PARK COMMISSION OF THE CITY OF LEON VALLEY, TEXAS
November 9, 2017 MEETING MINUTES

The Park Commission of the City of Leon Valley, Texas met on the 9th day of November, 2017, at 7:00 p.m., at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, for the purpose of the following business, to-wit:

LEON VALLEY PARK COMMISSION MEETING, 7:00 P.M.

1. **Call the Meeting to Order, Pledge of Allegiance, and Determine a Quorum is Present.**

   Chairman Roger Christensen called the Park Commission meeting to order at 7:00 p.m., with the following Park Commissioners in attendance: Roger Christensen, Linda Tarin, Belinda Ealy, Carolyn Gabriel, David Smith, and Geraldine Rodriguez-Smith. Absent were Commissioners Jackie Walton, Kathy Hill, Stephen Parker, Danielle Bolton, and Benay Cacciatore. Also present were City Councilmember Monica Alcocer, City Staff member Melinda Moritz, and resident Robert Jarzombek.

2. **Review and Approval of the October 12, 2017 Regular Park Commission Meeting Minutes.**

   Staff member Moritz stated that a correction needed to be made to state that Robert Jarzombek was in attendance at the previous meeting. Commissioner Ealy noted a correction to the minutes on page 2 in the third paragraph, to take out the word "certain". Commissioner Gabriel then made a motion to approve the minutes of the October 12, 2017 regular Park Commission meeting, with the corrections. Commissioner Tarin seconded the motion and the motion carried unanimously.

3. **Citizens to Be Heard**

   There were no citizens to be heard.

4. **Reports on Activities that Impact Parks or Access to Parks**

   A. Presentation, Discussion, and Possible Action – to Approve New Park User Rates (M. Moritz / Commissioners)

   Staff member Moritz stated that the revisions to the park user fees were being performed by Commissioner Smith and she then let him take the floor. Commissioner Smith gave a presentation, stating that he had taken the Commissioners comments on the fee structure from the previous meeting and consolidated them into the fee revisions. He noted that some of the concerns were the inclusion or exclusion of the tennis, volleyball, and basketball courts; the horseshoe pits; the notification to other departments of hours and other changes;

cleaning fees; and the availability of Staff for pavilion turnover. He explained that the revisions also included a reduced cost for Leon Valley residents.

He went on to explain the other changes:

- Update Min/Max Times
  - Remove: ½ hour increments
  - Change: Max time becomes 4 hours
- Add:
  - All City of Leon Valley Park Facilities are available for use by the public on a first come, first serve basis, however certain Park facilities may be rented for exclusive use based on the following fee structure.
  - Violation of any park policy or vandalism/damage to City property will result in the loss of the deposit
- Revise:
  - The maximum and minimum times may be waived for league and tournament play at the discretion of the City Manager or their designee

- Large Pavilion Fee Structure
  - Eliminate Weekday vs Weekend Cost Differential Rental Times
  - Convert to block format: 10 am – 2 pm & 3 pm – 7pm (Allows ample time for PW Staff to clean & turnover pavilion)
  - Full Day rentals permissible if available; applicant pays single deposit and dual Rental Fee amounts (2X BBQ if applicable)
  - Proposed Fee Structure:

Item	LV Resident	Non LV Resident	Current Structure
Deposit	$50	$75	$35 / $40
Application Fee	*None*	*None*	$35 / $40
Rental Fee	$100	$150	$35 / $50
Add BBQ Pit	$25	$25	$25* / $20*
Time Block	4 Hours	4 hours	8 Hours

- Small Pavilion Fee Structure
  - Rental Times
  - Convert to block format: 10-2 & 3-7 (Allows ample time for PW Staff to clean & turnover pavilion)
  - Full Day rentals permissible if available; applicant pays single deposit and dual Rental Fee amounts
  - Proposed Fee Structure:

Item	LV Resident	Non LV Resident	Current Structure
Deposit	$25	$25	$0
Application Fee	*None*	*None*	$35
Rental Fee	$20	$35	$5
Time Block	4 Hours	4 hours	8 Hours

- Sport Field / Court Rentals
  - All Require $25 Non-Refundable Reservation Fee (Combinable if reserved at same time)
  - RR Tennis Court becomes Non-Reservable, Forrest Oaks becomes available for reservations
  - Basketball Court & Horseshoe Pit remain Non-Reservable

- Fee Schedule (see next page)

Location	LV Resident	Non LV Resident	Current Structure
Softball Field	$10 / Hour	$15 / Hour	$ 5/Hr | $35
LG Soccer Field	$15 / Hour	$20 / Hour	$ 5/Hr | $35
SM Soccer Field	$10 / Hour	$15 / Hour	$ 5/Hr | $35
Practice Soccer Field	$10 / Hour	$15 / Hour	$ 5/Hr | $35
Tennis Court (FO)	$10 / Hour	$15 / Hour	N/A
Tennis Court (RR)	N/A	N/A	$ 5/Hr | $35
Volleyball Pit	N/A	N/A	$ 5/Hr | $35
Basketball Court	N/A	N/A	N/A
Horseshoe Pit	N/A	N/A	N/A

- Large Group Cleaning Fees:

Nonrefundable fees for large group clean-up are as follows in conjunction with any park facility rental:

Attendance	Proposed Structure	Current Structure
50 – 100	$50	$50
101 – 150	$100	$100
151 - 200	$150	$150
201 +	$250	N/A

Commissioner Smith then closed the presentation and asked the Commissioners what they thought of the proposed changes. Chairman Christensen asked if the Leon Valley resident would have to be present at the event, if they were the person renting the pavilion. Mr. Smith stated that although it was not spelled out, the spirit was there. He noted that the City did not have the resources to check to see if the resident was present, but that he felt the honor system would presumably keep people honest. Chairman Christensen agreed.

Commissioner Gabriel noted that the Boy Scout Troops used the pavilions and wanted to know what age was required to sign the rental application. Mr. Smith stated that the children's parents would be the responsible party.

A general discussion was held to discuss hours of operation, who would be responsible for alerting the pavilion renter that they needed to leave for cleaning purposes and to allow the next block to setup, and whether or not there should be a charge for the basketball court use.

Commissioner Smith stated that the next step would be to review the final structure and then take the item to the City Council. He recommended that if approved by Council, the Park Commissioners should review the fees in six months and then once per year after that. A discussion was held on how the public would be informed of the increase in fees. Ms. Moritz stated that the fee increase could be placed on the City's website, in the E-News, and on FaceBook and Twitter. She noted that new park brochures would be developed. Commissioner Ealy stated that she would like to review the fee structure at least twice a year. Chairman Christensen congratulated Mr. Smith on his presentation and thanked him for his hard work. He then stated that rather than prolong the efforts, the presentation should be revised as stated and then presented to the City Council for their decision.

Commissioner Gabriel made a motion to approve the revised fees, which was seconded by Commissioner Tarin. The motion carried unanimously.

B. Presentation on the Evers Road Bridge (M. Moritz)

Staff member Moritz gave a presentation about the impending construction of a bridge on Evers Road over Huebner Creek. She stated that the bid would be awarded at the December 5th City Council meeting and she expected City Council to approve a contract with the J3 Company to perform the work. She then stated that the work should start mid-January, as the Mayor had asked that the road be left open through the holidays. Ms. Moritz explained that the roadway would be completely closed for a period of four

months and then be opened as a two lane road for the remaining four months. She stated that the total construction time would be approximately eight months.

Chairman Christensen asked if the crossing would be a low water crossing. Ms. Moritz stated that it would be 10 box culverts, which is more of a bridge type structure. Commissioner asked how high the bridge would be. Ms. Moritz explained that it would not be noticeably higher, but that it would increase by about ten feet. A general discussion was held on who was notified, how long the new bridge might last, and what portions of Evers Road would remain open.

5. Commissioner and Staff Comments

Commissioner Gabriel stated that she had visited the new playground at Raymond Rimkus Park and had noticed some repairs were needed. Ms. Moritz explained that the Public Works Crew was waiting on some parts for the giant jax and the drums, but that once received, the equipment would be repaired.

Commissioner Tarin thanked Commissioner Smith for his hard work on the fee structure presentation.

Commissioner Ealy stated that she would be presenting an initiative to City Council at their December 5th meeting and that it would focus on hazardous waste, recycling, and information on herbicides and pesticides. She explained that the goal was to produce a refrigerator magnet to remind people to recycle and to not use so many hazardous products. She stated that she would like the support of the Park Commission for her initiative. She reminded everyone of the upcoming Texas Recycles Day event to be held at the Public Works yard.

Chairman Christensen noted that the time change had occurred and asked if everyone was still fine with the meetings starting at 7 pm. Commissioner Tarin stated that she would like them to begin an hour earlier. Commissioner Gabriel stated that she was fine with the time or a time change, as long as the meetings would still be held at the Conference Center.

Chairman Christensen then asked if anyone had any conflicts with the December meeting date, due to vacations and the holidays. He asked Ms. Moritz to poll the members by email or phone call. He then explained that the Parks, Open Space and Recreation Master Plan was due to be revised in 2018 and that he would be assigning areas to each Commissioner. He stated that he would like to perform the review during

the next spring and summer and then take a revised Plan to the City Council next winter.

7. Adjourn.

Commissioner Gabriel made a motion to adjourn the meeting, which was seconded by Commissioner Smith. The vote was unanimously in favor of the motion. The meeting was adjourned at 8:24 p.m.

Roger Christensen

Roger Christensen - Chairman

1-18-18

Date