

City of Red Bank

PARKS & RECREATION CITIZENS' ADVISORY BOARD MEETING

Agenda
May 28, 2026
5:00 PM

3653 Tom Weathers Drive, Red Bank, TN, 37415

I. CALL TO ORDER

II. ROLL CALL

- A. Robin Parker, Chair** ___
Gaston Farmer, Vice Chair ___
Jennifer Crum, Secretary ___
Karissa Peyer ___
Randy Lebioda ___
Patrick Kelly ___
Sunshine Loveless ___
Daniel Willis ___
Kyle Murphy ___
Matthew Portwood ___
Jeffrey Grabe ___

III. CONSIDERATION OF THE MINUTES

- A. Approve minutes from previous meeting**

IV. NEW BUSINESS - citizens will have an opportunity to speak on these items prior to the final vote

- A. Area Advocate Updates**

- B. Parks Updates:**

- **White Oak Connector trail data**
- **Godsey Ridge trail data**
- **Project Diabetes Phase 2 (FY27)**
- **Red Bank Soddy Dasiy Fund Shade Dog Park**
- **Bathroom automated locks**
- **AOA growth (numbers)**
- **Dirt Bikes & Parks**
- **FRBMSS phase 1 FY27**
- **LWCF & Hixson phase 1 FY27**

- C. Community Engagement SOP: Naming FRBMSS & Hixson property**

- D. Fall Events Review**

- E. Upcoming Events:**

June 4th Active Older Adults Art Gala 3pm-6pm
June 12th Food Truck Friday 5:30pm-8:30pm
June 27th Food Truck Friday 5:30pm-8:30pm

V. ADJOURNMENT

City of Red Bank

PARKS & RECREATION CITIZENS' ADVISORY BOARD MEETING

Agenda
March 26, 2026
5:00 PM

3653 Tom Weathers Drive, Red Bank, TN, 37415

I. CALL TO ORDER Call to Order – 5:02 PM

II. ROLL CALL

- A. Robin Parker, Chair _x_
Gaston Farmer, Vice Chair _X_
Jennifer Crum, Secretary _x_
Karissa Peyer _X_
Randy Lebioda _X_
Patrick Kelly __
Sunshine Loveless _X_
Daniel Willis __
Kyle Murphy _X_
Matthew Portwood _X_
Jeffrey Grabe _X_

III. CONSIDERATION OF THE MINUTES

- A. Approve minutes from previous meeting Motion: Gaston, 2nd: Karissa – Approved!

IV. NEW BUSINESS - citizens will have an opportunity to speak on these items prior to the final vote

A. Area Advocate Updates

-Kyle mentioned there was 4 wheeler activity at Stringers Ridge, as well as dirt bike activity at the new Godsey Ridge Trails.

-Robin gave an update on the new development that will be close to the new Godsey Ridge Trails off of Morrison Springs Road. HGH Construction is working on the development. Mentions of office, retail and restaurant space. The developers have mentioned wanting to add a trail connector to the new trails and provide parking.

-Traffic garden equipment has been fixed.

-Approximately 40 kids attended the traffic garden party. From all accounts a huge success. Another traffic garden party is planned for next Saturday.

-Sunshine mentioned SORBA is partnering with the City of Chattanooga on a trail stewardship event at Stringers Ridge.

-Gaston mentioned there are still dogs who are off leash at WOP and near the dog park and are making their way onto TN American Water property.

B. Parks Updates

-Godsey Ridge Trail is complete! Jeffrey mentioned needing signage and wayfinding.

C. Godsey Ridge

- **Update:** Conceptual drawing was shared for the Hixson Property on the north end of town. There is vision to have on street parking, a bike route as well as a sidewalk. Gaston mentioned to make sure to include the Hixson parcel in the capital improvements plan when discussing with city.
- **Ribbon Cutting (date & itinerary)** Board reviewed ribbon cutting itinerary for April 19th, starting at 1:30pm. There will be refreshments, a welcome and meet and greet. Moving to the trailhead at 2pm, and ribbon cutting will take place at 2:10pm. Post-ceremony bike rides with SORBA & WOBC and hikes with Trust for Public Land. Recognize partners and funding.
 - **PRAB role:** if available, please arrive by 1pm to help with ribbon cutting.
- **Trail Names (ideas & let the public vote):** Discussion was had on naming the trails as there are 3 different trails in the system. Could name them after native plants, animals, or tie into the school mascot. Timing was an obstacle discussed and trying to include those in the press release or involving schools/classrooms. A google sheet will circulate to add trail name ideas. Efforts would be made to involve public but could remaining red, blue and green for ease and timing.

D. LWCF Conversion Update: Officially submitted conversion to the National Park Service! It has been accepted and approved by TDEC. Board and Jeffrey rejoiced. Now the waiting period begins as there is no specified timeline.

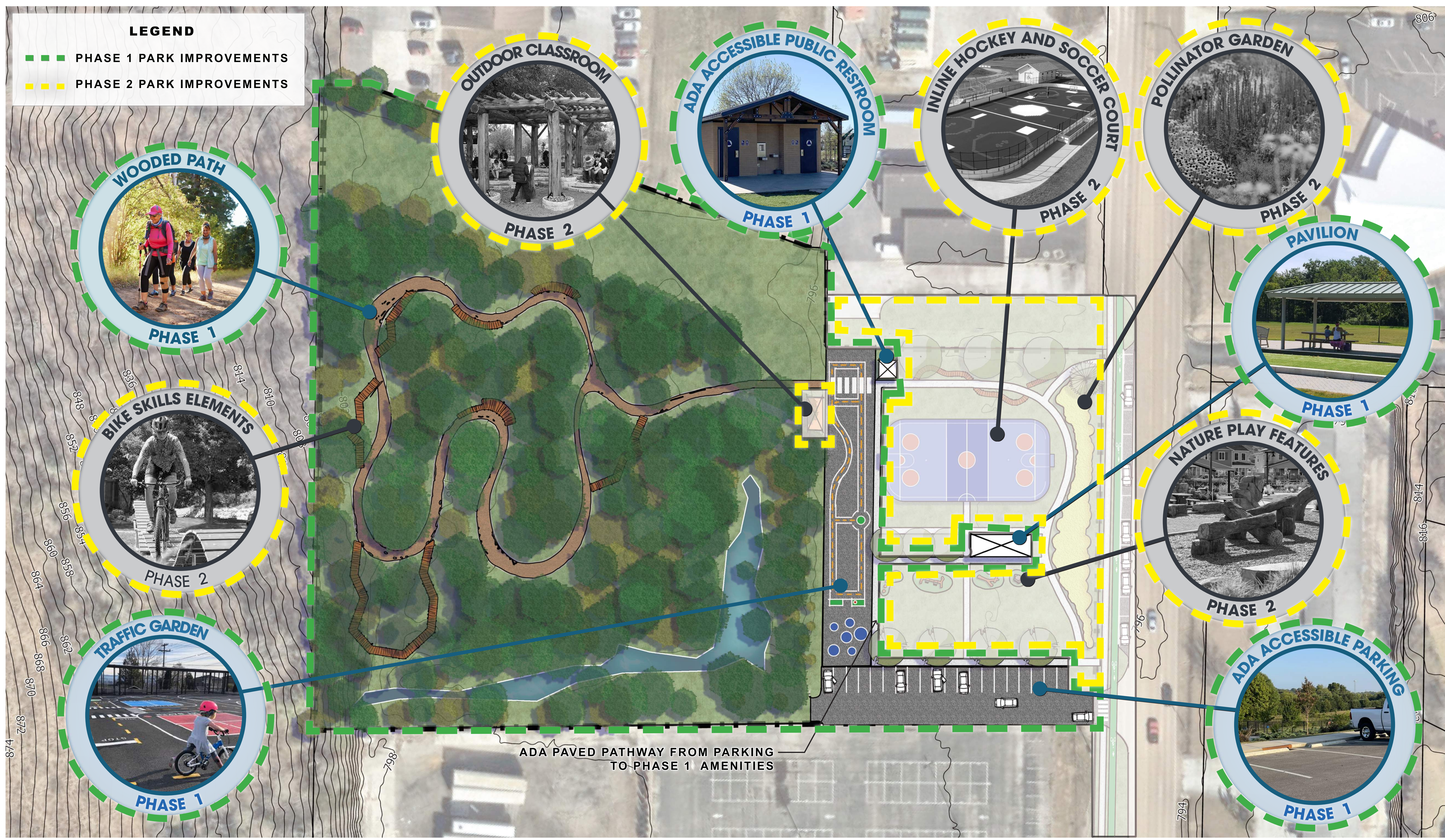
E. Liberty Bell Locations: Red Bank has been gifted a Liberty Bell to display in our city. It is a large steel bell generously donated by a local group. Discussion was had on where to display the bells. It will be at the Community Center and the Veteran's Space on Morrison Springs Rd. Motion: Jennifer, 2nd: Karissa – Approved.

V. ADJOURNMENT Motion: Robin, 2nd: Gaston, adjourned at 6:01pm

Board ventured outside after the meeting to check out the new Godsey Ridge Trail system.

LEGEND

- PHASE 1 PARK IMPROVEMENTS
- PHASE 2 PARK IMPROVEMENTS



OUTDOOR CLASSROOM
PHASE 2

ADA ACCESSIBLE PUBLIC RESTROOM
PHASE 1

INLINE HOCKEY AND SOCCER COURT
PHASE 2

POLLINATOR GARDEN
PHASE 2

WOODED PATH
PHASE 1

PAVILION
PHASE 1

BIKE SKILLS ELEMENTS
PHASE 2

NATURE PLAY FEATURES
PHASE 2

TRAFFIC GARDEN
PHASE 1

ADA ACCESSIBLE PARKING
PHASE 1

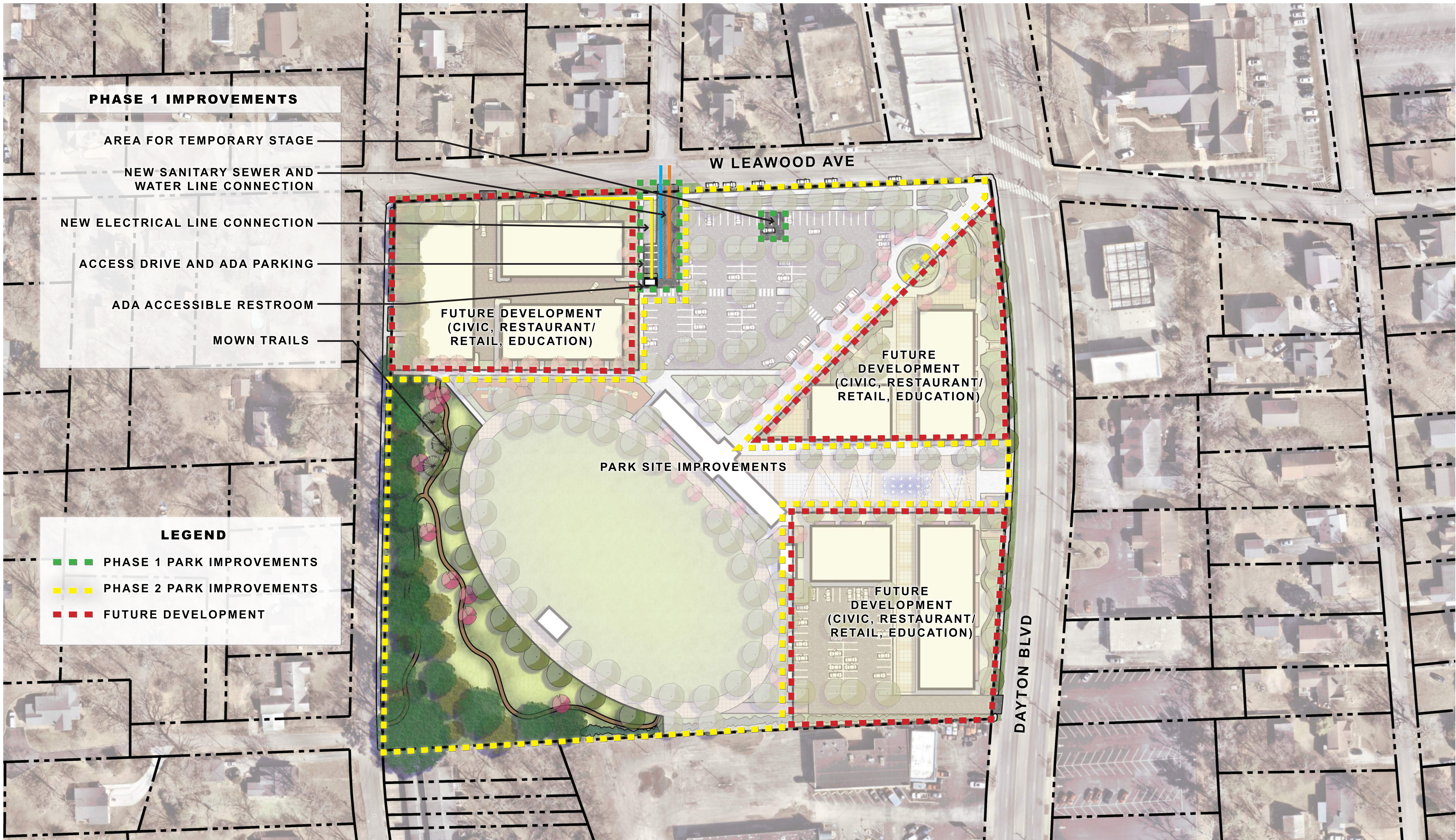
ADA PAVED PATHWAY FROM PARKING TO PHASE 1 AMENITIES



Hixson Property Concept Plan

Kimley»Horn
Expect More. Experience Better.





Former Middle School Property - Concept 1





Standard Operating Procedure (SOP) for Community Engagement Parks & Recreation Division

Purpose

This SOP applies to the Parks & Recreation Division and outlines suggested guidelines for community engagement in projects, programs, and initiatives. This includes efforts approved and budgeted through third-party agreements. The SOP ensures that community voices are considered in decisions that impact park services, facilities, and programming.

Scope & Application

The Parks & Recreation Division shall apply this SOP to:

- Master plans
- Comprehensive or strategic plans
- Feasibility studies
- New programs or services requiring funding or resources
- New facilities or large infrastructure projects
- Other public-facing projects or initiatives

This SOP will not apply to:

- Routine maintenance
- Items that do not close down the park or facility
- Technical, safety or operations-based decisions
- MOU's and/or Agreements with third party operators
- Annual budget process
- "Other" items that would impede the Parks, Trails, & Recreation Division's day to day operations

Staff should also follow this SOP for new or ongoing initiatives as determined by the Parks & Recreation Division Manager in collaboration with the Parks & Recreation Advisory Board (PRAB).

Community Engagement Process

1. Project Assessment

Staff will conduct a Community Engagement (CE) Assessment to determine the level of engagement suggested for each project. If the CE Assessment identifies the need for a CE Plan it will be submitted to the PRAB for review. If it does not require a CE Plan it will be labeled as "Inform"

2. Inform

If a project falls into the inform category the following steps will be enacted:

- **Social media:** post a flyer and short blurb on the project
- **Monthly newsletter:** Same information shared on social media
- **Signs:** Within in a reasonable amount of time before the project starts in both English & Spanish

3. Community Engagement Plan (CE Plan)

Projects that do not fall under the "Inform" category will require a CE Plan that includes:

- **Public Notification:** Clear communication of engagement opportunities, ensuring broad community awareness
- **Stakeholder Identification:** A list of individuals, groups, and organizations affected by or interested in the project
- **Engagement Methods:** A variety of approaches such as public meetings, workshops, surveys, online forums, focus groups, and one-on-one consultations
- **Timeline & Milestones:** A detailed schedule of engagement activities, including key decision points
- **Roles & Responsibilities:** Specification of roles for staff, stakeholders, and advisory committees
- **Data & Evaluation:** Strategies for gathering, analyzing, and reporting community feedback, measuring effectiveness, and ensuring accountability and transparency
- **Resources:** Specify how the project is intended to be funded (e.g., General Fund, grant, debt service, inclusion in the CIP)

CE Plans will be filed with the PRAB and made available to the public through designated communication channels.

Roles & Responsibilities

1. Stakeholders

- Stay informed and provide feedback on projects
- Encourage community participation
- Engage respectfully in discussions

2. Parks & Recreation Advisory Board (PRAB)

- Approve CE Plans and communicate engagement opportunities
- Provide oversight and resources for community engagement

3. Staff Responsibilities

- Implement CE Assessment to identify next steps
- Develop and implement CE Plans with PRAB recommendations
- Facilitate public engagement processes
- Retain and report on community engagement data
- Ensure equitable access to participation opportunities

Definitions

- **SOP** (Standard Operating Procedure) Written instructions that outline how to perform tasks or operations
- **CE Assessment** (Community Engagement Assessment): A tool used to determine the appropriate level of engagement for a given project
- **CE Plan** (Community Engagement Plan): A structured approach outlining how engagement will occur, including methods, stakeholders, and timelines
- **Inform Category**: Projects requiring only public notifications without a full engagement plan
- **Stakeholders**: Individuals, organizations, or groups affected by or interested in a project
- **Public Notification**: Methods used to inform stakeholders about projects, meetings, or engagement opportunities
- **PRAB** (Parks & Recreation Advisory Board): The citizen advisory body responsible for making recommendations to the Parks Division for all things parks & recreation related. For the purpose of this SOP their main focus is community engagement efforts and ensuring public input is incorporated into decision-making
- **CIP** (Capital Improvement Plan): A long-term plan for funding large-scale infrastructure projects, ensuring alignment with strategic priorities
- **MOU** (Memorandum of understanding): is a type of agreement between two or more parties. It expresses a convergence of will between the parties, indicating an intended common line of action.

Community Engagement Plan (CE Plan) – Fillable Form

Project Title: FRBMSS Park Naming

Project Manager/Lead Contact: Jeffrey Grabe

Date Submitted: _____

1. Public Notification

Describe how you will inform the public of engagement opportunities.

The City will notify all Red Bank residents of the naming engagement opportunity using multiple accessible channels:

- City website (homepage feature and dedicated project page)
- City social media platforms (Facebook and Instagram)
- Inclusion in City e-newsletter
- PRAB agendas and meeting summaries posted publicly

2. Stakeholder Identification

List individuals, groups, and organizations affected by or interested in the project.

Primary stakeholders include:

- All residents of the City of Red Bank

Secondary stakeholders include:

- Parks & Recreation Advisory Board (PRAB)
- City staff
- City Commission

3. Engagement Methods

Describe the engagement methods that will be used (e.g., meetings, surveys, workshops).

<p>The goals of this engagement effort are to:</p> <ul style="list-style-type: none"> -Gather broad, resident-driven input on potential park names -Expand participation beyond previously engaged groups -Ensure naming options reflect community identity and shared values -Establish transparent guardrails for acceptable naming -Provide the City Commission with three well-vetted naming options informed by community feedback to vote on <p>Engagement will focus on low-barrier, broad-reach methods:</p> <ul style="list-style-type: none"> -Online community survey (primary mechanism) -Social media promotion and reminders -No in-person public meeting will be held for this phase of engagement. <p>Survey Design</p> <ul style="list-style-type: none"> -Survey will be developed by City staff -PRAB will review and recommend edits prior to release -Survey will solicit name ideas and/or reaction to curated name options -Survey will communicate naming guardrails clearly (see Section 5) <p>To ensure consistency and appropriateness, the following guardrails will apply:</p> <ul style="list-style-type: none"> -Names may not be named after individuals -Names should reflect community identity, place, nature, or shared values -Final naming authority rests with the City Commission <p>These guardrails will be stated explicitly in all engagement materials</p>

4. Timeline & Milestones

Provide a schedule of engagement activities with key milestones.

Activity	Description	Date
PRAB Review	PRAB review of CE Plan and survey framework	5/28/26
Survey Launch	-Public notification and survey launch -Social media, newsletter, website	Late Summer/Early Fall
Survey Close	-PRAB will review results and recommend naming options -City staff will finalize three naming options	Fall

Commission Vote	-City Commission will vote on the official name -Announce name following morning	Late Fall aiming for November 17 th Commission Meeting
-----------------	-------------------------------------------------------------------------------------	-------------------------------------------------------------------

5. Roles & Responsibilities

Identify the roles of staff, stakeholders, and advisory committees.

<ul style="list-style-type: none"> -Develop engagement materials and survey -Manage outreach and data collection -Analyze results and identify leading options <p>PRAB:</p> <ul style="list-style-type: none"> -Review SOP alignment -Suggest edits to engagement materials -Recommend top naming options to staff <p>City Commission:</p> <ul style="list-style-type: none"> -Review final three naming options -Vote on and approve the official park name

6. Data & Evaluation

Describe how community input will be collected, analyzed, and shared. Include how you will measure success.

<ul style="list-style-type: none"> -Community survey responses will be collected and analyzed by City staff -Staff will identify prevalent themes and high-performing name options -PRAB will review results and recommend naming options -City staff will finalize three naming options -City Commission will vote on the official name <p>Following the City Commission decision:</p> <ul style="list-style-type: none"> -The selected park name will be announced via City website and social media -A summary will explain how community input influenced the final outcome -Messaging will reinforce appreciation for resident participation

7. Resources

List funding sources (e.g., General Fund, grant, debt service, CIP).

No funding needed, just staff time.

Share with PRAB for feedback and edits and make publicly available through designated channels.

Signature: _____

Date: _____

Community Engagement Plan (CE Plan) – Fillable Form

Project Title: North Red Bank Park Naming

Project Manager/Lead Contact: Jeffrey Grabe

Date Submitted: _____

1. Public Notification

Describe how you will inform the public of engagement opportunities.

The City will notify all Red Bank residents of the naming engagement opportunity using multiple accessible channels:

- City website (homepage feature and dedicated project page)
- City social media platforms (Facebook and Instagram)
- Inclusion in City e-newsletter
- PRAB agendas and meeting summaries posted publicly

2. Stakeholder Identification

List individuals, groups, and organizations affected by or interested in the project.

Primary stakeholders include:

- All residents of the City of Red Bank

Secondary stakeholders include:

- Parks & Recreation Advisory Board (PRAB)
- City staff
- City Commission

3. Engagement Methods

Describe the engagement methods that will be used (e.g., meetings, surveys, workshops).

<p>The goals of this engagement effort are to:</p> <ul style="list-style-type: none"> -Gather broad, resident-driven input on potential park names -Expand participation beyond previously engaged groups -Ensure naming options reflect community identity and shared values -Establish transparent guardrails for acceptable naming -Provide the City Commission with three well-vetted naming options informed by community feedback to vote on <p>Engagement will focus on low-barrier, broad-reach methods:</p> <ul style="list-style-type: none"> -Online community survey (primary mechanism) -Social media promotion and reminders -No in-person public meeting will be held for this phase of engagement. <p>Survey Design</p> <ul style="list-style-type: none"> -Survey will be developed by City staff -PRAB will review and recommend edits prior to release -Survey will solicit name ideas and/or reaction to curated name options -Survey will communicate naming guardrails clearly (see Section 5) <p>To ensure consistency and appropriateness, the following guardrails will apply:</p> <ul style="list-style-type: none"> -Names may not be named after individuals -Names should reflect community identity, place, nature, or shared values -Final naming authority rests with the City Commission <p>These guardrails will be stated explicitly in all engagement materials</p>

4. Timeline & Milestones

Provide a schedule of engagement activities with key milestones.

Activity	Description	Date
PRAB Review	PRAB review of CE Plan and survey framework	5/28/26
Survey Launch	-Public notification and survey launch -Social media, newsletter, website	Early 2027
Survey Close	-PRAB will review results and recommend naming options -City staff will finalize three naming options	Late Winter 2027

Commission Vote	-City Commission will vote on the official name -Announce name following morning	Early Spring
-----------------	-------------------------------------------------------------------------------------	--------------

5. Roles & Responsibilities

Identify the roles of staff, stakeholders, and advisory committees.

- Develop engagement materials and survey
- Manage outreach and data collection
- Analyze results and identify leading options

PRAB:

- Review SOP alignment
- Suggest edits to engagement materials
- Recommend top naming options to staff

City Commission:

- Review final three naming options
- Vote on and approve the official park name

6. Data & Evaluation

Describe how community input will be collected, analyzed, and shared. Include how you will measure success.

- Community survey responses will be collected and analyzed by City staff
- Staff will identify prevalent themes and high-performing name options
- PRAB will review results and recommend naming options
- City staff will finalize three naming options
- City Commission will vote on the official name

Following the City Commission decision:

- The selected park name will be announced via City website and social media
- A summary will explain how community input influenced the final outcome
- Messaging will reinforce appreciation for resident participation

7. Resources

List funding sources (e.g., General Fund, grant, debt service, CIP).

--

Share with PRAB for feedback and edits and make publicly available through designated channels.

Signature: _____

Date: _____

REDBANK



2026 FALL CALENDAR

AUG

12th: Blood Drive

22nd: Food Truck Saturday 5:30pm - 8:30pm

SEPT

All month: Food Drive

11th: Food Truck Friday 5:30pm - 8:30pm

19th: National Clean-up Day 10am - 12:30pm

26th: Arts Fest 10am - 3pm

OCT

3rd: Traffic Garden Jamz 11am - 1pm

9th: Food Truck Friday 5:30pm - 8:30pm

24th: Food Truck Saturday 5:30pm - 8:30pm

NOV

All month: Toy Drive

TBD: Blood Drive

7th: Traffic Garden Jamz 11am - 1pm

13th: Food Truck Friday 5:30pm - 8:30pm

DEC

All month: Food Drive

12th: Christmas Parade & Festival
