

MINUTES

On August 14, 2018, the Parks and Recreation Board met at 1:30 p.m. in City Hall at 509 SE. 7th Avenue, Room 306 for a Regular Meeting.

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD SINCE APPOINTMENT	NO. OF MEETINGS ATTENDED
Mr. Rob Chafin	No	45	36
Mr. Terry Easterling	Yes	39	33
Mr. George DeCoux	No	29	24
Mr. John Ingerson	Yes	13	10
Ms. Terry Price	Yes	13	10
Mr. Brian Jennings	Yes	5	3
Mr. Matt Sanders	Yes	5	5
Mr. Gerald Malkuch	Yes	5	4
Mr. George Veloz II	Yes	5	4
Mr. Mubashir Subhani	Yes	5	4
Mr. Luke Austin	Yes	4	4

Also in attendance were:

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| MICHAEL KASHUBA | DIRECTOR OF PARKS AND RECREATION |
| PAT WESTBROOK | ASSISTANT DIRECTOR OF PARKS AND RECREATION |
| KEVIN WILDE | ASSISTANT PARK SUPERINTENDENT |
| LINDA PITNER | SENIOR SERVICES COORDINATOR |
| CHARLES HUDSON | ATHLETIC SUPERVISOR |
| SHELLEY GALLAGHER | RECREATION SUPERVISOR |
| JAMES STOW | ASSISTANT GM OF GOLF OPERATIONS |
| SHERYLENE MORRIS | RECORDING SECRETARY |
| DEE DEE RIOS | ADMINISTRATION ASSISTANT I |
| MATT CRUZ | ATHLETIC SPECIALIST |
| LYNETTE DUBINA | ADMINISTRATION ASSISTANT II |
| BRYAN McWILLIAMS | CITY ATTORNEY |

ITEM 1: Public Comments. No public comments.

ITEM 2: Call to Order and Approval of Minutes from Meeting held May 8, 2018. Co-Chairman, Mr. Terry Easterling, established a quorum and called the regularly scheduled meeting of the Parks and Recreation Board to order at 1:30 p.m. Motion was made by Mr. John Ingerson, seconded by Mr. Brian Jennings and unanimously carried to approve such minutes as written.

ITEM 3: Discuss or Receive Reports on the Director’s Report and Consider Future Agenda Items. Michael Kashuba, Director of Parks and Recreation, discussed the new format for the Park Board agendas and how going forward the meetings will be conducted. If any board members have suggestions/ideas for our department, they can then go to the Board Chairman to be put on the agenda for the next meeting. Michael then announced the departure of Joie Taylor, Administrative Technician, as she is moving forward for a new position at Pantex. Copy of this report is on file with the City Parks and Recreation Department.

ITEM 4: Presentation and Discussion Concerning the Open Meetings Act. Bryan McWilliams, City Attorney, presented a PowerPoint Presentation on the Open Meetings Act that included such items as general rules, quorums, definitions and definition issues, public business, procedures and requirements, notice requirements, record keeping, civil and criminal violations, penalties, and recent state laws changes. All Board Members are required to follow all rules and regulations pertaining to the Open Meetings Act as part of their service on the Parks and Recreation board. Copy of this PowerPoint Presentation is on file with the City Parks and Recreation Department.

ITEM 5: Presentation and Discussion Concerning the Roberts Rules of Order. In the presentation in Item 4, Bryan briefly explained the Roberts Rules of Order to the Parks Board. Copy of this report is on file with the City Parks and Recreation Department.

ITEM 6: Discussion Regarding Park and Recreation Board Expectations. Michael explained that the ordinance creating the Parks and Recreation board states the role of the board is to make general recommendations to the Mayor and Council in regard to the operation of the City’s parks and recreation facilities and programs. For items that are going to Council, the agenda item will include a recommendation from Staff and the Park Board. These recommendations will be related to parks, programs and people along with the general direction of the department. Copy of this PowerPoint Presentation is on file with the City Parks and Recreation Department.

ITEM 7: Presentation, Discussion and Consider Action on an Asset Management Plan. Michael explain that there is currently funding in the budget for a Parks Master Plan but would like to transition to an Asset Management Plan to inventory all of the park assets. This will allow staff to review the quantity, type, age, condition, replacement cost and staffing costs associated with the assets. Motion was made by Mr. John Ingerson, seconded by Mr. Mubashir Subhani to approve a recommendation for staff to put out an RFQ for an Asset Management Plan to include (2) members from the Park Board to provide the Board with recommendations and unanimously carried to approve such Motion as written. Volunteers chosen were Mr. Luke Austin and Mr. Mubashir Subhani. Copy of this PowerPoint Presentation is on file with the City Parks and Recreation Department.

ITEM 8: Adjournment. There, being no further business, Motion was made by Mr. Brian Jennings and seconded by Mr. Matt Sanders to adjourn the meeting at 2:50 p.m. This meeting was recorded and all comments are on file with the City Parks and Recreation Department.


Terry Easterling, Co-Chairman

ATTEST:

Sherylene Morris, Board Secretary