



**Minutes**  
**PARKS AND ENVIRONMENTAL COMMISSION**  
**March 14, 2016**  
**6:00 P.M.**

1. Call To Order. (Chairman)

**Meeting called to order at 6 p.m.**

2. Opening Ceremonies. (Chairman)
  - a. Moment of silence.
  - b. Pledge of Allegiance.
3. Roll Call, Establishment of Quorum & Recognition of Visitors. (Chairman)
  - a. Introduction of new member, LeRoy Rouse

**Members Present:**

Rick Smith, Chairman  
Sam Perez, Vice-Chairman  
Wenceslao Santiago, Member (late arrival to meeting)  
Irvin Hollowell, Member  
Anthony Woods, Member  
Manny Longoria, Director of Public Works  
Vanessa Limones, Secretary  
Liz Brown, Grants Administrator

**Members Absent:**

LeRoy Rouse, Member

4. Citizens to be heard: This time is provided for Citizens to address the Parks and Environmental Commission on any issues and concerns under the commission's purview. No Parks and Environmental Commission Discussion or Action can be taken if an item is not on the Agenda. Please state your name and address for the record. Remarks should be limited to three minutes (3 min.).

**None Present**

5. Discussion and Appropriate Action of Consent Agenda. (Chairman)
  - a. February 8, 2016 minutes

**Motion to approve: Hollowell**

**Second: Perez**

## Motion Passes

6. Park and Environmental Commission membership - update. (Chairman)

Rick Smith gave an update on the membership of the Commission. Currently there are six members, leaving one full member slot and two alternate slots open. Smith clarified that although previous member Rodger Dennes missed three consecutive meetings, the last meeting he missed was his final meeting of his term. He is up for reappointment at the upcoming City Council meeting.

Smith discussed his findings that members have been appointed to two-year terms and not necessarily appointed to replace vacated terms, which has created the possible scenario of six of the seven members expiring their terms in the same year. He said he would discuss this at City Council and provide an update to the commission as needed.

7. Report from the Public Works Director (M. Longoria)

- a. Calendar of upcoming rentals (six-month view)
- b. Financial Report, included in agenda attachments
- c. Financial Forecast (estimation)
- d. Updates on grants being applied for / status of grants already applied for

Longoria updated the commission on a question from last meeting: can members meet by proxy, i.e. Skype or phone? He spoke with the City Attorney and the state does not allow commission members to meet in this manner.

Other updates from Longoria included:

- Buildings at City Park and North Park are being painted except for the pavilion at City Park
- Fences are being fixed/installed in four of the five City Park ball fields and dugouts are being redone/fixed. The hope is to have all five done, however, the priority is to have the fences completed in time for baseball and softball season.
- Money was put into the budget to make restrooms ADA compliant. That is taking a little longer than expected, but it is being worked on.
- Calendar was provided last meeting.
- Financial report is included in the agenda and includes only expenses spent so far on the movie in the parks event.

Brown, update on grants:

- No update on trails grant from Texas Parks and Wildlife
- There are numerous opportunities to look at for other grants
- Smith requested Ms. Brown look into grants for little league ball fields (football, soccer, baseball, softball, etc.) and other grants suggested in the vision plan report.

Smith discussed the financial forecast and what money could be projected to be remaining for other events if certain funds were spent/saved at upcoming movie in the park events and other upcoming costs.

8. Discussion on any new updates or details for potential future events. (Chairman)
  - a. Movies in the Park (Chairman)
    - i. Select location for June 4 event at City Park
  - b. End of School event (I. Hollowell)
  - c. Back to School event (Chairman)
  - d. Holiday Lights Competition (Chairman)
  - e. Fishing event – discussion

Smith updated the commission on the April movie in the park event. Advertisements are scheduled for billboards, Local newspaper, and flyers to hand out. Smith also stated he talked about the event at an EDC meeting and the city council meeting. It will also be advertised on city assets, such as the marquee, website, social media sites, and water bill. Smith suggested each commission member receive flyers to pass them out to businesses in Converse. Smith talked about advertising in the schools and that it's more expensive than the commission originally thought. The commission decided not to pursue this advertising option.

The commission decided to provide popcorn, drinks, and other small snacks at each movie in the park event. Mr. Santiago volunteered to coordinate this part with Mrs. Limones.

The June 4 movie in the park will be at City Park and the exact location will be determined at the next meeting. The commission did not want to have the movie in the pool because of additional fees (lifeguards, police, etc.).

Hollowell discussed his idea of having a pool party as an end of school bash on June 11, 2016 from 4 – 7 p.m. while the pool is already open. The commission requested the concession stand be closed. The commission discussed buying some pool float items to be used at the event and for future events, and concession items to giveaway.

The back to school event is the event that was done last year where backpacks were given away. Contact has been made with Wal-Mart and the commission is waiting to hear back.

Smith discussed the holiday lights competition. He met with Kate Silvas, the EDC Director. More discussion will be needed in the upcoming months.

The fishing event was discussed briefly. There is no firm date on when the lake will be stocked. Perez will take the lead on asking the state to narrow-in on a two-week window so the commission can begin planning an event.

9. Update on Parks Master / Vision Plan (Chairman)

a. Strategic plan update (M. Longoria)

Will be discussed later in the meeting.

b. Community garden update (W. Santiago)

Santiago met with Library Director Derika Bailey and the initial ideas of both areas could not come together yet. Santiago will meet with other citizens who can help create and maintain the garden. More updates to come.

10. Discussion and Appropriate Action to Allocate \$1,100 for the strategic planning consultant fee for use to facilitate the formation of the strategic plan for the implementation of the parks master/vision plan. (M. Longoria and Chairman)

The next step for the implementation of the parks master/vision plan is putting together a strategic plan of how much the items will cost, in what priority we need to place them, etc. A professional facilitator will help us create the strategic plan as well as create a report for the commission. Citizens will be invited to attend the planning process. Money for this expense is not budgeted in any city budget, so we are asking the commission to help fund this. Longoria suggests Mike De La Garza to be the facilitator on a Saturday morning. He will meet with certain members of the commission ahead of time to complete prep work ahead of the planning session.

Councilwoman Droneburg updated the commission on the bond and said that the money is coming faster than originally anticipated, so the parks vision/master plan should be ready soon. City Council has charged this commission with the strategic plan.

Ms. Brown talked about the advantages of having the strategic plan to attach with any grant applications.

There was a lot of discussion among the commission members as to what the facilitator will provide that can't be done within the commission itself. Commission members spoke of concerns about what the final product will be and whether the commission can do this within the group itself. Mr. Longoria helped to differentiate what the facilitator will do that the commission members wouldn't necessarily be able to do themselves without the help of a professional. Councilwoman Droneburg reaffirmed that a strategic plan has to be done, whether or not a professional facilitator helps to create the document, or the commission does the strategic plan internally. Mr. Longoria said the strategic plan will not provide financial information on improvements but a path forward to implement the vision/master plan.

**Motion to approve: Woods**  
**Second: Hollowell**

Roll Call Vote:  
**Santiago – Yes**  
**Perez – Yes**  
**Woods – Yes**  
**Hollowell - Yes**  
**Smith – Yes**

**Motion passes.**

The preferred date the commission selected is April 30 from 8:30 a.m. – 12:30 p.m., pending the facilitator's confirmation.

11. Discussion and Appropriate Action to Allocate \$1,250 for the End of School Event to be held at City Park in June 2016. (Chairman, I. Hollowell)

**Motion to approve: Woods**  
**Second: Perez**

Roll Call Vote:  
**Santiago – Yes**  
**Perez – Yes**  
**Woods – Yes**  
**Hollowell - Yes**  
**Smith – Yes**

**Motion passes.**

12. Discussion on Back to School Event to be held at City Park in August 2016. (Chairman)  
Previously discussed. This will be discussed more in-depth next meeting.

13. Report from City Council Liaison (N. Droneburg)

- The city now owns Scheel farm and will be called Heritage Park. There is a museum committee being formed to help guide the development. There may be a request coming for a \$50,000 allocation from the parks bond to assist with the project because some of it may be dedicated land for a park.
  - Councilwoman Droneburg said this would eventually be part of the parks and environmental commission

14. Agenda items for next meeting.

- Review of movie in the park event (April 2016)
- Location of next movie in the park event (June 2016)
- Update on community garden (W. Santiago)

- Update on fishing event (S. Perez, Jr.)
- Update on grants (City staff)
- Commission membership (R. Smith)
- Update on parks master/vision plan and strategic planning session
- Financials
- Update on end of school year event (June 2016) and back to school event (August 2016)

15. Set date and time for next meeting.

**The next meeting is scheduled for Monday, April 11 at 6 p.m.**

**Movie in the Park April 9, 2016.**

**Facilitation of strategic plan April 30, 2016.**

16. Adjournment.

**The meeting adjourned at 7:49 p.m.**

**The Parks and Environmental Commission of the City of Converse Met for a Regular Meeting at City Hall Conference Room Located at 405 S. Seguin Road to Discuss and Act on the Following Agenda Items:**

**CERTIFICATION**

Passed and approved by the Parks and Environmental Commission this 11 day of APRIL 2016.

Attest:

  
Rick Smith, Chairman