

MINUTES  
PARKS AND RECREATION ADVISORY BOARD MEETING – NOVEMBER 14, 2016  
COUNCIL BRIEFING ROOM, CITY HALL

MEMBERS PRESENT:

Don Johnson, Chair  
Reginald Hurd  
Alexander (Sandy) McLachlan  
Ed Priest

MEMBERS ABSENT:

Leo Bell, Jr. Vice-Chair  
Eugenia Rodgers  
Roderick Lee

Bart Stevenson, Staff Liaison, Timothy Hamilton, Parks Superintendent, and Pam Willis, Recording Secretary, were city staff members in attendance.

Vice-Chairperson Bell noted that there was a quorum present and began the meeting at 6:30 p.m.

**Item #1 – Public Discussion Period:**

There was no one present to speak during the public discussion period.

**Item #2 – Discussion and Consider Approval of Minutes:**

Chair Johnson asked if everyone had read over the minutes from October 10, 2016. Board member McLachlan motioned for the minutes to be accepted as written; a second motion came from Board member Priest. A vote was taken of 4 in favor and 0 opposed. Minutes were approved as written. Board members Bell, Rodgers and Lee were not in attendance for the vote.

**Item #3 – Staff Reports:**

- A. **Park Ranger Report** – There was no one to give the report at this time.
- B. **Recent and Upcoming Events and Programs** – Staff noted that Boo Bash held on October 28, 2016 brought in a little less than anticipated possibly because of partnering with the library and not explaining what the admission charge covered; however, the Haunted House done by recreation staff was huge success. The next event will be the Christmas parade on Friday, December 2, 2016. This year's theme is LEGO® Christmas. The parade will take the same route as last year. At this time, staff did not have an estimate on how many floats will be in the parade. Staff acknowledged that Thanksgiving Camp will be during the week of Thanksgiving and Winter Break Camp will be available for children during the school break beginning December 19<sup>th</sup> through January 2, 2017.
- C. **FY17 Innovation Fund Projects** - Staff reminded the Board that a FY17 Projects listing was handed out at the last meeting. Staff explained to the Board that the funding for the Harrington DBBI Field Improvements would go before Council on November 15, 2016. It will be necessary to review the quotes received for the post and cabling for the Parking Lots at Harrington and Lions parks. Staff announced that the installation of the new gym floors at the Duncanville Fieldhouse began on Friday, November 13, 2016. This work will continue until December 16, 2016. It was requested by Board member McLachlan to consider provided there was any extra funding that one of the tennis courts at Armstrong Park be made into half-basketball court and that the parking lot at Armstrong Park be restriped. Staff noted the request but explained that the parking lot at Armstrong needs to be re-worked for drainage concerns as well.

**Item #4 – :Discuss Park Master Plan Consultant Selection Process:**

Staff informed the Board that the first consultant the committee chose, KSA, had fees that were very high and not in the price range they were hoping. It was discussed with Staff and the Board that the need to talk with the second and third choices should be done. The Board and the committee decided to go forward with Dunaway Associates, L.P. for professional services to prepare the City's park master plan to go on the December 6<sup>th</sup> Council Agenda.

**Item #5 – Discuss the Viability of Placing Gate at Harrington Park and Consider Hosting a Public Hearing on the matter at the December 12 Meeting:**

Staff began discussion by noting that back in August Councilmember Dotson hosted a community meeting for the neighborhood surrounding Harrington Park. One of the requests received from the meeting was to install gates at Harrington Park to lock after park hours when illegal activities could take place. Prior to moving forward with this request, it was determined that the Park Board should consider this request and may want to include a public hearing at an upcoming meeting such as December 12, 2016. Staff member Hamilton has received quotes for the installation of gates at Harrington Park. Staff has been advised by Council that they are interested in the installation of the gates. The problems that were discussed are 1. Who would open and close the gate. 2. How would EMS get into the park should they need to after hours? 3. Should the gates have a timer set to the park's hours of operation and then an emergency keypad for EMS? It was in agreement with the Board that a public meeting needed to be held to find out what citizens are requesting.

**Item #6 – Discuss the Prioritization of Projects for the Senior Center Re-Branding Efforts for FY17:**

Staff told the Board that the renaming of the Senior Center would be put on hold until some of the inside re-branding of the center could be done. Mr. Stevenson explained that he had met with the Senior Advocacy Commission and these are the priorities given to him to pass along.

The top four agreed upon priorities were:

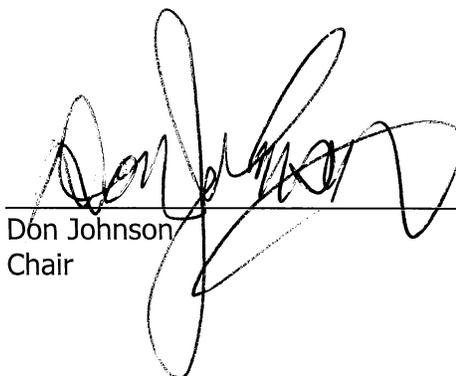
1. Improving/updating the entryway (furnishings, etc.)
2. Coffee Bar
3. Painting the exterior and interior of the building
4. P. A. System for emergency preparedness, etc.

It was suggested by the Board to hold a meeting at the Senior Center or have a joint meeting with the Senior Advocacy Commission and invite the instructors at the center to be there also. The Board requested to help the Commission with ideas of programs and how to get more participation from the community. This meeting would be held in early 2017.

Adjournment was called at 7:24 p.m. with a motion from Board member Priest and a second from Board member Hurd.



Pam Willis  
Recording Secretary



Don Johnson  
Chair