

The Parks, Recreation, and Cultural Resources Advisory Board for the Town of Nashville held an Advisory Meeting on Monday, January 14, 2019 at 6:30 pm in Town Council Chambers. Members Present: Chairman-Kirby Winstead, George Jefferies, Mary Richardson, & Lynn Hobbs. Council Member Liaison Present: Council Member Kate Burns. Absent: None. Staff Present: Marguerite Bishop-Parks, Recreation, & Cultural Resources Director, & Tesa Silver-Deputy Town Clerk & Personnel Technician.

1. Chairman Winstead called the meeting to order at 6:30 pm.

2. Public Comments.

There were no public comments.

3. Approval of Minutes for November 5, 2018.

Chairman Winstead called for a motion to approve the Called Meeting Minutes from Monday, November 5, 2018. Mr. Jefferies made the motion to approve minutes for November 5, 2018, seconded by Ms. Hobbs. Chairman Winstead called for a vote, the motion carried unanimously (4-0).

4. Review of Concession Stand Proposal and Recommendation

Mrs. Bishop asked the board to review the Glover Park Concession Stand Proposal included in their packet of information. Mrs. Bishop informed them that she confirmed a Special Use Permit is not necessary to have food trucks at the park during scheduled sporting events. She spoke with the Planning and Zoning Director, who stated that the ordinance does not read that way, and that Mrs. Bishop can organize food trucks for sporting events. Mrs. Bishop asked the board if they had any questions or concerns in regards to the proposal.

Chairman Winstead questioned if the vending machines, mentioned in the proposal, would have credit & debit card access. Mrs. Bishop stated that we can invest in vending machines that have the capability. Mrs. Burns asked if we could secure sponsorships to pay for the vending machines, and Mrs. Bishop stated she would look into it. Mrs. Bishop explained that if we secure the vending machines the town would be responsible for stocking the machines, putting change in the machines, and collecting money from the machines as needed. The machines would be put in the closet area by her office and would be locked and unlocked just like the bathrooms are.

Mr. Jefferies asked what the concession area would be used for if it is no longer operating. Mrs. Bishop explained that there is a second ice machine that needs to be hooked up, that the facility would be organized for better storage capacity, and that the town can always reopen the stand, or use it in conjunction with other events like selling hot chocolate or food at a movie night. Mr. Jefferies asked would they still have access to the popcorn machine, that it generated a lot of sales during football season. Mrs. Bishop stated that they would and that it could be rolled down to closer to the field area as well for sales.

Chairman Winstead asked how long the contract with Pepsi would be for. Mrs. Bishop stated that it would be for five years; the five year contract with Coke ran out at the end of November and Pepsi is providing a better offer. Like Coke, Pepsi will be giving us \$500 to use, but they are also giving us a slightly lower price point, they are giving us the ability to switch from cans to bottles at the lower price

point, have a shorter delivery time (48 hours turnaround time), and are more flexible as to when we can submit orders to them. Pepsi provides a \$0.50 per case rebate, and any product that we have left over they will buy back, essentially giving the town a refund on any unsold product. Pepsi is also going to have the sign board rewrapped, and will be providing the town with new umbrellas.

Chairman Winstead called for a motion in regards to the Glover Park Concession Stand Proposal. Ms. Hobbs made the motion to approve the recommendation of the Glover Park Concession Stand Proposal, Ms. Richardson seconded. Chairman Winstead called for a vote, the motion carried unanimously (4-0). The proposal reads as follows:

Glover Park Concession Stand Proposal

Background:

Glover Park currently operates a concession stand during sports seasons. The concession stand is open during practice evenings and on Saturdays during games. We also open the concession stand during special events such as movies at Glover Park. During the 2017-2018 Fiscal Year the concession stand at the end of the year had a net income of -\$558.91 not including part-time wages. Currently the concession stand for 2018-2019 is also in the red by approximately \$800 not including part-time wages.

On practice nights sports drinks and bottles of water are the most popular items purchased. Hot food is not offered during practices. On Saturdays, hot food is available and sells well most Saturdays, but in small amounts. A typical hot food order for a Saturday game day is 25 sandwiches from Zaxby's, 5 cheeseburgers and 20 hot dogs from Highway 55 and 4 pizza from Dominos. On hot days, sports drinks and water are again a popular item. A lot of families bring their own snacks and meals when they attend games at the park on Saturdays.

While the concession provides a convenience for some and a more festive atmosphere at the park changes need to be made to make the concessions more of an asset as oppose to a revenue loss.

Objectives:

1. Provide snacks and beverages for purchase for participants and spectators.
2. Provide snacks for purchase for participants and spectators as a convenience.
3. Maintain a festive atmosphere on Saturdays during sports seasons.
4. Reduce town expense and departmental involvement in concession activities.

Scope:

It is proposed to eliminate staff from the concession stand by utilizing vending machines during weeknight practices and supplement vending sales with a food truck for hot food sales on game days. We as a department would be responsible for stocking the vending machines, rotating stock and removing the money. The beverage company would also provide us with a single door beverage cooler so that we will have cooled beverages on hot days to restock the vending machine. The beverages will cost the same whether they are vended from a machine or from the concession stand itself.

The addition of vending machines will make it possible to provide snacks and beverages outside of scheduled practices and games. It is proposed that the room where the vending machines will be kept be accessible the public anytime bathrooms are unlocked and available.

A food truck will need to be secured. It is recommended that they sign a contract that binds them to attend every game day so that hot food is an option. The food truck would take over hot food sales which would eliminate any profit that the town could possibly make from hot food sales, but it also eliminates the cost of product and the risk of unsold food that the town cannot recoup costs for.

Project Budget

	Anticipated Costs
Snack Vending Machine	\$3,000-3,600 (dependent on if card reader equipped or not)
Beverage Vending Machines	Free with contract with Pepsi or Coca-Cola
Food Truck	Free with negotiation
Products to Vend	Based on demand \$5-6,00 in snacks and beverages. Pepsi will take back products at the end of the season and provide a refund.

Monitoring and Evaluation:

Records will be kept as they have been for the past year and half to be able to evaluate expenses and sales with using the new system. Changes will be made accordingly to help streamline the system and make it more effective and profitable.

5. Overview of 2019 Calendar

Mrs. Bishop provided a calendar of events for January through April of 2019; she will be adding an environmental camp in March. Registration is currently open for baseball, t-ball, softball and adult soccer. She is working with Mr. Allen Clark on teaching a karate class with hopes that it will be able to kick off in March. The opening day for spring sports is April 16th, Muddy the MudCat will be at the park that day, and she would love if the board would come out that day to show their support.

6. Set Meeting Dates for 2019

Mrs. Bishop explained that they needed to set the dates for the remainder of the regular meetings for 2019. After discussion the proposed dates were April 8th, August 12th and December 9th to be held at 6:30 pm in Town Council Chambers. Chairman Winstead called for a motion to approve the proposed dates. Mr. Jefferies made the motion to set the 2019 Regular Meeting Dates as April 8th, August 12th, and December 9th at 6:30 pm in Town Council Chambers, Ms. Hobbs second. Chairman Winstead called for a vote, the motion carried unanimously (4-0).

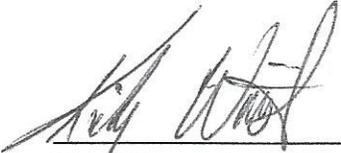
7. Chairman and Vice Chair

Chairman Winstead welcomed Ms. Hobbs and Ms. Richardson to the board, and thanked them for their service to the board and the town; he stated that he is looking forward to working with them. He stated that they need to elect a Chair and Vice Chair for the 2019 year. Mr. Jefferies nominated Ms. Richardson for Chair and Mr. Winstead nominated Ms. Hobbs. Ms. Hobbs respectfully declined the chair position. Ms. Richardson asked if Mr. Winstead would like to remain chair. After a short discussion Mr. Winstead was also introduced as a nominee for Chair.

Mr. Jefferies made a motion to nominate Mr. Winstead as Chair and Ms. Richardson as Vice Chair for 2019, seconded by Ms. Hobbs. A vote was called and the motion carried unanimously (3-0; votes cast by Mr. Jefferies, Ms. Hobbs, & Mrs. Burns).

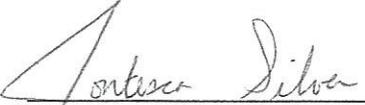
8. Adjournment

Chairman Winstead called for a motion to adjourn. Mr. Jefferies made the motion to adjourn, seconded by Ms. Hobbs. Chairman Winstead called for a vote, the motion carried unanimously (4-0). The meeting was adjourned at 7:09 pm.



Kirby Winstead, Chairman

Attest:



Tesa Silver, Deputy Town Clerk