



Minutes  
PARKS AND ENVIRONMENTAL COMMISSION  
April 11, 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)

Unexcused absence from 4/11/16 meeting: Rodger Dennes

Excused absence from 4/11/16 meeting: Anthony Woods

Members present:

Rick Smith

Sam Perez, Jr.

LeRoy Rouse

Wenceslao Santiago

Vanessa Limones

Manny Longoria

Nancy Droneburg

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.).

No citizens spoke during this time.

5. Discussion and Appropriate Action of Consent Agenda. (Chairman)
  - a. March 14, 2016 minutes

Motion to approve: Santiago

Second: Perez, Jr.

Droneburg: Revision for typo, #10, change "changed" to "charged"

**Motion passes.**

6. Commission Membership update. (Chairman)  
Six seats filled; one seat open since Hollowell's resignation.
  
7. Report from the Public Works Director (Manny Longoria)
  - a. Calendar of upcoming rentals – report on any new rentals  
Primary it's JYSF and St. Monica's. Some birthday rentals as well. JYSF has football, baseball, softball, and cheerleading.  
The June 4 Movie in the Park rental at City Park, Ball Field #2, is reserved.  
Droneburg: If we have the end of school year bash, we will need to reserve the pavilion.
  
  - b. Detailed Financial Report, included in agenda attachments  
At the next meeting, there will be a detailed expense report instead of the normal overview. So far, the expenses incurred are for the movie in the park on April 9, 2016. Some expenses have not hit the books yet (newspaper advertisement, Rico's expense, and June 4 Movie in the Park).
  
  - c. Financial Forecast (estimation)  
Enclosed in the agenda.
  
  - d. Updates on grants being applied for / status of grants already applied for  
Liz Brown is no longer with the city. Stella is now the grants administrator. The \$75,000 grant is still being pursued. A \$500,000 grant opportunity for outdoor recreation requires a 50% match and is due October 1. Another grant is available for an indoor facility for up to \$750,000 with a 50% match. A boating access grant is available too. With the strategic planning session coming up, it will set us up to work on these in the future.  
  
Smith: Can Stella look into the grants for little leagues?  
  
Smith: At movie in the park, we were told the climbing rings needed repair and people were playing basketball at night with a spotlight. If we put lights on the courts, this could lead to people playing basketball at night.
  
  - e. Update on fences at City Park ballfields

8. Review of movie in the park. (Chairman)  
125 – 130 people were in attendance. It was a great event.  
Rouse: We should have scoops for the popcorn next time to help with popcorn distribution.  
Perez, Jr.: It seemed Facebook was the most effective advertising method. Next time, we need to make sure to let the police department know about the event.
9. Discussion on any new updates for potential events. (Chairman)
- a. Movie in the Park, June 4, Ballfield #2. The city will provide the candy, popcorn, water, soda, etc. Perez, Jr. will be in charge of the event. We will discuss the particular assignments next meeting. The movie will be "Minions."
- b. End of school event. The end of school event was proposed for June 11 at the city pool. We allocated \$1,250 for the end of school event last meeting. Do we want to continue with the event (no planning has been done yet), or should we remove that from the calendar and focus on the back to school event in August?  
Droneburg: We should consider canceling the end of school year party and combine it with the back to school party, especially if we plan to give away backpacks and school supplies. That does more for the community.  
Perez, Jr: Has there been any preparation or planning for the end of school year event?  
Smith: No planning for it yet.  
The commission decided to cancel the event.  
Smith: Members of this commission are going to come and go; and the commission is bigger than any individual member. If vacancies occurs in the future, we should continue with the events once planning is underway. This was a coincidence because the event was approved but shortly after, no planning had taken place.
- c. Back to school event: Backpacks were given out last year. The Wal-Mart donation is not going as planned and we should not plan on receiving the donation. We could purchase the backpacks if need-be. Tonight we should select a date and some small details.  
The date selected was Saturday, August 6, 2016 at City Park pool. 7 – 10 p.m. 200 backpacks were given out last year. Raffles for gift cards was an activity at last year's event. The raffles happened during normally-scheduled pool breaks. Snocones were also distributed last year.  
Smith: Do we want to consider having a bounce house or other activity?

Rouse: It could be hard to keep track of who comes in and out.

Santiago: What about a magician?

Perez, Jr.: I suggest keeping the activities to around the pool.

Santiago: Can we purchase shirts for us to wear at events so citizens can identify us?

Smith: Yes, we will look into shirts and have them before June 4.

Longoria: The shirts are already a budgeted item.

d. Holiday lights event – next budget year, we can wait on that a bit.

e. Fishing meeting (Perez, Jr) – next meeting we will have more information. It will be targeted for kids, ages 5 – 12, and pair them with volunteers. No more than 50 kids to participate. Texas Parks and Wildlife cannot give us a definitive date as to when the lake will be stocked. There are fish in the lake still though. We can't wait for a date from them, so we will move forward with the planning and try for early November. We will purchase medals to give to the kids for each fish caught. It's a catch and release. The budget should be no more than \$300.

f. Community garden (W. Santiago) – There doesn't seem to be the interest that there seemed to be at first. There is already a garden that is being up-kept by staff but may be a flower garden.

Droneburg: People start it but don't keep up with it.

10. Update on parks master plan / strategic planning session. (M. Longoria)

The next step is to have a session to gather background information. The date of April 19 at 4 p.m. was decided.

11. Discussion and Appropriate Action to Allocate \$2,500 for the Back to School Event on August 6, 2016 at City Park Pool from 7 – 10 p.m. (Chairman)

12. Report from City Council Liaison (Councilwoman Nancy Droneburg)

Councilwoman Droneburg distributed ideas from the city council members as to what they feel are strengths, weaknesses, opportunities, and threats of the parks in preparation for the strategic planning session. The councilwoman also passed along requests of improvements and additions. The parks budget is the upkeep of the parks and general maintenance; the bond money is to be used to improve the parks.

Smith: Once the bond money is spent, a commitment to increasing the Parks' Department maintenance budget yearly is needed.

Droneburg: The commitment is there. We are also in the planning process of the animal facility and dog park. The trail within that area will become part of this commission's responsibilities.

Droneburg: The parks under the realm of the commission include North Park, City Park, East Park, Heritage Park, the dog trail/walk, and possibility of North Hampton Park.

City Council update: the city was audited and the city is in the black \$3 million. Upcoming annexation, new person on the Canyon Regional Water Authority is Rick Davis, and first-readings on solar panels and trash cans took place.

Longoria: There will be an upcoming ordinance on developers setting aside parkland or money to address the issue of open space. John Quintanilla will make a presentation at our next meeting. This commission then can make a recommendation to City Council on developers setting aside land or setting aside money.

Droneburg: City Council is looking for approval or disapproval to apply for a Texas Land Use Excellence award.

Rouse: What are the plans on the historic building the city was deeded?

Droneburg: the city has gone out for bids to level the land, put a new roof, fix the porch, and right now a new HVAC system is going in, courtesy of Councilman Davis.

Smith: Are the fences at the ballpark done?

Limones: the fences at the ballparks are almost finished and should be done by this weekend.

13. Agenda items for next meeting.

- i. John Quintanilla presentation
- ii. Budget for next fiscal year for the commission
- iii. Upcoming events
- iv. Financial information
- v. Museum committee update
- vi. Strategic plan update
- vii. Discussion and approval for back to school event
- viii. Discussion on fishing event
- ix. Commission membership update
- x. Calendar of events

14. Set date and time for next meeting.

- a. April 19, 2016, 4 p.m., strategic planning session part I
- b. April 30, 2016, 8:30 a.m., strategic planning session part II
- c. May 9, 2016, next scheduled meeting, 5 p.m.
- d. Annual Parks and Environmental Commission's Report to City Council – Tuesday, June 21, 2016 at 7 p.m. at the regularly-scheduled City Council meeting

15. Adjournment.

The meeting was adjourned at 7:33 p.m.

**CERTIFICATION**

**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 9 day of May, 2016.

Attest:

  
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Rick Smith, Chairman



**Minutes**  
**PARKS AND ENVIRONMENTAL COMMISSION STRATEGIC PLANNING SESSION – PART I**  
*Gathering background information*  
**April 19, 2016**  
**4:00 P.M.**

1. Call To Order. (Chairman)  
**Meeting called to order at 4 p.m.**
  
2. Roll Call, Establishment of Quorum & Recognition of Visitors. (Chairman)  
**Members Present:**  
Rick Smith, Chairman  
Sam Perez, Vice-Chairman  
Wenceslao Santiago, Member  
LeRoy Rouse, Member  
Manny Longoria, Director of Public Works  
Nancy Droneburg, City Councilwoman and Council Liaison  
Mike De La Garza, Facilitator
  
3. Opening Remarks (M. Longoria)  
Manny introduced Mike De La Garza
  
4. Facilitation Session (M. De La Garza)  
Members present discussed the already-created and approved vision plan, ideas for parks improvements and renovations, and learned of the facilitation process moving forward.
  
5. Facilitation Session Adjourned at 5:30 p.m.

**The Parks and Environmental Commission of the City of Converse Met at City Hall Conference Room Located at 405 S. Seguin Road to Discuss and Act on the Strategic Plan Meeting scheduled for April 30, 2016:**

**CERTIFICATION**

Passed and approved by the Parks and Environmental Commission this 9 day of May 2016.

Attest:

  
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Rick Smith, Chairman



**Minutes**  
**PARKS AND ENVIRONMENTAL COMMISSION STRATEGIC PLANNING SESSION – PART II**  
*Gathering background information*  
**April 30, 2016**  
**8:30 A.M.**

1. Call To Order. (Chairman)  
**Session called to order at 8:50 a.m.**
  
2. Roll Call, Establishment of Quorum & Recognition of Visitors. (Chairman)  
**Members Present:**  
Rick Smith, Chairman  
Wenceslao Santiago, Member  
LeRoy Rouse, Member  
Rodger Dennes, Member  
Manny Longoria, Director of Public Works  
Nancy Droneburg, City Councilwoman and Council Liaison  
Mike De La Garza, Facilitator  
Susan Thomas, citizen
  
3. Opening Remarks (R. Smith)  
Rick welcomed everyone to the session. A summary of the commission's regulations were read as a reminder to everyone at the meeting.
  
4. Facilitation Session (M. De La Garza)  
Members present created a mission statement, guiding principles, and created a working list of park improvements and priorities. Some of these included:
  - Hike and Bike trail
  - Amphitheatre (long-term consideration)
  - Ball field improvements
  - Centralizing baseball and softball fields to City Park, and centralizing football and soccer fields to North Park.
  - Improving area the lakes
  - Improving existing basketball courts
  
5. Facilitation Session Adjourned at 1 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 9 day of May 2016.

Attest:

  
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Rick Smith, Chairman