

MINUTES  
PARKS AND RECREATION COMMISSION  
October 10, 2011  
6:30 P.M.

The Parks and Recreation Commission of the City of Converse met for a Regular Meeting in the City Hall Conference Room Located at 405 S. Seguin to Discuss the Following Agenda Items:

**1. Call Meeting to Order.**

Chairman Stubbs called the meeting to order at 6:30 p.m.

**2. Roll Call and Recognition of Visitors.**

Mr. Leon Stubbs, Chairman	Mr. Sam Perez, Vice-Chairman
Mr. Jeff Beehler, Member	Ms. Tulita Harris, Member
Mr. John Shadron, Alternate Member	Councilwoman Kathy Richel, Liaison
Ms. Shawna Dowell, City Manager	Mr. Karl Hoppes, Director of Facilities
Ms. Leigh Ann Rogers, Secretary	

Members, Ms. Janie Olds and Mr. Everet Taylor, had previously reported their absences for tonight's meeting. Member, Mr. Steve Bissell, was also absent, but, did not provide advance notice regarding his absence.

There were no visitors present for tonight's meeting.

Alternate Member, Mr. John Shadron, was a voting member for tonight's meeting.

**3. Citizens to be Heard. This Time is Provided for Citizens to Address Parks and Recreation Commission on Any Issues and Concerns. No Parks and Recreation Commission Discussion or Action Can Be Taken if the Item is not on the Agenda. Please Limit Your Remarks to Three (3) Minutes and State Your Name and Address for the Record.**

There were no citizens to be heard present.

**4. Discussion and Appropriate Action to Approve Minutes of the Parks and Recreation Commission Meeting Conducted September 12, 2011.**

Chairman Stubbs requested clarification on item # 12, “Recently purchased 30 bags to keep trees alive at parks.” To clarify, the “bags” referenced in item # 12 were 20-gallon slow release watering bags commonly referred to as “tree gators.”

Motion to approve the minutes of the Parks and Recreation Commission meeting conducted September 12, 2011 was made by Mr. Beehler. Seconded by Ms. Harris. Motion passed unanimously with two abstentions, Vice-Chairman Perez and Alternate Member Shadron, who were not present for the September 12, 2011 meeting.

**5. Discussion and Appropriate Action to Make a Recommendation on How Donations Collected from the 50<sup>th</sup> Anniversary Celebration Should be Dispersed. (Sandy Dungan)**

Ms. Dungan was not present for tonight’s meeting. Discussion included:

- Supposed amount of donations collected from the 50<sup>th</sup> Anniversary vendors was \$600.
- Majority of people donating requested the funds be applied toward playground equipment.
- Quality, commercial playground equipment is expensive. \$600 would be better used toward maintaining existing equipment.
- Request Commission Secretary to contact Ms. Dungan and refer her to the City Manager’s office.
- Request to allow the City Manager to accept the donations from Ms. Dungan on behalf of the Commission.
- City Council will need to accept and approve the donations to be used to maintain playground equipment and be added into the current budget.

Motion to recommend funds collected during the 50<sup>th</sup> Anniversary Celebration by Ms. Sandy Dungan designated for Parks and Recreation to be utilized to maintain playground equipment and accepted by the City Manager with the assistance of the Commission Secretary was made by Ms. Harris. Seconded by Mr. Beehler. Motion passed unanimously.

**6. Discussion and Appropriate Action to Approve Placement of Lockers to Rent at the Converse City Pool. (Mr. Taylor)**

Director of Facilities, Mr. Karl Hoppes, reported lockers can be obtained from the Federal Surplus yard relatively inexpensively, approximately \$100. Mr. Hoppes also reported the lockers could easily be bolted into the pool area, 20 in each of the men’s and women’s restrooms.

Motion to approve installing lockers at the pool was made by Mr. Beehler. Seconded by Vice-Chairman Perez. Motion passed unanimously.

**7. Discussion and Appropriate Action to Approve a Recommendation to Update City Ordinance to Designate “No Parking” Areas in North Park.**

Maps of North Park were provided to the Commission members. Alternate Member, Mr. Shadron, also provided copies of the park ordinances and photographs of the areas of concern in the park. Discussion included:

- Parking regulation necessary to control park erosion.
- “No Parking” signage needs to be displayed.
- Penalty fees for parking offenses should be assessed in ordinance.
- Boulders and bollards can be placed throughout parks soon to help with problem.
- Parking situation needs immediate action.

Motion to approve a recommendation to update City ordinance and have signs erected and penalties assessed in designated “no parking” areas at North Park was made by Ms. Harris. Seconded by Mr. Shadron. Motion passed unanimously.

**8. Discussion and Appropriate Action to Approve Placement of Rules and Regulations Signs at Converse City and North Parks.**

Alternate Member, Mr. Shadron, provided photographs of signs in Converse and Live Oak parks to compare. Mr. Shadron suggested making changes to signs in Converse parks to convey a more positive message to park users.

Director of Facilities, Mr. Karl Hoppes, provided a list of basic park rules for review.

Mr. Shadron suggested giving time to the Commission members to examine the rules and be prepared to make recommendations for improved signage at the next regular meeting.

Motion to table this agenda item until the next regularly scheduled meeting was made by Mr. Beehler. Seconded by Ms. Harris. Motion passed unanimously.

**9. Update Discussion to Review New Development on the Plan to Name the Lakes of Converse Parks.**

Chairman Stubbs apologetically reported no new developments at this time due to a hectic schedule.

**10. Discussion and Appropriate Action to Approve Involvement in 2<sup>nd</sup> Saturday Activities. (Mr. Bissell)**

Due to Mr. Bissell’s and Ms. Olds’ absences, Mr. Beehler made a motion to table this agenda item until the next regularly scheduled meeting. Seconded by Ms. Harris. Motion passed unanimously.

**11. Update Discussions for Parks and Recreation Commission Scheduled Events and Fundraisers for 2011.**

**A. Scary Movie in the Park, October 29, 2011. (Vice-Chair Perez and Ms. Harris)**

The money to host this event has been allocated. The original date for this event, October 29, 2011, conflicts with an air show at Randolph Air Force Base and the City auction. To allow time to prepare and to avoid scheduling conflicts, new tentative dates for this event were established, March 30<sup>th</sup> or 31<sup>st</sup>, 2012. In addition, this event will now be referred to as Movie in the Park, as it no longer coincides with Halloween.

**B. Walking Trail Fundraiser.**

A donation collection box was prepared by Director of Facilities, Mr. Karl Hoppes, and placed at the Lions Club booth at the recent Night in Ole Converse event. \$7.67 was collected during Night in Ole Converse. More to come.

**C. Raffle Item at NIOC.**

Member, Ms. Harris, reported only selling two raffle tickets during Night in Ole Converse. Further discussion led to plans to continue selling the raffle tickets and earmarking the proceeds for the proposed walking trail. A date for the raffle prize giveaway was established, December 2, 2011, which will take place at the City's annual tree lighting ceremony. Raffle tickets with the prize offering/giveaway date and location will be prepared by the City Manager's office and distributed to the members of the Commission to sell. Councilwoman Richel offered to assist with selling tickets. Alternate Member, Mr. Shadron, volunteered to take a picture of the items being raffled to boost ticket sales.

**12. Park Improvement Report from Director of Facilities, Mr. Karl Hoppes.**

Mr. Hoppes reported on the following:

- Tear down and set up at Night in Ole Converse.
- A fire at City Park pavilion restrooms.
- Walking trail donation box at Night in Ole Converse.
- 61,000 gallons of water distributed over park areas. Recent rain has helped.
- Barbecue pits at parks will be opened up for use again soon.
- 2 new light fixtures installed at City Park entrance.
- 5 quotes for replacing windows at City Park office ranging between \$3200-\$6800 received.
- Electric installation at North Park should start in December 2011.
- Asphalt crack sealing beginning soon at North Park.

**13. Briefing by City Council Liaison.**

Councilwoman Richel reported on the establishment of a Charter Review Commission at the most recent City Council meeting. The Commission consists of seven members to include, John Shadron, Jon Lindgren, Jim Evans, Jim Sherman, Craig Morrow, Johnny Harris, and Robin Benbrook. Councilman Selko will be the City Council Liaison for this Commission.

City Manager, Ms. Dowell, also took a moment to report on an upcoming invitation to the Commission members and their spouses for an appreciation dinner scheduled for December 11, 2011.

**14. Discussion of Agenda Items for Next Meeting.**

- Bring back agenda items #5, #8, #9, and #10.
- Excuse/not excuse Mr. Bissell's absence.

**15. Set Date and Time for Next Meeting – November 14, 2011 at 6:30 p.m.**

Next meeting will be November 14, 2011 at 6:30 p.m., as regularly scheduled.

**16. Adjournment.**

Chairman Stubbs adjourned the meeting at 8:11 p.m.