

**PARKS BOARD MEETING  
MINUTES  
November 18, 2008**

**Present:** Terry Teague, Soledad Najera, Lupe Alvarez, Lee Taylor, Hamilton Duplessis, Carol Buttler, Assistant City Manager; Tim Fousse, Public Works Director; and Sandra Rodriguez-Torres, Deputy City Secretary.

**Absent:** T.A. Lopez and Rali Blomstedt.

**1. Call to order:**

Chairman Teague called the meeting to order at 5:30 p.m.

**2. Approval of October 21, 2008 Minutes:**

Motion was made by Ms. Taylor and seconded by Ms. Najera to approve the October 21, 2008 minutes. Motion carried all ayes.

**3. T. A. Lopez Park – Pavilion Update:**

Mr. Fousse began the update and informed the board that the pavilion has been completed and looks great. Mr. Fousse informed the board that there is money left over from the project and he will be recommending that lighting be installed.

The board discussed how the citizens would schedule the use of the pavilion and how the lights would be operated. Mr. Fousse suggested the lights be operated by a coin operated timer. Mr. Fousse stated that he would get quotes for the installation of the lights and for a coin operated timer. It was consensus of the board to recommend a coin operated system.

The board also discussed the following:

Clearing the fence line along the north side, ruts near the restrooms, benches, irrigation, setting up the playground equipment, and painting at the park.

Ms. Najera stated that she would like staff to provide the board with a total expense report for the pavilion project.

**4. Nature Trail Park Update:**

Ms. Najera announced that everyone has been working hard for the past several weeks to get everything completed at the nature trail.

Mr. Denton began the update by informing the board that the inmates had been out there for three weeks installing the gazebos. The small gazebo is completely finished and the large gazebo is 99% complete. He also informed the board that they are in the process of clearing the site of limbs and brush. Mr. Denton recommends that a privacy fence be installed along some areas at the site.

Ms. Najera asked Ms. Buttler questions regarding the fencing. Ms. Buttler informed Ms. Najera that per Margaret Hardin, the fence is not a recreational element, and therefore, it is not considered eligible for the grant to cover. The board had a lengthy discussion regarding several areas of the trail.

Ms. Najera reported that she is working on bids for the landscape timbers and all the other specifications needed for submittal to Texas Parks & Wildlife.

Ms. Buttler reported that the extension letter was sent to the Texas Parks & Wildlife. However, they are now requesting irrigation and interpretive signage information. Ms. Najera stated that Ms. Buttler informed that the extension can be considered if we provide their request. Ms. Buttler stated that she would send a sign sample within 2-3 weeks.

Other items discussed:

- Concrete slab and wood railing for observation decks
- Temporary electric power

- Quotes for concession stand
- Design of the trail entrance

Ms. Najera announced that she was pleased with the success of the nature trail ground breaking ceremony and also announced that some Park Board members attended the City Council workshop on November 5, 2008 to show support for the budget request of \$75,000 for the nature trail project.

**5. Updated list of completed parks maintenance:**

Ms. Buttler went over the updated list and reported on completed maintenance issues for her departments.

Ms. Najera suggested reviewing the list and then go over it at the next meeting.

Mr. Fousse went over the update list and reported on completed maintenance issues for his departments.

Mr. Fousse stated that he and Ms. Buttler will meet and go over the boards requests for next years' budget.

Ms. Taylor asked if there were any maintenance issues for Memorial Park. Mr. Fousse stated that it was not on his list.

Mr. Teague stated that all city departments should work together and report any maintenance issues immediately to get them resolved in a timely manner. Ms. Buttler stated that she did not know when the list can be completed.

**6. Comments from the public:**

No comments from public.

Mr. Denton stated that everything that happens at other parks will happen at the nature trail. Therefore, staying on top of things will prevent maintenance issues from getting out of hand.

Ms. Najera asked about insurance coverage for all the in-kind services volunteers. Ms. Buttler stated that she had spoken to Velma Hernandez and stated that all the volunteers will be covered under the city policy. Ms. Buttler stated that she would like for all volunteers to still sign the hold harmless form. She also stated that the earth team insurance was short on coverage.

Ms. Najera asked why the Sports Complex was not on the agenda. Mr. Teague stated that he and Mr. Duplessis met with several people at the complex and would report at the next meeting.

Ms. Taylor asked if the pool should be on the parks maintenance list. Ms. Buttler stated that it should be and will add it to the list.

**7. Adjourn:**

With no further business to discuss, motion was made by Ms. Najera and seconded by Ms. Taylor to adjourn the meeting. Motion carried with all ayes and the meeting was adjourned at 6:50 p.m.

**PASSED AND APPROVED ON THE 27<sup>TH</sup> DAY OF JANUARY, 2009.**

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TERRY TEAGUE, CHAIRMAN