



TOWN OF ASHLAND CITY

Parks Advisory Board

October 28, 2025, 6:00 PM

Agenda

Chairman: Michael Smith

Board Members: Vice Chairman Matthew Waldron, Renee Cannon, Brandy King, Valerie VanOstenbridge

CALL TO ORDER

ROLL CALL

Chairman: Michael Smith

Vice Chairman: Matthew Waldron

Secretary: Renee Cannon

Board Member: Brandy King

Board Member: Valerie VanOstenbridge

APPROVAL OF AGENDA

APPROVAL OF MINUTES

- [2.](#) Approval of September 23, 2025, Parks Advisory Board Meeting Minutes

PUBLIC FORUM

PARTNER REPORTS

PARKS REPORTS

UNFINISHED BUSINESS

3. Music on Main
4. Trunk or Treat
5. Holiday Market
6. Heritage Festival

NEW BUSINESS

- [7.](#) Bylaw Review

OTHER

ADJOURNMENT

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.



TOWN OF ASHLAND CITY Parks Advisory Board September 23, 2025, 6:00 PM Minutes

Chairman: Michael Smith

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

CALL TO ORDER

Michael Smith called the meeting to order at 6:03pm

ROLL CALL

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Matt Waldron made a motion to approve the agenda, Valerie Vanostenbridge seconded the motion, approved by all.

PUBLIC FORM

None

PARTNER REPORTS

Renee Cannon reported that CCSA's season is going good. They have pictures this weekend, night games next weekend, skip October 18th and then tournaments October 25th.

Matt Waldron reported that football using the concession stand during the Fall is causing softball to be unable to have a Fall season. Without the Fall season it causes softball to continue to fall off in the number of participants. Softball needs the concessions stand profits to help with the cost of running the league. He would like the parks board to start to look at how leagues that share facilities can use resources and space so that leagues continue to grow.

PARKS REPORTS

AC Clark reported that there is a meeting next Monday to help clarify the owner of the land where the bridge is down. The meeting is with City officials, Core of Engineers, TN Parks and Greenways and Shannon Perry.

AC Clark and officials met with CSR at Johns Park to discuss upgrades, they will be able to fix drainage and make the park ADA complaint. The \$200,000 won't be able to go toward dirt work or grading.

Matt Waldron brought up concern about the fields needing to be playable for the kids. Each field (4) needs work in order for the fields to be playable during the season.

UNFINISHED BUSINESS

Music on Main – Renee Cannon reported that 100 vendors are signed up, 80 have paid and 20 still need to pay. On the t-shirt preorder there were 54 and we ordered an additional 50 to sell the day of the event. She also reported that she met with Kevin Thompson to go over Fall decorations and those will be picked up on Friday Oct 3rd.

AC Clark reported there is a meeting with Volunteers (8) on Thursday at 9am. 100 posters were order, if you preordered a shirt or buy one the day of the event, you will get a poster.

Trail Update, Phase I & II – AC Clark reported that Phase I is waiting to go out to bid, the agreement we were waiting since May, now isn't needed (waiting on approval that we don't need to agreement) once we have that we can bid this out.

Phase II bids (4) have come through, CSR won the bid and are currently working on starting the project. Phase II will be from Midway/Mulberry Street (behind the post office) to the Bypass north (Dillon Transportation)

Trunk or Treat – Renee Cannon reported that 4 vendors are signed up, event will be from 4 to 7 with the movie to follow.

Heritage Festival, Committee Formation – Valerie VanOstenbridge reported that Kelly Ellis will head the committee and has formed the committee. Committee members are Sheila Teasley, Shirley Noe, Aleshia Garrett, Valerie VanOstenbridge, Gary Merritt and Lisa Walker. Matt Waldron made a motion that we approve committee members, Brandy King seconded motion, approved by all.

Valerie VanOstenbridge mentioned that the committee wants to do a naming contest that goes into the schools and the winner's classroom will get \$100. Renee Cannon recommended taking a one from the school submissions and then 2 from the public for the 3 submissions to the board. Deadline for submissions would be 11/1/25, committee would submit 3 to parks board for November 25th meeting.

The first festival will be May 2, 2026, Valerie VanOstenbridge made a motion, Matt Waldron seconded motion, all approved.

Matt Waldron made a motion to change the above motion – changing the date for the Heritage Festival from May 2, 2026 to Oct 3, 2026, Brandy King seconded motion, approved by all.

Outdoor Nerf Party – Renee Cannon reported there are 70 kids signed up for the event. She reported she has made 15 PVC walls and 8 foam board barricades to use instead of pallets.

NEW BUSINESS

None

OTHER

Community Center - Michael Smith brought up a concern about what the community is saying about the kids not having anything to do. He would like this board to think outside the box to find ways to bring activities to the kids. He would like us to find a way to repurpose an old city business into a community center.

Master Plan – Matt Waldron would like the board to put out an RFP to do a Parks Master Plan.

Holiday Market – Renee Cannon reported that Market vendors had an interest in doing a holiday market. She reported that she will do a market on 11/1/25 & 12/12/25. Current vendors can do it for free and new vendors will be \$25, more details to come.

ADJOURNMENT

Brandy King made a motion to adjourn at 8:05pm, Matt Waldron seconded motion - Next meeting October 28th at City Hall.

Chairman Michael W. Smith

Recorded by Renee Cannon

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CHAPTER 3

PARKS AND RECREATION ADVISORY BOARD

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2-314. Duties of the parks and recreation director.

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2-301. Purpose. The Ashland City Parks and Recreation Board, herein this chapter referred to as the Board, shall be composed of five (5) members. The duties of the Board shall be to advise and recommend to the parks department and city council on all matters to the establishment, maintenance, and operation of the city parks and recreation programs for the Town of Ashland City and its inhabitants and to carry out other duties as may be assigned by the city council. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-302. Terms of office. The terms of the office for the board shall commence on May 1st and shall be two (2) years in length. The members of the board shall be appointed by the Mayor on a staggered basis with three (3) expiring in uneven years and two (2) expiring in even years. The board will be established in May 2020 and the first board will

have two (2) member's terms that will expire in 2022 and three (3) member's terms that will expire in May 2023. The board shall appoint one (1) member to serve as chairperson and one

ITEM #7.

(1) member to serve as vice-chairperson on an annual basis, as selected by the board at the July meeting. Members appointed to fill vacancies on the board shall be for the remainder of the term of his/her predecessor. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-303. Termination. Any board member appointed by the mayor shall forfeit that membership if absent for more than three (3) meetings in a twelve

2-5

(12) month period that are considered unexcused or twenty-five percent (25%) of the meetings, whichever is greater, in one appointment year. If a member goes beyond this absenteeism limit, the mayor shall be advised by the board to declare the position vacant and appoint a new member to fill the vacancy. Unexcused absences include failure to notify chairperson or vice-chairperson of a valid reason or good cause, as determined by the board, for absence prior to a scheduled meeting. The chairperson will monitor attendance and will discuss absenteeism during the regularly scheduled meeting if any issues shall arise prior to notifying the mayor of a vacancy on the board. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-304. Organization and amendments. The board is authorized to establish its own rules and regulations by a majority vote, subject to ratification by resolution of the city council. These by-laws may be amended by a majority vote of the board members present and shall be present these amendments to city council for ratification by amendment to this code of ordinances. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-305. Limitations. The board shall not be authorized to incur on behalf of the Town of Ashland City any expense incident to the operation of said parks and recreation programs, unless expressly authorized to do so by the city council, or through appropriation of the parks and recreation budget at under the direction of the parks director. The board shall not knowingly conduct business that has been assigned by ordinance to any governing or advisory board of the Town of Ashland City. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-306. Meetings. Meetings shall be held once a month and shall be reported to the city recorder and advertised on the town website and any other media outlets the town chooses to utilize. The regularly scheduled meeting time and date shall be determined and voted on by the board. Special called meetings may be called at any time within forty-eight (48) hours notice and may be called by the chairperson of the board or by three (3) members of the board. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-307. Place of meeting. The place of the meeting shall be the location designated in the advertisement as approved by the board. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-308. Quorum. Three (3) members or more shall at all times constitute a quorum. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-309. Rules of order. General parliamentary rules, as given in Robert's Rules of Order, shall be observed in conducting meetings of the board. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-310. Order of business. The following shall be the order of business of the board, but the rules of order may be suspended and any matters considered or postponed by action of the board:

- (1) Call to order.
- (2) Roll call.
- (3) Attendance.
- (4) Approval of agenda.
- (5) Approval of minutes.
- (6) Public forum.
- (7) Reports.
- (8) Old business.
- (9) New business.
- (10) Other.
- (11) Adjournment. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-311. Appointment of officers. The board shall appoint one (1) member of the board to serve as chairperson and one (1) member of the board to serve as vice chairperson on an annual basis, as selected by the board at the May meeting. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-312. Duties of the chairperson. The chairperson shall preside at the meetings of the board, shall perform all other duties ordinarily performed by a chairperson, shall have a vote on all matters, but shall not have veto power. The chairperson will track attendance of the board and will report issues of absenteeism to the mayor. The chairperson shall prepare and present an annual report to the city council stating significant accomplishments from the preceding twelve (12) months. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-313. Duties of the vice chairperson. The vice-chairperson in the absence of the chairperson shall perform all the duties of the chairperson of the board. In the absence of both the chairperson and vice-chairperson the board shall elect a chairperson pro tempore who shall perform the duties of the chairperson. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-314. Duties of the parks and recreation director. The director shall act as an advisor to the board, but shall not be a member. The director, or their designee, shall attend all regularly scheduled meetings, report attendance of the board to the town's payroll department, and participate in discussions, but shall not be entitled to vote. (as added by Ord. #536, March 2020 **Ch13_07-22-25**)

2-315. Duties of the secretary. A board member shall be elected by the board to act as the secretary for the board. The secretary will prepare the agendas, notify board members of all meetings as well as special called meetings at least forty-eight (48) hours prior to the meeting, transcribe minutes from the regular and special meetings, maintain and ensure that the minutes and records are sent to the City Recorder for the Town of Ashland City. Any advertisement for meetings shall be coordinated between the secretary and the city recorder. (as added by Ord. #536, March 2020 **Ch13_07-22-25**, amended by Ord. #602, Feb. 2023 **Ch13_07-22-25**, and replaced by Ord. #630, Nov. 2024 **Ch13_07-22-25**)

2-316. Compensation. The appointed members of the parks board shall remain at sixty-two dollars and fifty cents (\$62.50) per meeting. Attendance shall be reported to the town's payroll department within two (2) days following the conclusion of the meeting. (as added by Ord. #536, March 2020 **Ch13_07-22-25**, as amended by Ord. #620, May 2024 **Ch13_07-22-25**)