TOWN OF ASHLAND CITY
Parks Advisory Board
September 22, 2026, 6:00 PM
Minutes

Chairman: Michael Smith
Council Members: Vice Chairman Matthew Waldron, Renee Cannon, Brandy King, Valerie VanOstenbridge

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CALL TO ORDER

Michael Smith called the meeting to order at 6:00pm

ROLL CALL

Present: Michael Smith, Matthew Waldron, Renee Cannon, Brandy King, Valerie VanOstenbridge

APPROVAL OF AGENDA

Matthew Waldron made a motion to approve the agenda with changes, Brandy King seconded the motion, approved by all.

APPROVAL OF MINUTES

Matthew Waldron made a motion to approve August 25, 2026, minutes, Valerie VanOstenbridge seconded the motion, approved by all.

PUBLIC FORM

Vicki Cannon with Cheatham County Soccer Association that everything with the season is going well and she appreciates the city and parks working together to get us going. She inquired about what can be done in the off season (November through March) to see what we can do about the dirt/bare spots. They are willing and able to help with these improvements.

She would like to work with the city to see what can be done about Summerfest in the coming years to minimize the damage that is done to the field so that we aren't caught in a bind like we were this year.

She would like to work and see what can be done about getting a permanent concession stand at Riverbluff. The current trailer is 224 sq feet to work out of; she would like to see something more permanent to be able to keep food down there and also have electricity and water hookups. She expressed that CCSA is willing and able to help raise funds for the building.

PARTNER REPORTS

Renee Cannon reported that CCSA's season is going well. They had pictures last weekend, they will have night games on Oct 3rd, play Oct 10th, skip Oct 17th and end on Oct 24th.

PARKS REPORTS

Anthony Clark reported that the Johns Park is being close to being done. The contractor has a few more things to clean up. The infield is also almost complete as well. He still has dirt work to do and set the bases.

Anthony Clark reported that the trail grant phase 1 has been awarded to Adams Construction. The bids came in just over budget. We have asked TDOT for additional money to offset that cost. It sounds likely they will award us that money. They should be getting to work on the trail soon.

Anthony Clark reported there hasn't been much movement on the downed bridge area by the dam area. He reported he had hoped the Public Works Department would be able to do the work, but its going to be too much for them to tackle the project. We need to get engineers back down there the get a plan of action prepared and see what needs to be done.

TOWN OF ASHLAND CITY
Parks Advisory Board
September 22, 2025, 6:00 PM
Minutes

Chairman: Michael Smith
Council Member Via Chairman Matthew Walton: Renee Cannon, Brandy King, Valerie VanOstenbridge

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CALL TO ORDER

Michael Smith called the meeting to order at 6:00pm

ROLL CALL

Present: Michael Smith, Matthew Waldron, Renee Cannon, Brandy King, Valerie VanOstenbridge

APPROVAL OF AGENDA

Matthew Waldron made a motion to approve the agenda with changes. Brandy King seconded the motion, approved by all.

APPROVAL OF MINUTES

Matthew Waldron made a motion to approve August 25, 2025, minutes, Valerie VanOstenbridge seconded the motion, approved by all.

OLD BUSINESS

Vicki Cannon with Chrmtian County Soccer Association that everything with the season is going well and she appreciates the city and parks working together to get us going. She inquired about what can be done in the off season November-December, Jr. Library to see what we can do about the drainage issues. They are waiting and she is ready when it is dry enough to

She would like to work with the city to see what can be done about Summerfest in the coming years to minimize the damage that is done to the field so that we aren't caught in a bind like we were this year.

She would like to work and see what can be done about getting a permanent concession stand at Riverbluff. The current trailer is 224 sq feet to work out of and would like to see something more permanent to be able to keep food down there and also have electricity and water lockups. She expressed that CCSA is willing and able to help raise funds for the building.

PARTNER REPORTS

Renee Cannon reported that CCSA's season is going well. They had closings last weekend. They will have open games on Oct 6th, play Oct 10th, also Oct 11th and end on Oct 24th.

PARKS REPORTS

Anthony Clark reported that the Parks is being close to being done. The contractor has a few more things to clean up. The asphalt is also almost complete as well. He still has dirt work to do and sod the bases.

Anthony Clark reported that the trail grant phase 1 has been awarded to Adams Construction. The bids came in just over budget. We have asked TDOT for additional money to offset that cost. It sounds likely they will award us that money. They should be pouring in mid on the last week.

Anthony Clark explained the issue with the [illegible] bridge area by the dam area. He reported he had hoped the Public Works Department would be able to do the work, but is going to be too much for them to tackle the project. We need to get engineers back down there the get a plan of action prepared and see what needs to be done.

Anthony Clark reported that the tennis court lights are still out. He reached out again to the electrician to see when they would be able to get to them, he is waiting on a response.

Anthony Clark reported that the parks department workers have been replacing a lot of boards on the trestle bridge the last couple weeks. They also worked on building the bonfire for CCCHS homecoming.

Anthony Clark reported that the USS LST 325 Navy Warship will be at Riverbluff Park starting next Wednesday at 4pm, opening to the public tours on Thursday October 1, 2026 until the following Tuesday October 6. 2026. It will be open daily from 9am to 5pm, opening ceremonies will be Thursday October 1, 2026 at 8am.

Anthony Clark reported there have been a lot of events and rentals in the parks the month of September. He reported that he has been working on the Arts grant paperwork and helping with the HART grant. He reported that he is working with the Corp of Engineering to get the lease for Riverbluff Park renewed/finalized. He also turned in the PO's for Music on Main.

UNFINISHED BUSINESS

Arts Festival Event (05/15/2027) – Valerie VanOstenbridge reported provided everyone with a checklist of items that we need to get done. She asked about having a dedicated Facebook page for the Arts Festival. Matthew Waldron reported that once you create an event within the Parks Facebook and you can post within that event.

She asked about creating her committee – She would like to see Kelly Ellis (Chamber), Gina Anzaldua & Josie Richard (Cheatham Co. Tourism), Cheryl Noe (Arts League).

She drafted up a sponsorship form for next year if not this year. This will need to go through legal to make sure everything is ok. She would also like to run the alcohol permissions/restrictions for the event.

Michael Smith said he would talk to Jennifer Noe to see what all requirements we need to abide by for the event. He would also like to see a kids tent so they can get into the festivities.

Valerie VanOstenbridge inquired about food trucks and music. She was unsure if she needed a pamphlet or flyer to hand out. AC Clark did confirm that they wont need a permit for a 1 day event. Matthew Waldron said he would take the responsibility of organizing the food trucks for this event.

Valerie VanOstenbridge has reached out to a couple musicians but wanted clarification on how to proceed. She will get with AC Clark on how to proceed once she speaks to a couple more bands.

Karen Baucom spoke from the Cheatham County Arts League and would like save the date cards for the AG and Arts tour this weekend, 10 farms and 11 artists. Renee Cannon will work on getting some kind of flyer for them to hand out.

Karen Baucom reported that the plan for the Art League juried show in 2027 to be combined with ours instead of doing 2 separate ones, has caused pushback from their artists. She reported he Arts League will continue with theirs and we will have ours. She said this will help with the outreach of artists and give them the opportunity to showcase twice.

Touch a Truck (08/29/2026) – Renee Cannon reported the event went well, 12 vendors showed up for the event, the 100 gift bags went quick. It seemed that everyone loved it and were no complaints.

Outdoor Nerf Party (09/12/2026) – Renee Cannon reported that 70 kids ended up signing up for the event, at least 50 kids showed up for sure. She is going to work on getting a better check in system for next year so we can get accurate attendance.

Music on Main (10/03/2026) – Renee Cannon reported that 116 vendors have signed up, 71 have paid and 45 have not paid. We had 104 in 2025. She reported that she will being re-measuring and looking for electricity on Thursday to be sure we can't squeeze more vendors into the event area. She will also be putting out Music on Main posters in local businesses. We have stickers as well for Music on Main.

Holiday Market (Oct, Nov, Dec) – Renee Cannon reported that sign ups for the market days are going well, we have 16 for Oct, 12 for Nov and 18 for December so far.

Anthony Clark reported that the tennis court lights are still out. He reached out again to the electrician to see when they would be able to get to them. He is waiting on a response.

Anthony Clark reported that the parks department workers have been replacing a lot of boards on the nearby bridge this past couple weeks. They also worked on painting it a fraction too. [illegible]

Anthony Clark reported that the USS LST 325 Navy Warship will be at Riverbluff Park starting next Wednesday at 4pm, opening to the public on Thursday October 1, 2026 until the following Tuesday October 6, 2026. It will be open daily from 8am to 8pm. closing ceremonies will be Thursday October 1, 2026 at 6pm.

Anthony Clark reported there have been a lot of events and rentals in the parks the month of September. He reported that he has been working on the Arts grant paperwork and helping with the Night Crawl. He reported that he is working with the Town of [illegible] to get the taxes for Riverbluff Park reviewed/finalized. He also wanted to the POs for Music on Main.

UNFINISHED BUSINESS

Arts Festival Event (09/13/2026) – Valerie V. and Julie M. reported a decision on the Arts Festival at Lions Park. We need to get done. She asked about having a table also Facebook page for the Arts Fest at Lions Park. Valerie responded that a flyer is also on the Parks Facebook page and you can post within that event.

She asked about creating her committee. She would like to see Kelly Ellis (Chamber), Gina Anzaldua & Julie Tadina (Chamber) on the Tourism. Sheryl Rae (Main Street).

She stated on a scholarship form for about year if not sure next year. This will need to go through legal to make sure everything is ok. She would also like to run the festival permanent officers for the event.

Michael Smith said he would talk to Jennifer Noe to see what all requirements we need to abide by for the event. He would also like to see a kids tent so they can get into the festivities.

Valerie Van Deventridge inquired about food trucks and vendors. She was unsure if she needed a permit or if it is first come first serve. She will check on that. She stated a permit for a 1 day event.

Matthew Waldron said he would take the responsibility of organizing the food trucks for this event.

Valerie VanDeventridge has vendors, but is unsure if she needs a permit. She will check on how to proceed. She will get with AC Clark on how to proceed since she already is a couple more months.

Tammi Benson spoke to us on the Oregon Trail Days. Arts Festival and Trick or Treat on the Trails for the AG and Arts tour this weekend. 10 teams and 11 artists. Renee Cannon will work on getting some kind of flyer for them to hand out.

Karen Bauman reported that the plan for the Art League parked and it is to be combined with Arts Festival of Lions 2 separate days, this country [illegible] from their patrons. She reported the Arts League will continue with [illegible] Arts Festival. She will help with the proceeds of artists and give them the opportunity to showcase [illegible].

Touch a Truck (09/29/2026) – Renee Cannon reported the event went well. 12 vendors showed up for the event. [illegible] did see that everyone loved it and were no complaints.

October Merry Party (09/19/26) – Renee Cannon reported that 10 vendors showed up signing up for the event, at least 50 kids showed up for sure. She is going to work on getting a better check in system for next year so we can get accurate attendance.

Music on Main (10/03/2026) – Renee Cannon reported that 16 vendors have signed up. 7 have yet to pay. We have not paid Lee Bros for 2025. She reported that we should be getting and looking for a backup on Thursday to be sure we can have a couple more vendors into the event if need. She will also be putting out Music on Main posters in local businesses. We have stickers as well for Music on Main.

Holiday Market (Cat, Navy, Deer) – Renee Cannon reported that a zip tips for the market day are going well. We have 10 for now and 1 for December 12 for

Hall-O-Ween (Trunk or Treat) (10/31/2026) – Renee Cannon reported the event will be October 31st from 3pm to 5pm, there will be a holiday market from 2pm to 6pm the same day. Renee Cannon reported that 14 vendors have signed up, we had 26 sign up last year but only 17 showed up.

Mistletoe Trail (12/3/2026) – AC Clark reported that 80 trees have been ordered and will be delivered Thanksgiving week. He reported that himself and Renee Cannon have a meeting next Monday with Valerie Kemp and Melinda Ruffin to discuss the process of the event. We will start selling trees Oct 5th.

Christmas Parade (12/5/2026) – Renee Cannon inquired about how the theme will be for this or if we need to do any kind of restrictions. The board decided to let there be no restrictions. Renee Cannon reported that she will have the application online by Friday.

Parks Master Plan – Michael Smith said we just need to come up with a plan and then present it to council. Renee Cannon reported that she would have a rough draft by next meeting. Matthew Waldron said that since we are an advisor board he would like us to come up with a committee and have a workshop. He would like to reach out to legal to see if a workshop is possible and allowed. He would like the public to be involved as it is their parks. Michael Smith said he would get with Jennifer Noe to see how we need to proceed.

Caldwell Park – Valerie VanOstenbridge reported that the RTP grant was missed this past year and would like for us to submit it to the city grants writer or Allen Nicholson.

NEW BUSINESS

Vendor Fees – AC Clark reported that he would like to increase the vendor fees.

He proposed that Music on Main be increase for food trucks from $75 to $100.

He proposed that Summerfest be increased to:

10x10 - $50 to $100

10x20 - $100 to $200

Electric - $20 to $25 (110) and $50 (220)

Water - $20 to $50

Food Trucks - $150 to $500 (Includes E/W)

Food Trucks - $150 to $400 (excludes E/W)

He used OctoberFest as an example charge $5000 for a 3-day event, he knows that they have more attendance that we do but doesn't see $500 as excessive.

The board agreed that this prices are a good increase and it should go before council. Matthew Waldron made a motion to increase the Vendor Fees per AC Clarks recommendation – Matthew Waldron rescinded his motion. Matthew Waldron would like AC Clark to get a pricing update for all events and present at the next meeting.

Facilities Fees – AC Clark reported that he would like us to investigate youth sports charging a facility fee. He reached out to surrounding cities to see what they do, most have a resident and non-resident fee and/or facility usage fee (lights/field maintenance).

Renee Cannon discussed what the city provides for soccer vs other sports.

Matthew Waldron reported that he had 29 kids (2 teams) in the spring – they had 1 field to use and 1 field that is unusable. He doesn't bid on district or state tournaments because he sees our parks being 25 years behind other city's.

Hall-O-Ween (Trunk or Treat) (10/31/2029) – Renee Cannon reported the event will be October 31st from 1pm to 5pm. There will be a costume parade at 2pm to open the same day. Renee Cannon reported that 14 vendors have signed up. We had 25 sign up last year but only 17 showed up.

Milestone Trip (12/12/2029) – AC Clark reported he had been contacted and will be delivered Thanksgiving week. He reported that mindself and Renee Cannon have a meeting next Monday with Valerie Kemp and Melinda Ruffin to discuss the process of the event. We will plan selling trees Oct 5th.

Olivia Rea Parzyk (12/12/2029) – Renee Cannon brought her about how the theme will be for it's we need to do any kind of restrictions. The fee for children to be no restrictions. Renee Cannon reported that she will have the application online by Friday.

Parks Master Plan – Michael Smith said we just need to come up with a plan and then present it to council. Tell us Cannon reported there would have a rough draft by next meeting. Melissa Watson said that since we are an advisor board we would like us to come up with a committee and have a workshop. He would like to reach out to legal to see if a work group is possible and allowed. He would like the public to be involved as it is their parks. Michael Smith said he would get with Jennifer Ives to see how we need to proceed.

Oakwood Park – Valerie Kemp reported that the RFP given was missed this past year and would like for us to submit it to the city (parks water or Allen Industries).

NEW BUSINESS

Vendor Fees – AC Clark reported that he would like to increase the vendor fees.

He proposed that Members be increased for food trucks from $70 to $100.

He proposed that Commercial be increased to:

10x10 - $50 to $100

10x20 - $100 to $200

Electric - $20 to $25 ($10) and $50 ($20).

Water - $25 to $50

Food Trucks - $150 to $300 (Includes EPA)

Food Trucks - $150 to $100 (excludes EPA)

He used Oktoberfest as an example using a $3000 for 4 day event. He knows that they have maintenance that we do not deem it use $300 as excessive.

The board agreed that this prices are a good increase and it should go before council. Matthew Weldon made a motion to increase the Vendor Fees per AC Clarks recommendation – Matthew Weldon rescinded his motion. Matthew Weldon would like AC Clark to get a pricing update for an event and present at the next meeting.

Facilities Fees – AC Clark reported that he would like us to investigate youth sports charging a facility fee. He reached out to surrounding cities to see what they do, most have a resident and non-resident fee and/or facility usage fee (gyms field maintenance).

Renee Cannon discussed what the city provides for our other sports.

Matthew Weldon reported was he had 29 kids (2 teams) in the spring – they had a field to use and I field that is unusable. He doesn't bid on district or state tournaments because he sees our parks being 10 years behind other cities.

National Fitness Campaign Outdoor Area – AC Clark reported that they were approached a couple weeks ago about bringing this outdoor area to us, $250,000. There is LPRF ($30,000) opens in December, he hopes if we can get this grant we can apply for another grant in December. The end of October for

Valerie VanOstenbridge made a motion to take the grant option to council, Matthew Waldron seconded motion, approved by all.

OTHER

None

ADJOURNMENT

Valerie VanOstenbridge made a motion to adjourn at 7:51pm, Matthew Waldron seconded motion, approved by all.

Next meeting is October 27th at City Hall.

Chairman Michael W. Smith

Recorded by Renee Cannon

Those with disabilities who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting, should contact the ADA Coordinator at 615-792-6455, M-F 8:00 AM – 4:00 PM. The town will make reasonable accommodations for those persons.