



Vestavia Hills
Parks and Recreation Board Agenda
July 22, 2024
5:30 PM

1. Call to Order
2. Invocation & Pledge of Allegiance
3. Approval Of Minutes
 - Approval of Minutes from June 18, 2024 Work Session
4. Mayor's Report
5. Parks and Leisure Update
 - 2023 - 2024 Wrap - Up
 - Volleyball and Flag Football Registration Update
 - VHAC - Membership and Guest Data
 - School Meeting Update
6. Old Business
 - Field Rental Rates
7. New Business
 - VHGSA Presentation
 - Coach Suspension Notice
8. League Reports - PLEASE SUBMIT IN WRITING
9. Citizen Comments
10. Next Meeting



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Approval of Minutes from June 18, 2024 Work Session

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. June 2024 Minutes



ASHLEY CURRY
MAYOR

CITY OF VESTAVIA HILLS
PARKS AND RECREATION
Work Session Notes
June 18, 2024

JAMIE LEE
PARKS AND LEISURE
DIRECTOR

Shelley Gentle called work session to order at 7:30am.

1. Parks & Leisure Update – Jamie Lee

- a. Maintenance Issues – Concession Van ran into the awning at LP. Some major damage was done to the structure. It is being repaired. It is really dry outside but all seems to be going well. Altadena has some new sod that has been installed. In the process of putting a cable up to keep people from driving / parking on the new sod. Jamie talked with court administration to get the ordinance numbers to put on signage at parks. Jamie also to meet environmental group about cleanup at Altadena Valley Park.
 - i. Batting Cages – In October's Budget cycle – cages needing repair. Also looking at putting chains through the bottom. The lights on the cages are on timers separate from the field lights at Cahaba and Wald.
- b. Update on Registrations – VB, Tackle FB, Flag FB – have 6 girls Flag Teams and the number of boys flag has increased, 9 tackle football teams, volleyball is going well. Adult soccer 7v7 and Adult Basketball registrations to start soon.
- c. Coca-Cola – Scoreboards are being installed. Pepsi is in the process of picking up the old boards. There are 2 score board at soccer grass fields that are not being replaced. Frank reported that in the month of April, he had an increase by 1400 bottles.
- d. Senior Update – Sandi updated on numbers for senior luncheon, senior softball and upcoming trips and the educational sessions at NMH.

2. Discussion Topics

- a. Sport Season Calendar 2024-25 – Action Item for Winter Sports – Handout was given to the PB. Jamie reported that we need a plan by August. The Board discussed several things for Jamie to contact and ask the school board about to help them put a plan together. Things to consider; Spring - baseball vs. basketball, Jingle Bell Jam
- b. Out of Season Travel Teams – Several discussions on this topic; separating the "rec" from the "non-rec", possibly going on a month-to-month basis instead of season for travel teams (non-rec). Jamie and Shelley to discuss further, take suggestions into account and put together a policy to present and vote on at the July meeting.
- c. Official Inclement Weather Statement and Policy – Kirk stated that we have a policy and he will send out to the board. Also suggested that the rental agreement should state that the rental time goes until 10pm.
- d. Coach's scrutiny – Some complaints have come through to some of the council concerning scooters, etc in the parks. There was discussion and several persons stated the way they have seen it handles at other parks. Mayor Curry stated that it is beginning to be a concern all around the city not just in the parks. Jamie will look into having signage made to post around the field areas especially during tournaments and high traffic times.
- e. Sliding Fee Scale - # of practices – Discussion concerning the fees being adjusted based on field and facility usage. Rocky asked if they would consider no changes until the 2025 seasons due to budgets already being set for this year. Jamie and Shelley to put together a proposal for vote at the July meeting.
- f. VHAC Pool Membership – Age – Question / Concern was discussed. Due to the nature of the Health Department and other concerns it was decided that everyone does need a membership or day or guest pass to enter the facility.
- g. Wald Park Request – Approved, Jamie to use his discretion.



3. Other Discussion –

Shelley was contacted concerning wrestling. She will contact recreation representative and follow up with the HS coach.

Mayor gave an update on the mine reclamation project at SHAC. It was reported that the clearing / grade work was close to being completed. The project is being started with a land swap with LP development group. Planning for a Fire and Police substation, maintenance facility and a library.

Question was asked as to how we “vet” our coaches and is there a process to discredit a person and forbid them to coach in our programs. Also asked the question as to how we would share this information between sports. A form will be created that each sports association will submit to the Park Board and the Recreation staff will monitor between sports. It was also stated that there would be a zero tolerance when it comes to visiting coaches as well.

4. Next Meeting –

- a. Next regular scheduled meeting will be July 16, 2024 at 7:30 am in the Cahaba Room.
- b. Next work session will be August 20, 2024 at 7:30 am in the Cahaba Room.

Park Board Members Present:

Shelley Gentle, Paul Head, Ashley Curry, Danny Marshall, Kirk McCulley, Chad Gay
and Justin Palmore

Staff Present: Jamie Lee and Sandi Wilson

Guest Present:

Chad Long – Baseball
Rocky Harmon – Soccer
Wes Gayland – Basketball
Michael Lytle – LaCrosse
Chad Pilcher - Softball

Work session adjourned at 9:01am.



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Parks and Leisure Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: 2023 - 2024 Wrap - Up

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Volleyball and Flag Football Registration Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: VHAC - Membership and Guest Data

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: School Meeting Update

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Old Business

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Field Rental Rates

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. City of Vestavia Hills Facilities Use Application



City of Vestavia Hills

ATHLETIC FACILITIES USE APPLICATION

APPLICANT INFORMATION

APPLICATION DATE: _____ CONTACT NAME: _____

Renter: _____

MAILING ADDRESS: _____

CONTACT PHONE: _____ EMAIL: _____

PARK NAME: ☐ Wald Park ☐ Liberty Park
☐ Cahaba Heights ☐ Sicard Hollow Athletic Complex

REQUESTED DATE(S) OF ATHLETIC EVENT: _____

ACTIVITY/EVENT DESCRIPTION: _____

AGE RANGE OF PARTICIPANTS: _____ NUMBER OF TEAMS/GROUP SIZE: _____

INSURANCE PROVIDER: _____

PARK RULES & POLICIES

Pursuant with the bylaws and policies of the Vestavia Hills Parks and Recreation Board, the following rules and policies apply to all of Vestavia Hills park, athletic complex or other city facility:

1. All park/athletic activities and events must be scheduled through the City of Vestavia Hills Parks & Recreation Department. This includes practices, league play, public open play, special events and/or tournaments. All appropriate forms & agreements must be completed and returned with applicable deposits according to the provided schedule;
2. Insurance – All renters must provide the Vestavia Hills Parks & Recreation Department with a certificate of insurance with the City of Vestavia Hills name as additional insured (General Liability: \$1,000,000 or one (1) million dollars per occurrence and \$2,000,000 or two (2) million dollars aggregate) prior to the start date of the event. Insurance coverage must begin with the first date of the event and extend through the duration of the entire event. Patrons assume all risk of injury, damage or loss sustained on the park premises;
3. Waiver, Release of Liability and Indemnification Agreement – To the fullest extent permitted by law, the renter shall defend, indemnify and hold harmless the City of Vestavia Hills, Alabama, a municipal corporation, its City Manager, Parks and Recreation Board and individual members, its Mayor and other elected public officials, employees, as Owner (hereinafter collectively referred to as the "Indemnitees") from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of, related to, or resulting from activities of the renter and its guests, or anyone for whose acts they may be liable, regardless of whether such claim, damage, loss or expense is caused in part or is alleged but not legally established to have been caused in whole or in part by the negligence or other fault of the party indemnified hereunder. This indemnification shall extend to all claims, damages, losses and expenses for injury or damage to adjacent or neighboring property, or persons injured thereon, that arise out of, relate to, or result from activities of the renter and/or its guests.
4. Concessions are operated by and/or overseen by the City of Vestavia Hills Parks & Recreation Department. Any exceptions will be considered on an individual basis;
5. The City of Vestavia Hills and the Parks & Recreation Department reserve the right to cancel, suspend or terminate any activity or event upon the occurrence of unsafe conditions, or in the instance that the terms set forth in this agreement is not adhered to by the renter;

6. The possession of alcoholic beverages and/or illegal narcotics is prohibited on City of Vestavia Hills property and will be strictly enforced;
7. No smoking/e-cigarettes allowed anywhere on park premises or on any City of Vestavia Hills facility;
8. No profanity allowed in City of Vestavia Hills parks and athletic complexes;
9. No glass containers allowed in park/athletic complex;
10. No "soft toss" on fences, or "wall ball" on surrounding structures;
11. No unauthorized vehicles. No bicycles, skateboards, skates or scooters on pedestrian walkways – only on designated bike paths and/or roadways;
12. No soliciting allowed at a City of Vestavia Hills facility/complex.
13. Tournament Play – Games may not start before 8AM, and the last scheduled game may not begin after 9:00 PM . All contests must be concluded no later than 10:00 PM.
14. The Renter shall be responsible for the cost of replacement and/or repairs for damages to the facility caused by Renter, any one or more of Renter's guests, Renter's servants, agents, employees, or other representative during the rental period
15. Renter will comply, at all times and in all respects, with all applicable laws and ordinances, either local, state, and federal, during the rental period described herein. Any violation of local, state or federal law by Renter, Renter's guest or other representative shall be deemed to be a violation of this Athletic Facilities Use Contract.
16. Any waiver, alteration or modification of any of the provisions of this Athletic Facilities Use Contract or cancellation or replacement of this contract shall not be valid unless in writing and signed by the parties hereto. This contract may be amended at any time by written agreement of the parties' signatory hereto.
17. The contract shall inure to the benefit of, and shall be binding upon City/Board and Renter and their heirs, successors and assigns.
18. The Renter shall follow and communicate all park policies and guidelines including but not limited to inclement weather and lightning procedures, vendor agreements, concession policies, and press box policies. The Renter agrees to be onsite throughout the duration of the rental period. If the renter is unable to be onsite at all times, a designated administrator will be named, and contact sent to the Vestavia Hills Parks and Leisure staff, to make any administrative decisions related to following all inclement weather and city policies.
19. The Renter MUST have field maintenance crew on site for Liberty Park Baseball / Softball Fields
20. The Renter is responsible for all clean up at the conclusion of the event, if deemed not to acceptable standard, 250.00 fine will be incurred. (Security Deposit)

ATHLETIC FACILITY RENTAL FEES – TOURNAMENT PLAY

<u>Facility</u>	<u>Prices</u>	<u>Date/Fields(s) Requested</u>	<u>Daily Start/End Time</u>
Wald Park			
Price per day	\$250/field		
3 Turf Diamonds	(STS Lining Fee: \$75/field)		
1 Miracle League Field			
200' Fences			
Liberty Park			
Price per day	\$250/field (STS Lining Fee: \$125 per field per day + \$200 per each field worker per day)		
9 Dirt Diamonds (Baseball / Softball)			
5 Grass Multi-Purpose Fields	\$500/field		
Cahaba Heights			
Price per day	\$250/field		
4 Turf Diamonds	(STS Lining Fee: \$75/field)		
All under 200' Fences			
Sicard Hollow Athletic Complex			
Price per day	\$500/field (STS Lining Fee: \$375-\$425 depending on Age and Sport)		
5 Turf Multi-Purpose Fields			

Security Deposit (REQUIRED)** \$250

**Security Deposit is due upon submission of each application. Applications will not be processed without receipt of security deposit, which covers clean up and or damages to the Park and/or Facilities. An inspection of the Park and Facility will be conducted on the business day following the conclusion of the event by the Vestavia Hills Sports & Recreation staff. If the Facility and/or fields/courts are clean and undamaged, the security deposit will be returned to the responsible party/organization. The determination is at the sole discretion of the Vestavia Hills Sports & Recreation Department.

ADDITIONAL ITEMS REQUESTED – TOURNAMENT PLAY

Please check Yes/No if you require any of the following additional items/equipment (Note: Not all equipment is available at all locations.):

Temporary Fencing ☐ Yes ☐ No

Special Field Lining/Preparation ☐ Yes ☐ No Details: _____

Renter is responsible for cleaning facility at conclusion of event (same day).

CONCESSIONS

- ☐ The City of Vestavia Hills shall provide concessions based on the number of teams/people expected
- ☐ No outside food or beverage is allowed, other than team coolers which must be authorized in advance

FEE SUMMARY

<u>Item</u>	<u>Amount</u>	<u>Date Received</u>	<u>Check/MO #</u>
Security Deposit (Required)	\$ 250	_____	_____
Facility Rental Fees	\$ _____	_____	_____
Additional Fees	\$ _____	_____	_____
Total Due	\$ _____	_____	_____

Please remit Total Due by check or money order made payable to the "City of Vestavia Hills Parks and Recreation."

CANCELLATION POLICY/REFUND POLICY

Cancellations within seven (7) business days of a scheduled event will result in a forfeiture of all fees, including Security Deposit. Cancellations within thirty (30) days of a scheduled event will result in forfeiture of Security Deposit.

SIGNATURE & AGREEMENT

I, _____, a representative of _____, hereby swear and affirm that I have read and completely understand the City of Vestavia Hills Parks & Recreation policies and terms of the park permit application and agree to abide by said policies and terms. I also hereby swear and affirm that I will take sole responsibility for the above-mentioned group on the above stated dates and times. Failure to comply may warrant immediate cancellation of the event without refund and possible denial of future reservations.

(Signature, Renter)

(Date)

Please Note: If accepted, the signed approval by the City of Vestavia Hills Parks & Recreation Department will be sent to the email address provided above. The appropriate fees must accompany initial application before it will be processed and/or before event dates will be reserved.

(Approval, City of Vestavia Hills Employee)

(Date)

CITY OF VESTAVIA HILLS USE ONLY

Total Amount Received: _____

Receipt #: _____

Method of Payment (check one):

____ Check (Check #: _____) ____ Money Order (#: _____) ____ Other: _____

Employee Authorization

Date

(version January 2023)



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: New Business

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: VHGSA Presentation

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Coach Suspension Notice

Background:

Recommendation:

Fiscal Impact:

Attachments:

1. VH Coach Suspension Notice 24-25

Vestavia Hills Youth Recreation Coach Suspension Notice:

Official notice is given to Vestavia Hills Parks and Leisure Services that a coach has been suspended. While suspension during one sport season does not automatically transfer to another, consideration will be given by the Vestavia Hills Parks and Recreation Board, as to whether the suspended coach will be allowed to coach in any capacity within the Vestavia Hills youth sports organization. This notice serves as formal documentation for any issues in the future.

Coach Suspended: _____

Date of Suspension: _____

Sport in which suspension occurred: _____

Association or Board involved: _____

How long is the suspension? _____

Please describe, in detail, why the coach was suspended:

Association or Board Representative Signature: _____



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: League Reports - PLEASE SUBMIT IN WRITING

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Citizen Comments

Background:

Recommendation:

Fiscal Impact:

Attachments:

None



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

July 22, 2024

To: Members of the Parks and Recreation Board

From:

Cc:

RE: Next Meeting

Background:

Recommendation:

Fiscal Impact:

Attachments:

None