After discussion, Alderman Bell approved the Legacy Middle School cross country meet. The motion was seconded and approved by all present.

- d. **Build Her a Bridge Family Fun Event – Sarah Benson Park on September 18, 2021.**

After discussion, Alderman Bell made a motion to defer the Build Her a Bridge Family Fun Event until the September 7th, 2021 agenda.

- e. **Mission Eurasis Event – Sarah Benson Park on October 28, 2021. Event will need a PA System.**

After discussion, Alderman Bell made a motion to approve the Mission Eurasis Event in Sarah Benson Park on 10/28/21. The motion was seconded and approved by all present.

- f. **Williamson County Fire Annual Picnic – Sarah Benson Park on September 11, 2021 from 11-3.**

After discussion, Alderman Bell made a motion to approve the Williamson County Fire Annual Picnic in Sarah Benson Park on 9/11/21 with a rain contingency plan. The motion was seconded and approved by all present.

- g. **Thompson's Station Middle School Cross Country Meet – Preservation Park on August 25, 2021.**

After discussion, Board Member Halverson approved the Thompson's Station Middle School cross country meet on 8/25/2021. The motion was seconded and carried by all.

3. Parks Rules and Procedures – Large Event Policies

Mr. Wood went over the large-scale event policies provided to the Board.

4. Greenway Phase 4 grant application

Mr. Wood presented the Board with two separate options of Phase 4 of the grant application process.

After discussion, Board Member Halvorson made a motion to accept the southern route as the Phase 4 of the Greenway plan. The motion was seconded and carried by all.

5. Thompson's Station Community Association

Mr. Wood discussed the reactivation of the TSCA/Friends of Thompson's Station Parks & fundraisers (examples, bricks, t-shirts, etc.).

After discussion, Board Member Blunt made a motion to defer the options of the Phase 4 Grant Application to the August 2021 meeting. The motion was seconded and carried by all.

Minutes of the Meeting
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6. Areas of Focus for Board Members

- a. Grants – Millie Halvorson
- b. Preservation Park – Ward Engle
- c. Sarah Benson Park & Facebook – Clayton Blunt
- d. Community Garden – Zina Harris
- e. Soccer Fields plus Alexander and Stephens Way Trails – Matt Barker

7. Budget & CIP Report

Mr. Wood went over the budget report with the Board.

Items discussed

Adjourn

The meeting was adjourned at 7:44 p.m.

Larry Simmons, Chairman

TOWN OF THOMPSON'S STATION PARKS EVENT PERMIT

Phone: (615) 794-4333
 Fax: (615) 794-3313
 www.thompsons-station.com



1550 Thompson's Station Road W.
 P.O. Box 100
 Thompson's Station, TN 37179

Applicant Information:

Name:	Samantha DeGrasse
Signature:	<i>[Handwritten Signature]</i>
Organization:	build her a bridge - a 501(c)3 organization
Phone:	678.634.2263
Email:	buildherabridge@gmail.com
Park:	<input checked="" type="checkbox"/> Sarah Benson Park <input type="checkbox"/> Preservation Park

Project Information:

Description of Event:	Free family fun event as a way to say thank you to Williamson County sponsored by our nonprofit. Different organizations will be there, entertainment and music, fun for the whole family. It is not a whole group, set time, people can come and go as they please. No food just water.
Event Date with specific Times:	Sat. Sept. 18th 4-7p. including the time to set up and tear down.
Estimated Participants:	<input checked="" type="checkbox"/> Under 75 Individual Participants <input type="checkbox"/> 75 + Individual Participants (Parking and Traffic Control Plan is required with this application)
Description of all Event Equipment:	table + chairs - entertainment with Expression City and music, microphone + speakers for the music artist Nedy

EVENT POLICIES

No permanent changes to the Park allowed. The Park shall be fully cleaned after the Event by the Event organizers. The Town reserves the right to bill the applicant if additional cleaning is necessary.

TOWN APPROVALS

FEE PAID:

1. Insurance _____
2. Town Staff Review _____
3. Parks Board Approval _____

CONDITIONS/NOTES:

The music artist has a microphone and a small speaker, which is different than a PA system. The environment is not a rock concert, it's music to set the tone for the family friendly event.

Updated 5/7/21
 —> Over

many people visiting the park are there with their families, so we are bringing entertainment for them and what we're doing at build her a bridge, in an open space, public park, free and fun for everyone.

Parking and control plan... If people are coming and going throughout the two hour event, they will be able to make a common sense judgement on where to park, (i.e. not in grassy areas, prohibited or handicapped).

Parking will not be an issue as all 50 people are not expected at one time.

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1550 Thompson's Station Road W.
 P.O. Box 100
 Thompson's Station, TN 37179

Applicant Information:

Name:	Mindy Hansen
Signature:	<i>Mindy Hansen</i>
Organization:	Cub Scout Pack 345
Phone:	218-251-8021
Email:	emmime82@hotmail.com
Park:	<input type="checkbox"/> Sarah Benson Park <input checked="" type="checkbox"/> Preservation Park

Project Information:

Description of Event:	Gnome Estes Model Rocket Launch
Event Date with specific Times:	Sunday September 19, 2021 at 1:30 to 3:00 PM
Estimated Participants:	<input checked="" type="checkbox"/> Under 75 Individual Participants <input type="checkbox"/> 75 + Individual Participants <i>(Parking and Traffic Control Plan is required with this application)</i>
Description of all Event Equipment:	We will be able to have under 75 people there - approximately 60 to 70 total people. We do not need special equipment for this event.

EVENT POLICIES

- No permanent changes to the Park allowed.
- **The Park shall be fully cleaned after the Event by the Event organizers. The Town reserves the right to bill the applicant if additional cleaning is necessary.**

TOWN APPROVALS

FEE PAID:

1. Insurance _____
2. Town Staff Review _____
3. Parks Board Approval _____

CONDITIONS/NOTES:



TOWN OF THOMPSON'S STATION PARKS

LARGE SCALE IMPACT EVENTS RULES & PROCEDURES

The following rules and procedures apply to all Large Scale Impact (LSI) Events in any Town Park that:

- **Include 150+ persons, and/or**
 - **Occur outside of park hours, as defined by *Thompson's Station Park Policies & Procedures*, and/or**
 - **Is deemed by Town Staff to be of an impact to parkland that requires approval through this process.**
1. All LSI Events shall require a Parks Large Scale Impact Event Permit (LSI Event Permit) to be approved by the Parks and Recreation Advisory Board (Parks Board).
 2. LSI Events shall require approval of the Parks LSI Event Permit at least 120 days prior to the date of the requested Event. The Parks Board may waive the 120 day limit at its discretion.
 3. The applicant shall submit an LSI Event Package that, at a minimum, includes:
 - a. Detailed description of the full scale and scope of the LSI Event.
 - b. Single Point of Contact for the duration of the LSI Event.
 - c. Detailed LSI Event timeline: includes everything between load-in and break-down.
 - d. A map of the event location with all of the following:
 - i. All trailers, tents, portable equipment, etc. to be used for the event.
 - ii. Roadways & intersection impacted by the event as defined by the Traffic and Parking Control Plan.
 - iii. Location of offsite parking.
 - iv. Location of medical facilities.
 - v. Location of portable restroom facilities.
 - e. Notarized agreement for off-site parking, with property owner's consent.
 - f. Traffic and Parking Control Plan.
 - f. Safety & Emergency Procedures Plan.



TOWN OF THOMPSON'S STATION PARK RULES & PROCEDURES

- e. Proof of Insurance.
 - f. Copy of Participant Waiver.
 - g. Detail Plan for how the Park will remain accessible to other park patrons who are not participating in the LSI Event.
 - e. Clean Up & Remediation Plan.
 - g. Any other information requested by Town Staff and/or the Parks Board to complete their review of the LSI Event Permit.
4. If a live band or recorded music to be included as part of the LSI Event, the following shall be provided:
 - i. Location of speakers/sound amplification system, and
 - ii. Full accounting of measures to limit/reduce noise impacts to surrounding property owners.
 5. If portable generators are to be used, they shall be located at least 500 feet from any residentially zoned property.
 5. Any LSI Event shall post a \$5,000 deposit with the Town for any damages that may occur to the Park as a result of the LSI Event at least 60 days prior to the LSI Event. The Town reserves the right to charge any LSI applicant for additional clean up and remediation of the Park, if damages are shown to be above \$5,000.
 6. The LSI Event shall proceed through any Special Permit or other established permit process deemed required by Town Staff.
 7. The LSI Event organizers shall pay all required fees/deposits at least 60 days prior to the LSI Event date.



THOMPSON'S STATION GREENWAY PHASE 4

OVERALL CONTEXT PLAN

SEPTEMBER 2021

