

**City of Vestavia Hills Parks & Recreation**  
**1973 Merryvale Road**  
**Vestavia Hills, AL 35216**  
**205.978.0166**

## **Memorandum**

July 6, 2018

TO: Park Board Members

FROM: Jason Burnett  
P & R Superintendent

RE: Park Board Meeting

Please find the packet for the Park Board Meeting scheduled for Tuesday, July 17, 2018, at 7:00 a.m. at the Vestavia Hills City Hall executive conference room (1032 Montgomery Hwy).

The packet includes the following:

- Agenda for regular meeting on 7/17/2018
- Minutes from regular meeting on 5/15/2018
- Minutes from work session on 6/8/2018
- Miscellaneous Reports

Please let BJ know if you won't be in attendance.

CC: Parks and Recreation Staff Members



CITY OF VESTAVIA HILLS  
PARKS AND RECREATION BOARD MEETING  
July 17, 2018

ASHLEY CURRY  
MAYOR

JASON BURNETT  
SUPERINTENDENT

1. Call to order
2. Invocation & Pledge of Allegiance
3. Approval of May 15, 2018 minutes
4. Approval of June 8, 2018 work session minutes
5. Parks & Recreation Superintendent's Report – Jason Burnett
6. Mayor's Report – Ashley Curry
7. Public Services Director's Report – Brian Davis
8. Old Business – None
9. New Business – Park Board By-Law Revisions  
VSA By-Law Revisions  
Building Security Policy
10. VHPR Foundation Report – Leigh Belcher
11. Pool Report – Candi Cole
12. Concession Report – Trent Turner
13. League Reports

Baseball – Bill Morrison	Seniors – Julie Harper
Basketball – Wade Kaiser (boys), David Stricklin (girls)	Soccer – Rocky Harmon Let's Play Vestavia – Rocky Harmon
Cheerleading – Allison Herr	Softball – Sam Yother
Football – Terry Sparks (Flag), Mark Sasser (OTM), Steve Taylor (JSYFL)	Swimming – Rebecca Hartsough
Lacrosse – Rachel Harwell	Wrestling – Dave Johnston

14. Upcoming meetings –
  - a. Next work session will be on \_\_\_\_\_ @ 11:30 a.m. at \_\_\_\_\_.
  - b. Next regular meeting will be Tuesday, September 18, 2018 at 7:00 a.m.

15. Adjournment



**CITY OF VESTAVIA HILLS  
PARKS AND RECREATION DEPARTMENT**

ASHLEY C. CURRY  
MAYOR

BRIAN C. DAVIS  
DIRECTOR

**PARKS AND RECREATION BOARD  
MINUTES**

CHRISTOPHER BRADY  
ASSISTANT DIRECTOR

**May 15<sup>th</sup>, 2018**

**CALL TO ORDER**

On Tuesday, May 15<sup>th</sup>, President Earl Lawson called the Vestavia Park Board meeting to order at 7:00 a.m.

Park Board Members present were:	Earl Lawson, President Kirk McCulley, Vice President David Myers Mitch Bevill Anne Smyth
Park Board Members absent were:	None
Mayor Ashley Curry	Present
Council Representative Paul Head	Present
Parks and Recreation Staff Members:	Jason Burnett, Superintendent Brian C. Davis, Director of Public Services B. J. Dubose, Office Supervisor

**INVOCATION & PLEDGE OF ALLEGIANCE** Mitch Bevill

**APPROVAL OF MARCH 20<sup>TH</sup> MEETING MINUTES**

President Lawson asked for a motion to approve the March 20<sup>th</sup> regular meeting minutes. David Myers made a motion to approve. Kirk McCulley seconded the motion. The minutes were approved by unanimous vote.

**APPROVAL OF APRIL 16<sup>TH</sup> WORK SESSION MEETING MINUTES**

President Lawson asked for a motion to approve the February 20<sup>th</sup> work session minutes. David Myers made a motion to approve. Kirk McCulley seconded the motion. The minutes were approved by unanimous vote.

**SUPERINTENDENTS REPORT**

- Nov 8, the city's Veterans Day Program held at VHUMC
- Eli Gold is guest speaker for National Senior Day August 21st
- Adult Transportation Drivers Luncheon 11o'clock Dogwood Room May 21st. Park Board members are welcome to attend.
- We have begun meetings with the Chamber in preparation for I Love America at Wald Park on June 28 with a makeup date of July 2.
- VHPR Foundation is working with a sign company to start putting up new signage at SHAC Park.

- On May 1, 2018, BSL noticed an issue with the filtration system, so they contacted Andy Lockhart with Clearwater Pools who is very familiar with the older type of equipment/systems of the Wald Park Pool in order for him to come inspect it the next day. In retrospect, I should have notified VSA about this issue on May 1, but the nature, significance or potential impact of the problem was not known at the time.
- On May 8, 2018, Clearwater Pools told us they found the company that originally installed the filter 20+ years ago (Miami Tank) and told them about the issue. During this time, the chemicals in the pool were being kept balanced by BSL and Andy said that as long as the chemicals are balanced, it is ok to use.
- On May 9, 2018, Clearwater Pools got a response from Miami Tank on what the issue was and a schedule of how long it would take Miami Tank to construct a rebuilt lateral system. They told BSL on May 10 and BSL told me that day. I tried to call Andy Lockhart at Clearwater Pools on May 11-May 13 but he was out of town and could not be reached so I could speak to him further about this issue and timing.
- On May 11-12, 2018, the chemicals were still being balanced for VSA to use on May 12 for their 1:30 new swimmer evaluations. So I gave VSA a heads up on May 11 about this and they ended up using YMCA pool because of the pool conditions.
- Today, I spoke with Andy Lockhart with Clearwater Pools and he says that basically the guts of the filter have blown out. It will be approximately \$15,000 to rebuild the lateral system within the filter. This would be a significant repair that would effectively close the pool and possibly be done by early July, which in any repair could take longer based on various factors. He mentioned that there would be no way of knowing this would have happened as this is an internal issue.
- So many other pool companies are swamped this time of year including our local Hollywood Pools.
- I will put in a call with YMCA to see what can be done with VSA using their facility. We will also need to consider refunding the memberships to Wald Pool and what to do for the rest of the summer. Right now we have less than 100 that have paid.
- I have notified West school about this in regards to their scheduled 3rd grade pool party (May 21) as well as our summer pool staff. I know you have already notified VSA. I also have notified the Chamber of Commerce about this issue as it affects the free swimming on I Love America.

#### Pool Discussion

President Lawson thanked Jason for his report and for his hard work on the pool problem. He thanked the mayor and Councilman Head as well for their support. He also thanked Rebecca Hartsough, president of VSA and Hunter Carroll, president of BSL for their attendance. He reassured them that their efforts toward increasing participation will not go unnoticed and the park board will do all it can to keep their programs where they are. He opened the floor for question to the park board and Jason in regards to the pool breakdown. Brian Davis stated they would have to go to the city council for an appropriation.

Rebecca Hart informed the board that with VSA having over 170 swimmers the YMCA cannot accommodate them. Nor they can accommodate the West 3<sup>rd</sup> grade pool party. Their goal is 200 swimmers. To have the pool shut down is frustrating.

The board discussed the possibility of rental equipment to run the pool. That would be the first option per President Lawson.

#### **MAYORS REPORT**

The mayor said his experience with the sports leagues has been positive and he looks forward to the future.

#### **PUBLIC SERVICES REPORT**

We are in communication with TCU, a consulting company recommended by the library, about the future and moving forward.

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

### **Park Board By-Law Revisions-**

Park Board By-Laws were presented in written form for consideration by the Park Board. These by-laws were discussed last month at the work session. Pursuant to our current by-laws, we are not able to vote on those today. This item will be postponed until the July park board meeting for approval.

### **Field Use Policy Variance (VHGSA)-**

Kirk McCulley said that Lyles Box had approached him several months ago about adapting the current field use policy rule in regard to their Vortex travel teams. In reducing the percentage of the residency requirement from 80% to 50%. Lyles came to the February work session meeting. He presented and answered lots of questions in regards to that. The major benefit is they could form two teams to four teams which would allow more girls to play within their own age group.

Per Lyles, he went out and tested the market of some other park sponsored travel teams such as Hoover and Trussville. They both have the 50% or less requirement in their parks. That fits within our market. He would be able to recruit girls from other parks. Instead of limiting Vestavia girls it would actually allow them to continue to play.

Kirk McCulley made a motion to approve the Field Use Policy Variance. David Myers seconded the motion. The motion carried unanimously.

### **VHYB By-Law Revisions-**

Per Kirk McCulley, Bill Morrison, president of baseball talked to him about revising the by-laws, its governance and the shape of the board.

Per Bill, they wanted to change the name to Vestavia Hills Baseball Club. They are starting to reach into high school age kids and want to accommodate all youth including preteens. Also, the size of their board is challenging to manage. They would like go to a two tier board. A board of directors, made up of eight or nine people. Next, an executive committee.

President Lawson noted that the revised by-laws were sent out yesterday and have been read by everyone. But were not included. He will email them to supplement the packet.

President Lawson asked for a motion to approve the baseball by-law revisions. Kirk McCulley made a motion to approve the VHYB By-Law Revisions. Anne Smyth seconded the motion. The motion carried unanimously.

## **PARK FOUNDATION REPORT**

No representative, no report.

## **POOL REPORT**

No representative, but covered in the directors report.

## **CONCESSIONS REPORT**

Concessionaire, Trent Turner, stated how some of the equipment at Liberty Park is aging and in need of replacing. He is putting together a master plan now.

## **LEAGUE REPORTS**

### **Baseball**

Bill Morrison said, for at least the past 7 years they have always had boys start leaving at the age of 10 for travel ball. Not one left this year. They had a player offered a 3 year college scholarship. He thanked the park board, David Myers and Kirk McCulley for their help. Earl thanked Bill for his service over the past 3 years.

### **Boys' Basketball**

No representative, no report. Kirk McCulley commented that the season went well.

### **Girls Basketball**

No representative, no report.

### **Cheerleading**

Per Allison Heard, they have registered 183 kids, 11 squads. Practice is in July.

### **Flag Football**

Mitch reported that all is good.

### **OTM Football**

Per Mark Sasser, registration participation has been typical. It closes the end of May.

### **JSYFL**

No representative, no report.

### **Lacrosse**

Rachel Harwell reported that their season is over. The jamboree was good. They had 40 teams this year. She thanked Trent and parks maintenance for their contributions. The high school varsity girls won 1<sup>st</sup> place in state.

### **Seniors**

Jason Burnett report that there will be a Veteran's Day program November 8<sup>th</sup> in the mid-afternoon. The speaker for the National Senior Citizen's Day program will be local radio personality, Eli Gold. August 7<sup>th</sup> there will be a seminar to discuss crimes against the elderly. Anne thanked Melanie Perry for putting the senior calendar online and cultivating a relationship between the kids at Cahaba Heights School and the New Merkel seniors.

### **Soccer**

No representative, no report.

### **Let's Play Vestavia**

No representative, no report.

### **Softball**

Per Sam Yother, softball finished the season on May 5<sup>th</sup>. Parent feedback has been good.

### **Swimming**

No representative, no report.

### **Wrestling**

Per Scott Nailen, the season has been going great. They have averaged about 50 kids. They will hold a camp in June.

### **COMMENTS**

The city is exploring the possibility of a relationship with D-1 Training Birmingham, to offer opportunities to our sport leagues.

Carolyn Huddle, VHEW, added her comments on the pool filtration system breakdown and the negative affects it would have on the 3<sup>rd</sup> grade pool party.

### **ANNOUNCEMENTS**

The next work session will be on Friday, June 8<sup>th</sup>, 11 a.m. in the city hall Executive Conference room.

The next regular meeting will be Tuesday, July 17<sup>th</sup>, 7:00 a.m. in the city hall Executive Conference room.

### **ADJOURNMENT**

Motion to adjourn by Anne Smyth. Kirk McCulley seconded the motion. The meeting adjourned at 7:59 a.m.

### **GUESTS IN ATTENDANCE**

Trenton Turner/Turner Food Service  
Phillip Wood/BSL  
Lyle Box/VHGSA  
Rebecca Hartsough/VSA  
Rachel Harwell/VLO  
Mark Sasser/OTM  
Allison Herr/Little Rebel Cheerleading  
Caroline Hottle/VHEW  
Scott Nailen/Vestavia Wrestling Club  
Hunter Carroll/BSL  
Chad Long/VHYB

Vestavia Hills Parks and Recreation Board

Work Session Agenda

6-8-18, 11:00am, City Hall (1032 Montgomery Hwy)

Attendance: Earl Lawson, Kirk McCulley, David Myers, Mitch Bevill, Jason Burnett, Brian Davis

1. VHBC postseason alterations (discussed pros and cons for LP 7 and LP 9 grass infields)
2. Sports Survey
3. Rec Center building security
4. Baseball field use policy (review and discussion)
5. Softball Tournaments
6. Boys Basketball – OTM
7. Gold's Gym

BY LAWS AND POLICIES  
OF THE  
VESTAVIA HILLS PARKS AND RECREATION BOARD

CITY OF VESTAVIA HILLS ADMINISTRATIVE OFFICE  
1032 Montgomery Highway Vestavia Hills, Alabama 35216

VESTAVIA HILLS PARK BOARD OFFICE  
1032 Montgomery Highway  
Vestavia Hills, Alabama 35216

Telephone 205-978-0166

AS REVISED AND ADOPTED ON: \*\*\*\*\*

## ESTABLISHMENT

### Article I.

- Section 1 The Vestavia Hills Parks and Recreation Board, (hereinafter referred to as the "Board"), was established by City Ordinance 2258, enacted on May 27, 2009, pursuant to the provisions of Sections 11-86-1 et seq., *Ala. Code* (1975), (hereinafter referred to as the "Ordinance").
- Section 2 The Board is an agency of the City of Vestavia Hills, Alabama, (hereafter referred to as the "City") and official acts of the Board are acts of the City by and through its Park and Recreation Board.
- Section 3 The Board owns no property, buildings or equipment. All property buildings and equipment are vested in the City. However, in accordance with the Ordinance, the Board is empowered with administrative responsibility and authority over all park property, park buildings, park equipment and park personnel.
- Section 4 The Ordinance grants certain powers and authority to the Board. The Board shall be solely responsible for the direction, supervision and promotion of such recreational programs as will contribute to the general welfare of the residents of the City. The Board shall have control over the lands, buildings, equipment and other facilities assigned for recreational purposes by the City.

Without limiting the generality of the foregoing, the Board shall have the exclusive power to manage all park and recreational property owned by or under the control of the City by purchase or gift, land, money, securities, building, books, equipment or other property, real or personal, for park and recreational uses and purposes. The Board shall provide its own By-Laws, rules and regulations for its own governance and for the governance of the buildings and recreational facilities under its supervision and control. The Board is autonomous and is the ultimate authority with regard to programs, lands, buildings, equipment, and other facilities assigned for recreational purposes that will benefit the City.

The Board shall take no action expressly forbidden by the Ordinance. Where the Ordinance does not authorize Board action, the Board shall seek the opinion of the City attorney, and, if deemed necessary, a State of Alabama Attorney General's opinion and /or a court case to determine the validity of such proposed action.

- Section 5 The Board is subject to all Federal and State of Alabama laws which may supersede or render null and void the Ordinance or any portion thereof.
- Section 6 The Board is subject to all city ordinances.
- Section 7 The Board shall be governed by general City policy and instructions issued by the City Manager.
- Section 8 The Board calls attention to that certain injunction issued under date of November 8, 1961, by United States District Judge H. H. Grooms, in Civil Action No. 9505, F. L. *Shuttlesworth, et al., Plaintiff, vs Dan Galled, et al., Defendants*, in the United States District Court for the Northern District of Alabama, Southern Division, and instructs its employees to conform to same. The injunction prohibits discrimination against any person on the basis of race, color, creed or national origin.
- Section 9 All Board members are subject to the provisions of The Code of Ethics for Public Officials in Alabama as set forth in Sections 36-25-1 et seq., *Ala. Code* (1975). A copy of The Code of Ethics for Public Officials in Alabama may be obtained from the Parks and Recreation Board.

## BYLAWS

### Article II

- Section 1 In accordance with the Ordinance, the Board shall consist of seven members as follows: (1) the Mayor of the City as an ex officio member; (2) one member of the City Council appointed by the City Council as an ex officio member and; (3) five residents of the City who have a recognized interest in recreational activities and who shall be selected and appointed by the City Council.
- Section 2 Board members shall be appointed by the City Council.
- Section 3 Board members terms are for five years with one member's term expiring annually on December 31<sup>st</sup>. A Board member may continue to serve past the expiration date and until the successor is selected. The Board member who is also a member of the City Council shall serve on the Board at the pleasure of the City Council.

- Section 4 The five members of the Board who are not members of the City Council shall be residents of the City who have a recognized interest in recreational activities and who are of sound mind and possess excellent traits of character and fitness. These five Board members shall serve without compensation.
- Section 5 Board members may be removed or impeached by the City Council in accordance with Section 11-43-160(a) (2) *Ala. Code* (1975).
- Section 6 The Board adopts Roberts Rules of Order for parliamentary procedures for Board meetings.
- Section 7 In January of each year the Board shall elect, by majority vote and from its non-ex officio membership, a President, Vice President and Secretary as well as any such other officer(s) as it deems necessary to serve at its pleasure in accordance with Section 11-86-2 *Ala. Code* (1975).
- Section 8 General Board Meeting Procedure:
- A. The President shall preside at Board meetings and is authorized to sign official documents of the Board. The President may call special (unscheduled) meetings of the Board provided proper notification is given pursuant to the Alabama Open Meeting Law. For emergency circumstances requiring immediate Board action to avoid physical injury to persons or damage to property, Board meeting notification will be provided as soon as practicable but at least one hour before the start of an emergency Board meeting as set forth in the Alabama Open Meeting Law. All Board votes shall be made at an open and public meeting after giving the notice required by the Open Meetings Act.
  - B. The Vice President shall assume the duties of the President in the absence of the President.
  - C. The Superintendent shall be present at all Board meetings unless excused by the President or by the Board for valid reasons. The Superintendent is the Board's executive officer and shall present to the Board proposals for Board consideration. The Board shall call for the Superintendent's recommendation on all proposals and take same under consideration.

- D. The Board designates to the Superintendent the responsibility to name an employee of the Parks and Recreation Department to be present at all Board meetings and to keep accurate minutes and records of all proceedings. This employee, so designated, is also responsible for communicating with the web master of the City's web site and keeping all records current online.
- E. The Board shall issue instructions and policy actions only through the Superintendent. The other duties and responsibilities of the Superintendent are outlined in the Civil Service job specifications of the position. In the event the Superintendent must be absent from and Board meeting for valid reasons, the Superintendent may request the meeting be postponed until the Superintendent can be present. The Board shall take this request under consideration. In the event the Superintendent has an excused absence from Board meeting, the Superintendent may designate another Board employee to represent the Superintendent and present the Superintendent's proposals.

- Section 9 The Board shall schedule meetings on the third Tuesday of every other month at 7:00 a.m. The regular meeting place shall be at the Vestavia Hills City Hall's Executive Conference Room but may be moved to other venues at the request of the Board. If the time or venue is changed it should be announced at the regular meeting the month prior to the change.
- Section 10 The next scheduled Board meeting will be announced at each Board meeting.
- Section 11 The Board may, by a majority vote, cancel or postpone a scheduled meeting.
- Section 12 The Board may, as conditions warrant, call special or emergency Board meetings at any time, provided Board members receive proper notification. The business to be conducted at special called meetings of the Board shall be stated in advance and no other business shall be conducted except, by majority vote, the Board may consider any business at hand at special Board meetings. Public notification of any special or emergency Board meeting will be provided pursuant to Alabama's Open Meeting Law.
- Section 13 All meetings of the Board shall be open to the public. The Board may hold an executive session as permitted by the Alabama Open Meetings Act, Sections 36-25A-7 et seq., *Ala. Code* (1975).

- Section 14 A preliminary agenda for each regular meeting of the Board shall be prepared by the Superintendent after consulting with the President of the Board. The final meeting agenda shall be posted by the Superintendent on the Civic Center bulletin board and at any other conspicuous location so designated by the Board in accordance with applicable law. The posted agenda shall be the order of business at the meeting unless amended by a majority vote as first order of business of the meeting. The agenda shall, at a minimum, consist of the following:
- a. Roll Call
  - b. Superintendent's Report
  - c. Mayor's Report
  - d. New Business
  - e. Old Business
  - f. Board Liaison's Reports
  - g. League Representative Report
  - h. Announcement of next scheduled meeting
- Section 15 Board members shall keep the Superintendent up to date with their proper contact information (cell phone number, email, etc.).
- Section 16 In accordance with Ordinance 2258, a quorum for the Board shall be four (4) members.
- Section 17 The Board shall take no action or pass any resolution without a quorum present. In the absence of a quorum, proposals may be heard and public discussions may occur, but no action shall be taken and no voting shall be allowed. When Board members leave a Board meeting in progress, the designated Park and Recreation Employee shall note their absence in the minutes. If such absence(s) cause(s) a lack of a quorum to exist, the designated Park and Recreation Employee shall inform the President accordingly and the no further action or votes shall be had. If the President and Vice-President absent themselves from any meeting, the Secretary shall serve as the President Pro-Tem of the meeting.
- Section 18 Once a quorum is established, a simple majority vote in favor of the resolution or motion shall be sufficient to pass any resolution or motion of the Board. There shall be no proxy voting by Board members.

- Section 19 Amendments, additions or deletions to the bylaws and policies of the Board including programs shall be submitted in writing at a regular meeting of the Board. The question will be considered at the following regular meeting. A majority vote of the Board concurring shall be necessary to amend, add or delete the bylaws and policies of the Board.
- Section 20 The President of the Board or any other two members of the Board may notify the Superintendent that they desire a specially called meeting of the Board.
- Section 21 The Board may appoint certain standing committees from time to time dealing with the Board's property, program, personnel, facilities and equipment, or any other phase of the Board's operation. Standing committees shall consist of the Board member or members appointed, the Superintendent, and any other Board employee the Board may deem helpful to serve on the standing committee. Standing committees shall have no authority to act: they are for investigative purposes only, and shall report their findings and recommendations to the Board when Board action is desired. The Superintendent shall be authorized to consult and convene standing committees.
- Section 22 Under the same procedure and membership as above, the Board may appoint certain special committees from time to time. Once special committees have reported their findings and recommendations to the Board, the committees are dissolved.
- Section 23 By majority vote concurring, the Board may alter the order of business at any time during a Board meeting. The Board shall retain the right to adjourn at any time during a Board meeting by majority vote concurring.
- Section 24 The Board recognizes that it is not a Board, merely a group of individuals, until such time as the Board has been properly notified, called into session and sitting with its Superintendent, (unless the Superintendent has been excused for valid reasons). Outside of Board meetings, Board members shall refrain from commitments, individually or collectively, which may influence precipitant actions from employees of the Board or the general public.

## PERSONNEL POLICIES

### Article III

- Section 1 All personnel policies are determined by the Personnel Board of Jefferson County, Alabama; the Rules and Regulations of the City and; state and federal law.
- Section 2 The Board shall not enter into a concession lease with an employee of the Board or allow an employee to promote events involving a personal profit motive on park property. The purpose of this policy is to avoid conflict of interest situations with' employees.

## AWARDS, DONATIONS FEES AND CHARGES

### Article IV

- Section 1 From time to time the Board is offered awards or donations which may consist of money, property, animals or equipment and other materials. All awards and donations to which conditions, restrictions or stipulations are attached shall be referred to the Board for consideration. The Board reserves the right to accept or reject any such awards or donations, taking into consideration the best interest of the Board and the City. The Board authorizes the Superintendent to accept donations of unrestricted amounts of money. The Board authorizes the Superintendent to accept or reject any other unrestricted offers based on his judgment of its value to the Board. When in doubt of the value, the Superintendent shall present the offer to the Board for consideration. All unrestricted awards or donations accepted by the Board or Superintendent shall become the property of the City and shall not be disposed of without Board approval, unless expended through usage.
- Section 2 The Board may institute reasonable fees and charges at its various park facilities. The Board's philosophy, or the conditions, under which fees and charges may be instituted are as follows:
- A. When a clearly defined "User" of a particular facility or service can be identified (as opposed to a casual observer).
  - B. When the expense of operating a particular facility or service is comparably high and a portion or all of the operating expense may be defrayed by fees or charges paid by the "User".
  - C. The likelihood that the fees and charges will produce a reasonable, amount of revenue over the cost of collecting same

(cashier's salaries, etc.).

- D. When the facility or service proposed for fees and charges can be controlled, either by an enclosure and/or by personnel, to provide for efficient collection.
- E. To hold a reservation for a group or an individual
- F. The need for fees and charges to serve as something of a regulatory agent at a particular park facility
- G. The need for additional funds to bolster the Board's revenue

The Board reserves the right to institute, increase, decrease or abolish fees and charges at any or all of its facilities. The Board recognizes that fees and charges may vary from time to time, depending on economic conditions and other relevant factors. Copies of current fees and charges at various facilities may be obtained from the Parks and Recreation office.

#### CONFERENCES, SEMINARS, CONVENTIONS AND OTHER MEETINGS AND INSPECTION TOURS

#### Article V

- Section 1 The Board recognizes the value, from the standpoint of information, public relations and in-service training, attendance and participation at various meetings, conferences, seminars, conventions and tours of inspections, both local and out-of-town, for Board members and employees, provided funds are available and such personnel can be conveniently excused from their regular duties.
- Section 2 Out-of town attendance for employees shall be recommended by the Superintendent and referred to the Board for consideration, except the President may authorize an emergency trip as detailed in Article II-9-A.
- Section 3 Out-of-town trips by Board members shall be authorized, only, by the Board by majority vote.
- Section 4 Out-of-town trips authorized by the Board shall be at the expense of the department of parks and recreation, except when previously agreed by the Board that the Board member or employee shall bear a certain portion or all the expense.
- Section 5 Expenses for Board members and employees for out-of -town trips shall be kept reasonable and accounted for according to City policy.
- Section 6 Board members and employees using air travel shall use tourist

accommodations when available.

Section 7 Board members and employees using automobile travel for out-of-town trips shall, when practical, travel in the same vehicle.

Section 8 Board members and employees shall not be furnished expenses for travel, meals, and lodging for in-town meetings. Registration fees for authorized in-town meetings shall be considered legitimate expenses.

Section 9 Board members and employees vacationing immediately before, during or after an authorized trip shall keep careful records of the exact time and place they go on or off Board expense and on their own time and expense.

#### RELATIONSHIPS WITH OTHER CITY DEPARTMENTS COUNTY, STATE AND FEDERAL AGENCIES

##### Article VI

Section 1 The Board instructs the Superintendent to establish and maintain friendly and cooperative relationships with all City, County, State and Federal departments and agencies with which the Board has dealings.

Section 2 The Board is subject to the authority of those City and County departments and agencies with regulatory power over the operations and properties of the Board, not in conflict with the provisions of the Ordinance, and of those State and Federal departments and agencies with regulatory power over the operations and properties of the Board.

Section 3 The Board instructs the Superintendent to admit, free of charge, parking fees, etc., to all Board facilities and functions, personnel from the above regulatory departments and agencies in the performance of their duties. Such personnel shall be required to identify themselves and state their business. Unauthorized companions shall be required to pay fees and charges. Where there is doubt concerning the authority of authenticity of such persons a report shall be made to the Superintendent, who shall forward the report to the appropriate department or agency head requesting an investigation.

Section 4 City Police, Fire Department, Jefferson County Sheriff's Department officers and Alabama State Highway Patrolmen, in uniform, shall be

admitted free of charge and without question. Such action does not include unauthorized companions. Plainclothesmen, or detectives out of uniform, shall be required to identify themselves and state their business. When there is doubt of their authority or authenticity the procedure shall be as detailed in Article VI-3. When personnel from regulatory and public safety agencies insist on free admission for unauthorized companions, they shall be admitted, and a report made to the Superintendent as detailed in Article VI-3.

## POLICIES PECULIAR TO PARKS AND RECREATION FACILITIES

### Article VII

- Section 1 A Recreation Center (sometimes referred to as, "Community Center") is operated and maintained by the Board. The Board shall make all policy for the Recreation Center.
- Section 2 The Board declares that the purpose of the Recreation Center is to promote athletic, social, cultural and artistic activities in as wholesome an atmosphere and as attractive surrounding as may be afforded.
- Section 3 The Board delegates to the Superintendent the authority, consistent with the policies of the Board, to staff the Recreation Center, schedule programs and events and carry out maintenance projects at the Recreation Center. This section does not give the Superintendent the authority to hire employees of the City but only to make recommendations for hire to the City Manager.
- Section 4 The Board shall establish opening hours for the Recreation Center, and within the limitations of available personnel, said opening hours shall be strictly observed. Copies of current Recreation Center opening hours may be obtained from the Parks and Recreation office.
- Section 5 The Board may negotiate for leases or contracts for the sale of food, drink and other concessions at City recreational facilities. Any such lease agreement or contract must be approved by the City Council and signed by the City Manager and Mayor.
- Section 6 The use of the Recreation Center by the public during opening hours shall be members and members' guests. Guest fees shall be determined by the Park Board. However, private groups or organizations desiring to reserve certain space in the Recreation Center shall pay a reservation fee. The Board shall establish such fees based on the particular space used and the particular category

into which the group desiring the reservation falls. Copies of current fees according to the space used and the group categories may be obtained from the Parks and Recreation office.

- Section 7 No space in the Recreation Center shall be reserved for private use when said space is needed for the Recreation Center's regular program.
- Section 8 The Board delegates to the Superintendent the authority to allow private groups or organizations to reserve the Parks and Recreation facilities during hours the Parks and Recreation facility is normally closed to the public by the payment of the regular reservation fee plus the hourly rate of the employees. Copies of current employee hourly rates may be obtained from the Parks and Recreation office.
- Section 9 The Board may deny any individual or resident access to Parks and Recreation facilities if such access would have a negative impact on a youth sports program or would otherwise be detrimental to any program or league operated pursuant to or through the Parks and Recreation Department or the Board.

#### POLICIES PECULIAR TO WALD PARK SWIMMING POOL

##### Article VIII

- Section 1 The Board has administrative authority for the public swimming pool located in Wald Park.
- Section 2 The Board delegates the authority of the Superintendent to operate and maintain said swimming facility and to carry out a program of aquatic activities, within budget limitations.
- Section 3 The purposes of the aquatic or swimming program are as follows:
- A. To teach as many individuals as possible how to swim.
  - B. To increase at the various levels of skill the individual's ability in water safety.
  - C. To provide a program of competitive swimming.
  - D. To allow a period for purely recreational swimming.
- Section 4 The Board shall establish opening hours for its swimming facility and the number of hours allotted each aquatic program. Copies of current opening hours and program hours may be obtained from the Parks and Recreation office.

- Section 5 The Board may establish certain age restrictions for the use of certain areas of its swimming facility and programs. Copies of current age restrictions may be obtained from the Parks and Recreation office.
- Section 6 The Board may establish certain fees or admission charges for the use of its swimming facility and various programs. Copies of current fees and charges may be obtained from Parks and Recreation office.
- Section 7 The Board shall establish safety rules and regulations for the operation of its swimming facility. Copies of current safety rules and regulations may be obtained from the Parks and Recreation office.
- Section 8 The Board instructs the Superintendent to be especially cognizant of the health and sanitation requirements for swimming facilities, and authorizes the Superintendent to close its swimming facility until said requirements are met.

#### POLICIES PECULIAR TO YOUTH SPORTS

##### Article IX

- Section 1 DEFINITION: For the purpose of Article IX, the term “Youth Sports Board” shall be defined as the group of individuals who are designated to act in an advisory, administrative or legislative capacity for any Vestavia Hills youth sports league or program to include each member who is allowed to vote on matters pertaining to that particular league or program.
- Section 2 The Board has administrative authority for the various youth sports leagues offered in the City of Vestavia Hills.
- Section 3 The Board delegates revocable administrative authority to the Youth Sports Boards of the various youth sports leagues or programs provided their By-Laws are approved by the Board. The Board contemplates that each Youth Sports Board shall be good stewards of its participants’ resources, assets and funds. The Board reserves the right to revoke the right and authority of a Youth Sports Board and its programs to use Parks and Recreation facilities if that Youth Sports Board fails to comply with the requirements of the Board or violates Board rules, regulations or policy. In order to maintain use of the Parks and Recreation facilities, the minimum criteria that each Youth Sport Board shall

meet is as follows:

- a. The Youth Sports Board must, at all times, act as good stewards of its participants' resources, assets and funds;
- b. The Youth Sports Board's By-Laws, and all amendments or changes thereto, must be approved by the Board;
- c. The Youth Sports Board must adhere to all policies established by the Board to include, but not limited to, the Board's financial control policy and background check policy;
- d. The Youth Sports Board's programming must meet the programming objectives stated within the Youth Sports Boards' By-Laws;

Section 4 If a Youth Sports Board fails to comply with the requirements of the Board or violates Board rules, regulations or policy, then, in such event, the Board may make recommendations for corrective action to the Youth Sports Board prior to revoking the right and authority of said Youth Sports Board and its programs to use Parks and Recreation facilities.

Section 5 The various Youth Sports Boards shall have a representative present at all regular Parks and Recreation Board meetings and, if requested, at special called meetings.

Section 6 No person can serve on more than one Youth Sports Board during any calendar year.

Section 7 The Board shall assign one or more Board members as liaisons to each Youth Sports Board. The Board instructs the Superintendent to assign one or more park employees as liaisons to each sport.

Section 8 The Board instructs the various Youth Sports Boards to present a financial report to the Board at least once annually, or as requested.

Section 9 The purposes of the youth sports programs are as follows:

- A. To teach the standards of good sportsmanship.
- B. To increase the individual's various levels of basic sports skills.
- C. To promote athletic activities in as wholesome an atmosphere and as attractive surrounding as may be afforded.

Note: A generic set of youth sport by-laws shall be given to any new sport league that forms and falls under the direction of the Department of Parks and Recreation. These by-laws are a guideline for the new sport league to follow until such time that sport specific by-laws can be created, presented to the Board and ratified by the Board.

## MISCELLANEOUS POLICIES

### Article X

- Section 1 The Board instructs the Superintendent to perform no work, materials or equipment on private property.
- Section 2 With the approval of the City Council, private property may be leased for Board purposes. In that event, with the approval of the City Council, work may be performed commensurate with the terms and length of the lease. Any such lease agreement shall be signed by the City Manager and Mayor.
- Section 3 The Board authorizes the Superintendent to perform work on other City property to a reasonable extent and not unreasonably interfering with regular duties and work schedule. When work requests on other City property are of such magnitude, the Superintendent shall bring the requests to the Board for consideration.
- Section 4 The Board recognizes the value of the park system's trees and grounds. For conservation purposes, the Board instructs the Superintendent to cause to be planted yearly, as many trees as may be practical.
- Section 5 The Board authorizes the Superintendent to remove trees which are damaged beyond repair or which may obstruct activities or construction. No tree shall be removed except for due cause and after thoughtful consideration by the Superintendent.
- Section 6 The Board instructs the Superintendent to attempt to repair and salvage damaged trees whenever practical.
- Section 7 The Board instructs the Superintendent to follow a program of planting, at least, two trees for every one removed.
- Section 8 The Board instructs the Superintendent to promote and encourage good environmental and ecological practices both of human and

physical resources.

- Section 9 The Board acknowledges that the City owns all land used for Parks and Recreation purposes and, therefore, has the right to name such facilities. Having considered the recommendation of the Superintendent, the Board shall recommend to the City's governing body a name for each newly acquired unnamed park.
- Section 10 While not a hard and fast policy, the Board is, generally, opposed to naming portions of parks, or facilities within certain parks, any name other than the official name of the park.
- Section 11 From time to time, the Board may recommend to the City's governing body the design or naming of certain rooms of City buildings and facilities.
- Section 12 All City lands, buildings, equipment and facilities shall be used for the following purposes on a non-discriminatory basis: (1) For the purpose of maintaining and improving recreational services for the City as authorized by Section 11-86-2 and Section 11-86-3 *Ala.Code* (1975) and; (2) For the operation and promotion of such recreation programs as will contribute to the general welfare of City residents as authorized by Section 11-86-3 *Ala. Code* (1975).
- Section 13 The Board prohibits the use of parks and park facilities for purely commercial activities, except those commercial activities under lease to the Board.
- Section 14 All Board facilities are open to the public, except during certain hours when closed to the public. Places closed to the public are those marked "employees only" or those places held by permit or lease. Persons who may enter park facilities in places or during hours when closed to the public are trespassers.
- Section 15 The Board may establish curfew hours at certain parks or park facilities. Persons who may violate said curfew hours are trespassers.
- Section 16 The Board instructs the Superintendent to attempt to have apprehended and prosecuted trespassers and those abusing or using park facilities for a purpose for which the park facilities were not intended.
- Section 17 The Board acknowledges that it has no police power. The Board depends on the law enforcement agencies for police service.

- Section 18 The Ordinance does not grant the Board the power of subpoena.
- Section 19 The Board has no power or authority to buy or sell real estate or property without the concurring resolution of the City's governing body.
- Section 20 The Board delegates the authority to the Superintendent to suspend the public use of various parks, portions of parks, or park facilities for major repairs or renovations or for various tournaments considered in the best interest of the Board and the City. The Superintendent shall make such public use suspension only after due consideration and for the minimum time required.
- Section 21 The Board exempts from all policies, rules and regulations pertaining to pets, the use of service animals for persons requiring such assistance.
- Section 22 The Board instructs the Superintendent to display both the United States of America and the State of Alabama flags, according to the proper flag etiquette, at all Board facilities whenever practical. When it is practical to display only one flag, it shall be the United States of America flag.
- Section 23 Petty cash funds at various Board facilities shall be handled according to City policy. The Board prohibits anyone from borrowing from petty cash.
- Section 24 The Board instructs the Superintendent to cooperate with the appropriate agencies assigned overall responsibility in the event of an emergency, calamity or catastrophe. If the Superintendent has doubt as to the extent of cooperation, the Board shall make the determination and instruct the Superintendent accordingly.
- Section 25 The Board recognizes the authority of the City Manager as the Chief Executive Officer of the City in situations of grave emergency, calamity or catastrophe to commandeer all Board property, facilities, equipment and personnel.
- Section 26 The Board instructs the Superintendent to keep accurate and up-to-date inventories of all equipment and supplies.
- Section 27 The Board instructs the Superintendent to keep an accurate and up-to-date ledger of the properties of the Board, detailing each property, the facilities and equipment located thereon, a map of the property, identifying photographs and other information as may be

useful.

- Section 28 The Board instructs the Superintendent to encourage, promote and lend assistance with the formation and participation of lesser known recreational and athletic activities.
- Section 29 The Board prohibits playing and practicing golf at any parks other than golf courses.
- Section 30 The Board prohibits such sports as archery, javelin throwing, discus throwing and other activities involving dangerous missiles on all park property, except in those park areas particularly designed for such activities.
- Section 31 The Board prohibits permanent advertising signs at its various parks and facilities, except advertising specifically approved by the Board. This advertising prohibition applies to private organizations as well as commercial concerns.
- Section 32 The Board delegates to the Superintendent the authority and the discretion to turn off outdoor lighting at park facilities during periods and seasons of inclement weather.
- Section 33 The Board instructs the Superintendent to promote and encourage to the fullest extent possible and practical the services of volunteers (non-paid workers) in all phases of the Board's operations. The Board is aware of the extensive use of volunteer services, presently, and the fundamental need for volunteers for a successful park and recreation program.

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## Vestavia Hills Swim Association Inc. By-Laws

These By-Laws are adopted pursuant to and in accordance with the Vestavia Hills Parks and Recreation Board (“the Park Board”) Athletic League General By-Laws.

### **ARTICLE ONE** **GENERAL**

1.1 The Vestavia Hills Swim Association Inc. (herein referred to as “VSA”) is associated with the Jefferson Shelby Swim Council (JSSC), which determines our meet schedule, sets time standards and establishes the rules governing our meets.

1.2 The VSA Board manages our swim team, which involves hiring the coaching staff, conducting registration, hosting swim meets, and purchasing and maintaining equipment. The Board also organizes social events, tracks swimming times and records and organizes parent volunteers.

1.3 The VSA seeks to provide a fun, safe, competitive and family-centered environment that will inspire each swimmer to do his or her best. Our ultimate goal is to instill a love of swimming that will last a lifetime.

### **ARTICLE TWO** **OFFICERS**

2.1 The executive committee (excluding the President) shall appoint a Nominating Committee, with at least two members, at least forty-five days prior to the officer election.

2.2 At least fifteen days prior to the election, the slate of nominated officers shall be posted in the Recreation Center along with the date, time and location of the officer election.

2.3 Additional individual nominations may be made by notifying the Chair of the Nominating Committee at least ten days prior to the scheduled officer election.

2.4 The nominees shall be voted on at Family Fun Night, with each officer elected by a majority vote of those entitled to vote and present at the election. No absentee ballots may be accepted.

2.5 Names of elected officers shall be posted in the Recreation Center at the conclusion of the election.

2.6 Duties of the executive officers are as follows:

**President:**

- Leads all Board Meetings
- General Supervisor of VSA
- Coordinates budget
- Will be on the signing card for the bank account
- Attends Parks and Recreation Board meetings in person or through an appointed designee

**Vice President:**

- General assistance to VSA President
- Coordinates the VSA Invitational Swim Meet – (or other larger meet if hosted)
- Oversees that coaches have completed Park Board required background checks and concussion training as well as any other requirement by the City, Park Board, or JSSC

**Secretary**

- Records minutes of all VSA Board meetings
- Submits bi-monthly reports to Park Board (odd months)
- Oversees and conducts the VSA officer elections pursuant to these by-laws and the Park Board By-Laws
- Coordinates and conducts registration for VSA swimmers

**Treasurer**

- Oversees budget and financing
- Maintains accurate records and accounts of all VSA financial transactions
- Provides the Park Board a compiled record of all VSA financial transactions on an annual basis no later than October 31 of each year.
- Will be on the signing card for the bank account

**At-Large Board members**

- At-Large board members will serve as chairperson of different committees needed to run summer swim. Committees include:
  - Concessions for meets

- Team Communications – including website and email
- Volunteers
- JSSC liaison
- Clerk of Course

### **ARTICLE THREE**

#### **BOARD ACTIVITIES**

3.1 The Board shall consist of up to four executive officers, as listed above, who shall serve as the officers of the Board, and no more than five additional members at large. The head coach shall automatically be a voting member of the Board.

3.2 The VSA Parks and Recreation Liaison will serve as a non-voting member of the Board. This liaison will be invited to all Board meetings.

3.3 Any action of the Board shall be valid if authorized and approved by a majority vote, with a quorum present. The quorum for the Board is four, with at least three of the individuals present being executive officers.

3.4 The Board shall undertake such activities as, in its opinion, will carry out the objectives of its organization, including but not limited to the following activities:

- Financial management of the organization
- Hiring of coaching staff
- Ensuring that coaching staff has met city and JSSC employment requirements
- Coordinating logistics of VSA Swim Meets, both home and away
- Coordinating fundraising
- Recruiting swimmers
- Training swimmers

3.5 The Board may create standing committees or task forces to deal with more specific areas of concern.

3.6 Open Board meetings will be held every other month from February through May at the Vestavia Hills Recreation Center, with the time and date to be determined by the President and announced on the VSA website and posted at the Parks and Recreation Center.

3.7 Special meetings of the Board may be called upon the direction of the executive officers and may take place via conference call or by e-mail.

3.8 Board members are expected to attend all meetings.

3.9 Three board members will be on the signing card for the VSA bank account. These members include the President and Treasurer as well as one other member. At the end of that officer's tenure, outgoing officers must be removed from the account before the Treasurer's annual end-of-year report to the Park and Recreation Board.

3.10 Paid coaches (hourly and salary) and the Board Treasurer are required to have a background check as directed by the City of Vestavia Hills Parks and Recreation Board. Background checks performed by the City authorized provider must be renewed every two years.

3.11 Paid coaches (hourly and salary) are required to undergo concussion training. Proof of training must be submitted to the Parks and Recreation Superintendent.

## **ARTICLE FOUR** **BEHAVIOR CODE**

- 4.1 VSA has the following Behavior Code which is set forth in the Parent Information Book provided to all swimmers' parents and posted on the VSA website:

The following behavior will not be tolerated:

- Pushing others in the pool
- Running on the deck
- Pushing or hitting
- Towel snapping
- Dunking or holding someone under water
- Refusing to allow a swimmer to pass during circle swim\*
- Foul language

The following behavior is encouraged:

- Positive attitude
- Hard work
- Helping others
- Team spirit
- Good sportsmanship
- Making new friends

- 4.2 The VSA Board retains the right to maintain good sportsmanship and safety on the team by enforcing the foregoing code by issuing warnings to swimmers in violation of the Behavior Code, and, if the violations persist, dismissing the swimmer from the team.

## **ARTICLE FIVE** **AMENDMENTS**

The By-Laws may be amended by a two-thirds vote of those members present at any regular or special meeting of the Board, provided written notice of the proposed changes is sent with the notice of the meeting.

***Effective October 2016***  
***Approved by VSA Board***  
***Provisionally Approved by Parks and Recreation Board***

**Vestavia Hills Parks and Recreation**

**Civic Center Building Security Policy**

Per the recommendation from the Vestavia Hills Police Department, this policy shall institute controlled access in the best interest of public safety.

All patrons will enter the Civic Center building (1973 Merryvale Road) through the main entrance of the building. The other exterior doors will remain locked throughout the day, with exceptions made only through city staff.

If any of the rear portions of the building are being used, the designated group member of the class and/or program may be stationed at the exterior door and let their fellow members in through the locked/secured doors. This will allow especially our senior citizen population the ability to park and walk a close distance to their class room.

Adopted by the Park Board on \_\_\_\_\_

## Baseball

July 2018

Here are some highlights from VHBC:

1. Final total number of players for the Spring was 1142. This represents an increase of over 100 players over the past three years.
2. A new Constitution and By-laws has been approved. We changed our name from from Vestavia Hills Youth Baseball to Vestavia Hills Baseball Club.
3. We split our governance to a Board of Directors and executive Committee.
4. Efrain Horta has been selected as President for the 2018-2019 year.

Swimming

July 2018

VSA held an emergency board meeting on May 15th, however, much of what was discussed is now mute. Regardless, I have included those minutes as follows:

VSA Board Meeting @ Vestavia Y

5/15/18

[9:30-10:45](#)

Board Members Present:

Rebecca Hartsough  
Jennifer Hunsburger  
Melissa Mayfield  
Catherine Murphy  
Melissa Rubin  
Derrell Winter

A.) 501C3 Status Discussed

- needed by end of May
- VSA changing to VHSA (\$300)
- VSA board is reaching out to David Myers.
- discussed assets of VSA at [Wald Park](#).

B.) Discussed Renting Filtration System

- possible second opinion from Cox Pool Company

C.) (1.) Discussed moving practices to Vestavia YMCA

- possible refund date June 1st to begin processing any refunds
- about 105 kids registered
- start date Tues. May 29th?

(2.) Insurance/What are we paying the Y?

- Will VSA pay or will money

come from Vestavia Parks  
and Rec?

D.) Email to Families

- tentatively working to move practices to Vestavia Y
- waiting to hear back from the City
- refund window
- no practices next week

Upon notice that a rental filtration unit would be secured, VSA opened registration again began its season a week later than scheduled and advertised.

We enrolled 169 swimmers for the 2018 season. That does not include the one swimmer that requested a refund because they registered with a different club due to pool situation at Wald Park.

Currently, the VSA board continues to reestablish 501c3 status. We applied for a new EIN number and have voted to accept new bylaws under the name Vestavia Hills Swim Association. This needs approval by the Parks and Recreation Board.

Additionally, this season the entire JSSC implemented a new meet scoring system that is run by MeetCentral. All timing and disqualifications are managed through iPhones. This system required some new equipment including a router. Most equipment was provided at no cost by the JSSC. In future years there will be a \$4 per swimmer fee that will be passed on directly to individual registrants to use the meetcentral system. As with any new system, there has been a learning curve but we hope it will be improved upon for next year.

At the time that these notes are being written, we have one additional regular season meet and the Senior County Meet which is open to qualifiers only. We are currently 3-1 this season, only having lost to Homewood by 10 points. Had the meet not been rescheduled because of weather, we believe that we would have won. VSA placed second overall in the SBY Invitational with 30 swimmers participating. Our family fun night and awards ceremony is July 17th at the pool. The season will conclude on July 27th with our Intrasquad Meet.