

## MINUTES

### PARKS AND RECREATION ADVISORY BOARD MEETING – JUNE 20, 2019 CITY HALL – BRIEFING ROOM

#### MEMBERS PRESENT:

Alexander (Sandy) McLachlan, Chair  
Reginald Hurd, Vice-Chair  
Leo Bell, Jr.  
Ed Priest  
Don Johnson  
Pamela Rogers – 6:32 PM  
Beth Farrell – 6:34 PM

#### MEMBERS ABSENT:

Bart Stevenson, Director of Parks & Recreation, Timothy Hamilton, Park Superintendent, and Angie Martinez, Executive Assistant were staff members present.

Chair Alexander McLachlan noted that there was a quorum present and began the public meeting at 6:35 p.m.

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

No one commented.

#### Item #2 – Discuss and approve minutes:

A motion was made by Vice-Chair Reginald Hurd; seconded by Board Member Pamela Rogers to approve the minutes from the May 13, 2019 Regular Meeting, passing 5-0 in favor. The minutes for the April 08, 2019 Regular Meeting were tabled for further clarification from Board Member Leo Bell, Jr.

#### Item #3 – Board Member Announcements:

Vice-Chair Reginald Hurd would like to coordinate a float for the Duncanville Lion's Club 4<sup>th</sup> of July Parade. He will send out an email with further details. Vice-Chair Hurd also commented that he would like to see a butterfly garden to attract the Monarch butterflies. Park Superintendent Timothy Hamilton advised that the City's butterfly garden is located at Armstrong Park.

Board Member Beth Farrell commented on the success of the Bike Ride Event. There was a total of 30 people in attendance. She received feedback that the Bike Ride Event should be done more than once a year.

Chair Alexander McLachlan commented that he disagrees that City Council takes over dates or meetings as it is an inconvenience to the board. He added that the Park Board has remained consistent with attendance from all members. Chair McLachlan received feedback of a low bee count in his neighborhood, he followed by contacting Park Superintendent Timothy Hamilton to inquire. Superintendent Hamilton commented that there is in fact a low bee count in some of the City flower bed areas within the City. Chair McLachlan also congratulated Board Member Don Johnson for receiving the lifetime achievement award at the 2019 Juneteenth Celebration in Cedar Hill, TX.

#### Item #4 – Staff Reports:

- A. Police/Park Ranger Report** – Officer Johnston was present from the Police Department to give a report. Officer Johnston reported the following data for the month of May 2019:

- 108 Directed Patrols
- 10 Calls for Service
- 6 Suspicious Activities
- 3 City Ordinance Violations
- 1 Medical Emergency with Police

Vice-Chair Reginald Hurd inquired if there are any concerns to worry about at any of the parks, Officer Johnston commented that Lakeside Park is a very popular park but no major concerns at this time.

Director Bart Stevenson inquired about the water gun fight that was previously scheduled to happen at Lakeside Park, Officer Johnston commented that no activity was reported.

**B. Recent and Upcoming Events and Programs**

Director Bart Stevenson notified the Park Board that the packets for the Independence Day Celebration included 2 VIP parking placards, and 5 VIP wristbands. Director Stevenson also reminded the Park Board of the upcoming board meetings; July 8, 2019 with the associations, and August 12, 2019.

**C. Bond Project Schedule Update** – The Lakeside Park Pavilion was approved by City Council on June 18, 2019. The Harrington Park Pavilion is scheduled to go to City Council for approval on Tuesday, July 16, 2019.

**D. FY20 Budget Process** – Director Bart Stevenson stated that expenses are limited to bond related projects. One-time projects being considered are LED lighting for parks, and the replacement of the Christmas tree at the War Memorial Park. Currently, City Council is being conservative due to new state laws.

**E. Pickleball at the Recreation Center** – Advertising for Pickleball is currently posted at the LED sign.

**Item #5 – Consider Recommendation to the City Council Regarding Amendments to the Facility Rental Policy for the Library/Recreation Center and D.L. Hopkins Senior Center:**

1. Groups/individuals will be allowed to have reoccurring room rentals for a period of 3 months at which point they must then cease reservations for a period of 6 months.
2. Individuals are allowed to book one year prior to a one-time special event with deposit.
3. Civic groups will be defined with the assistance of the City Attorney and will be allowed to continue reoccurring meetings as long as they are during non-peak times and limited to one hour per occurrence. Also, to consider waving rental fees for civic groups.
4. Should there be a request for a reoccurring meeting beyond 3 months due to extenuating circumstances, the Director may have the authority to grant an extension. If needed, the Director may direct the user to obtain permission for time extension through the Park Board.
5. There will be no political activities allowed in City facilities for the purpose of campaigning. Informational meetings are allowed such as town hall meetings, and local national/state representative community forums. This does not apply to elections which are regularly held at the Library.

6. Changes to the rental policy will take effect on January 1, 2020 to allow current reoccurring meeting groups to find alternative locations if necessary.

7. Address rental deposits and when they are to be made.

A motion was made by Chair Alexander McLachlan; seconded by Board Member Pamela Rogers to move forward with the recommendation to City Council regarding amendments to the facility rental policy for the Library/Recreation Center and D.L. Hopkins Senior Center for item numbers 1, 2, 4, 5, 6, and 7, passing 4-0 in favor.

Item number 3 was tabled until the term civic groups can be defined with the assistance of the City Attorney.

**Item #6 – Consider Recommendation to Increase Rental Fees for the Library/Recreation Center and D.L. Hopkins Senior Center:**

A motion was made by Vice-Chair Reginald Hurd; seconded by Chair Alexander McLachlan to move forward with the recommendation to increase rental fees by 10 percent for the Library/Recreation Center and D.L. Hopkins Senior Center, passing 4-0 in favor.

**Item #7 – Discuss a Process to Complete a Needs Analysis and Establish Individual Master Plans for Duncanville Parks:**

Director Bart Stevenson stated that City Manager Kevin Hugman recommended establishing individual master plans for each park. The Park Board will need to determine what is needed, set timelines, and prioritize. City Council and the community may be included in the process.

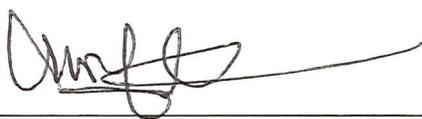
Vice-Chair Reginald Hurd recommended the usage of the event trailer, inviting neighborhoods, and surveys.

Director Stevenson will meet with Chair Alexander McLachlan and Vice-Chair Reginald Hurd to determine and finalize the process.

**Item #8 – Adjourn Regular Meeting:**

A motion was made for the meeting to adjourn by Board Member Ed Priest; seconded by Board Member Leo Bell. The meeting adjourned at 7:39 p.m.

  
Angie Martinez  
Recording Secretary

  
Alexander (Sandy) McLachlan  
Chair