



Vestavia Hills
Parks and Recreation Board Agenda
March 19, 2024
7:30 AM

1. Call to Order
2. Invocation & Pledge of Allegiance
3. Approval Of Minutes
 - Approval - January 16, 2024 Meeting, February 20, 2024 Work Session and March 1, 2024 Special Called Meeting
4. Mayor's Report
5. Parks & Leisure Update
 - Maintenance Update
 - All-Star Basketball Report
 - Tennis & Pickleball Update
 - Coca Cola Transition Update
6. Old Business
 - Sport Season Calendar
 - VHAC Hours
7. New Business
 - Flag Football - Intra League possibility
8. Upcoming Dates:
 - USSSA Travel Baseball Tournament - 3/23 & 3/24 - Wald, LP, CH
9. League Reports
10. Citizens Comments
11. Next Meeting:
 - Next Work Session will be April 16, 2024 at 7:30 am in the Cahaba Room.
 - Next Regular Meeting will be May 21, 2024 at 7:30 am in the Cahaba Room.
12. Time Of Adjournment

CITY OF VESTAVIA HILLS
PARKS AND RECREATION BOARD MEETING
January 17, 2024 7:30 AM

PARK BOARD ATTENDEES

Shelley Gentle
Justin Palmore
Chad Gay
Kirk McCulley

Danny Marshall
Paul Head
Ashley Curry

Staff Attendees:

Jamie Lee
Sandi Wilson

Community Attendees:

Chad Pilcher - Softball
Rocky Harmon– Soccer
Chad Long - Baseball

Meeting was called to order at 7:30 AM by Shelley Gentle.

Shelley Gentle led us in Prayer and the Pledge.

Work Session notes December 12, 2023. Motion to approve by Kirk McCulley and 2nd by Danny Marshall. Motion approved.

Meeting Minutes December 20, 2023. Motion to approve by Kirk McCulley and 2nd by Danny Marshall. Motion approved.

Mayor's Report – All is good!

Several Projects underway. Jamie will give an update on them in his report.

Jamie Lee's Report:

- Altadena Valley – Opening the parking lot today. Keeping the first set of steps closed for now.
- Senior Update – Sandi Wilson gave an update on the senior adult events that are planned through the next several months. Including an educational series that will start in February 2024 and “Stone Soup” day at NMH on February 19, 2024.
- Basketball – For the most part all is going great. We have had some issues with schools being closed but we are working to shift those game schedules.

Old Business:

- Association Agreement Document – Handout was given to the Park Board. Attorney Boone has reviewed the documentation and added some verbiage. Jamie gave an overview of the document and explained some of the reasoning behind the need including the new insurance company, etc. Most of the items in the document are already in place, this will just put them in writing and make everyone aware.
- Advertising Policy – Jamie is working to keep all areas consistent. This policy will be discussed at a future work session.

New Business:

- Coca Cola Action Item – Jamie is waiting for a few answers to questions that were submitted to coke. There was a question concerning the installation of new scoreboards, Jamie will make sure of this answer as well and pass it along. Kirk McCulley made a recommendation and Justin Palmore 2nd to allow the Park and Leisure Director to continue negotiations with coke with the additions / changes concerning section K – fees.
- Private Instructor Policy – Do we want to continue to allow private instruction within the VHCC gyms? Most of the members are paying guest fees for the instructor to come into the facility. This will be discussed in further detail in a future work session.
- Tennis and Pickleball – Sample Documentation was handed out to the Park Board. Jamie had a few questions;
 1. What do we need to charge? Per year? Per quarter? \$50.00 for 6 months and then revisit
 2. Do we set a maximum time? Tennis – 2 hours, Pickleball – 1.5 hoursKirk made a motion and Paul Head 2nd to go with the documentation provided by Jamie Lee with an expiration date of July 31, 2024. Motion approved.
- Sports Season Schedule – Letter from Dr. Freeman asking the board to consider a break in the sports seasons and also to look at practice times. The Board agrees with the requests. This item and how to implement will be discussed further at a future work session.
- Gross Out Camp – no discounts will be given. It was decided to charge them full price (as we did last year).

Upcoming Dates (list was given):

- USSSA Travel Baseball Tournament: 05/11 @ LP and CH – Per Chad Long they should only need Wald. Will overflow to LP if needed.
- Other dates at all three parks, all USSSA (listed on agenda): 06/15, 06/20-23 and 06/29-30 – These dates are all after the GBBBA season is complete. There was some discussion of the staff keeping and running these or some tournaments in-house like we did last year.
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League Reports:

- Chad Long – Baseball – emailed report of 1206 registered for Baseball. There will be a few late registrations to come in.
- Chad Pilcher – Softball – there are 200 recreation softball players registered and 5 travel teams. Marla Townsend will be instructing skills challenge clinics on Tuesdays.
- Rocky Harmon – Soccer – report submitted.
- Kirk McCulley asked if and for how long each sport would accept late registrations. Softball and Baseball responded until the teams are drafted. Soccer said they would try to find a spot no matter when they register.

Upcoming Meetings:

Work Session: February 20, 2024 at 7:30 am in the Civic Center

Regular Meeting: March 19, 2024 at 7:30 am in the Civic Center.

Motion to adjourn: Kirk McCulley, 2nd: Danny Marshall

Meeting Adjourned at 8:45 AM.



ASHLEY CURRY
MAYOR

CITY OF VESTAVIA HILLS
PARKS AND RECREATION

JAMIE LEE
PARKS AND LEISURE
DIRECTOR

Work Session Notes

February 20, 2024

1. Parks & Leisure Update – Jamie Lee
 - a. Altadena Valley – Shelby County –
They have been working closely with VH Building Inspections Department. They are pouring the foundation and constructing walls for the restrooms this week.
 - b. Basketball
The regular season is complete and went well. We have 7 all-star teams that will play in the District Tournament this weekend; 2 girls teams and 5 boys teams.
 - c. 2023 Membership Data
Jamie reported total numbers in memberships and events hosted in 2023.
2. Discussion Topics
 - a. Advertising
Need to ensure that we have guidelines and that the “look” stays consistent across the city. There is a statement concerning signage, etc. in the upcoming contracts. Decided to keep as it is for now.
 - b. Sport Season Calendar 2024-25
Information was handed out separate. Decided to look into the requests, etc. and revisit at the March 19th meeting.
 - c. BUDA
Discussion on the possibility of incorporating this group under our Adult Sports umbrella. Decided that more information is needed before a decision can be made.
 - d. 2024 Summer Pool Calendar
Handout was given of proposed hours for the 2024 Aquatic Season. There was some discussion; swim tests, nanny pass, day passes, etc. Hours will be voted on at the March 19th meeting.
 - e. Pickup at Schools
We are receiving calls about people wanting to use the school gyms for pickup basketball. We are only scheduling practices at Central and the Civic Center. Requests for all other locations are being directed to call the school.
3. Action Item – Pickleball Tournament – April 19th – 21st
Park Board gave Jamie the ok to explore options with the pickleball groups.
4. Next Meeting –
 - a. Next regular scheduled meeting will be March 19, 2024 at 7:30 am in the Cahaba Room.
 - b. Next work session will be April 16, 2024 at 7:30 am in the Cahaba Room.



ASHLEY CURRY
MAYOR

CITY OF VESTAVIA HILLS
PARKS AND RECREATION BOARD
SPECIAL CALLED BOARD MEETING MINUTES

Jamie Lee
PARK AND LEISURE
DIRECTOR

Friday, March 1, 2024

Meeting was called to order by Shelley Gentle at 11:04am.

Meeting was called to discuss a pilot program to offer fitness classes at the VHCC.

Jamie Lee explained some of the ideas and gave a handout of the classes we are looking to add and how the pricing would work between members and non-members of the VHCC. He also gave an overview of how much we would pay the instructors. He explained that we would like to offer these April through June 2024 to judge interest and then we would ask the Park Board to reevaluate and make necessary changes, additions, etc. Then start fresh with the school year.

Justin Palmore made a motion, Kirk McCulley 2nd to approve the addition of classes in accordance with the explanation and handout presented. Motion carried.

Jamie Lee discussed the upcoming Easter weekend and Good Friday holiday. The city offices (including VHCC) are closed on Good Friday and we also close the VHCC on Easter Sunday. Kirk McCulley made a motion and Danny Marshall second to close the VHCC on the Saturday of the Easter weekend. Motion carried.

City Manager Jeff Downes was in attendance. He addressed the Park Board and thanked them for their service to the Parks and Leisure Department. He then gave a brief overview from the 2024 Strategic Planning Session.

Meeting adjourned at 12:30pm.



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Approval - January 16, 2024 Meeting, February 20, 2024 Work Session and March 1, 2024 Special Called Meeting

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Maintenance Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: All-Star Basketball Report

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Tennis & Pickleball Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Coca Cola Transition Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Sport Season Calendar

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: VHAC Hours

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Flag Football - Intra League possibility

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: SHAC/LP Field Rental Rate

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Upcoming Dates:

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: USSSA Travel Baseball Tournament - 3/23 & 3/24 - Wald, LP, CH

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



CITY OF VESTAVIA HILLS

INTER-DEPARTMENT MEMO

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Citizens Comments

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Next Meeting:

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



**CITY OF VESTAVIA HILLS
PARKS & LEISURE SERVICES
INTER-DEPARTMENT MEMO**

March 19, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Next Work Session will be April 16, 2024 at 7:30 am in the Cahaba Room.
Next Regular Meeting will be May 21, 2024 at 7:30 am in the Cahaba Room.

Background:

Recommendation:

Fiscal Impact:

Attachments:

None