



**PARKS + RECREATION COMMITTEE
FEBRUARY 08, 2021 AT 3:00PM
MEETING AGENDA**

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA ZOOM. AN AUDIO OR VIDEO RECORDING OF THE PROCEEDINGS WILL BE MADE AVAILABLE TO THE PUBLIC WITHIN 48 HOURS. MEMBERS OF THE PUBLIC ARE, BY LAW, ALLOWED TO ATTEND MEETINGS OF THE PARKS AND RECREATION COMMITTEE, BUT ARE STRONGLY DISCOURAGED TO DO SO AT THIS TIME.

I. PUBLIC COMMENTS

II. CALL TO ORDER

III. ANNOUNCE MEMBERS IN ATTENDANCE (*Verify Quorum*)

IV. APPROVAL OF ELECTRONIC MEETING

In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, this committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.

V. ADOPTION OF MEETING MINUTES

- January 19, 2021

VI. COUNCIL ACTION

None

VII. NEW BUSINESS

None

VIII. OLD BUSINESS

- Discussion: Regional Recreation Center - Land Purchase

IX. DEPARTMENT REPORTS

- Human Resources Report (*Jennifer Letourneau*)

- 2020 Annual Report (*Michelle Austin*)

X. ADJOURNMENT



**PARKS + RECREATION COMMITTEE
JANUARY 19, 2021 AT 4:00PM
MEETING MINUTES**

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA ZOOM. AN AUDIO OR VIDEO RECORDING OF THE PROCEEDINGS WILL BE MADE AVAILABLE TO THE PUBLIC WITHIN 48 HOURS. MEMBERS OF THE PUBLIC ARE, BY LAW, ALLOWED TO ATTEND MEETINGS OF THE PARKS AND RECREATION COMMITTEE, BUT ARE STRONGLY DISCOURAGED TO DO SO AT THIS TIME.

I. PUBLIC COMMENTS

None

II. CALL TO ORDER

The meeting of the Parks and Recreation Committee was called to order by Chairperson Richmond at 4:00 p.m. on January 19, 2021.

III. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Vondell Richmond
Councilperson Ashlee Evans
Councilperson Richard Garrett
Councilperson DaJuan Little (arrived late)
Councilperson Karen Reynolds

Mayor Pitts was also in attendance.

IV. APPROVAL OF ELECTRONIC MEETING

In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, this committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.

Councilperson Evans made a motion to approve the electronic meeting. The motion was seconded by Councilperson Reynolds. A voice vote was taken and the motion was approved.

(Councilperson Little joined the meeting)

V. ADOPTION OF MEETING MINUTES

- November 9, 2020

Councilperson Little made a motion to adopt the minutes as presented. Councilperson Garrett seconded the motion. A voice vote was taken and the motion to adopt the minutes passed without objection.

VI. COUNCIL ACTION

None

VII. NEW BUSINESS

- Monthly Meeting Schedule

The Committee discussed and voted to keep the original meeting schedule on the second Monday of every month. A voice vote was taken and the meeting schedule was approved.

VIII. OLD BUSINESS

None

IX. DEPARTMENT REPORTS

- Department's Mission

Building a stronger community by providing a variety of positive experiences and exceptional facilities, while preserving our natural resources.

- Operational Flow Chart

Jennifer Letourneau presented the department's flow chart. Jennifer discussed current open positions including the Deputy Director of Recreation, five (5) Grounds and Facility Maintenance Technicians, and an Athletic Coordinator.

Councilperson Richmond encouraged the new committee members to spend time with Jennifer Letourneau to learn more about the Department.

Councilperson Richmond commented that Jennifer is a wealth of knowledge and an excellent resource.

- Facilities and Parks

Michelle Austin presented a list of all of the department's facilities and parks. The spreadsheet also includes the amenities, acreage and any other features at each location.

- 2019 Annual Report

Michelle Austin also presented the Department's annual report for 2019. Michelle informed the committee that the 2020 report will be ready by next month's meeting but that it may look a little different due to the cancellation and postponement of events and activities.

- CAPRA

Jennifer Letourneau explained the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation program to the new members. Jennifer stated that the Department has completed 101 out of the required 140 standards. A short video with more details was played.

Councilperson Richmond asked how this accreditation would tie into any state or federal grants. Jennifer Letourneau replied that it does lend itself to being more favorable when it comes to funding.

Councilperson Reynolds asked who writes the grants for the Department. Jennifer Letourneau responded that Debbie Smith is the grant writer for the City, not just the Department.

- Current Projects

Jennifer Letourneau updated the Committee on recent and current projects including the Red River East trail, pedestrian bridge, Kraft Street trail spur, Pollard Road Trailhead parking lot expansion, Billy Dunlop Park pavilion renovation, Crow Recreation Center exterior renovation, Exit 8 Athletic Complex, Wilma Rudolph Event Center signage, Freedom Point revetment. She also spoke about the upcoming projects including additional revetment at Liberty Park, HVAC replacement at Freedom Point, bollard replacement at the Greenway, and cabinet and countertop refinishing at Crow and Burt-Cobb Recreation Centers.

Councilperson Richmond inquired about the status of the Heritage Skate Park concerns brought up by a constituent in a previous meeting. Jennifer Letourneau

stated that the skate park has been resurfaced and the requested repairs were made.

Councilperson Reynolds suggested that the department hire teachers to offer literacy programs in the summer. Jennifer Letourneau responded that the summer youth program already hires quite a few teachers already. She stated that she would make a note of it and speak to our Recreation Programming Supervisor.

Councilperson Evans commended the department on the use of land for the parking lot expansion at the Greenway. Councilperson Evans would love to see it implemented more in the future. Jennifer Letourneau responded that there are actually three other pollinator sites in our park system.

Councilperson Richmond encouraged the members to bring any ideas forward to present as proposals.

X. ADJOURNMENT

Councilperson Richmond entertained a motion to adjourn the meeting. A voice vote was taken. The motion to adjourn the meeting at 4:50 p.m. passed without objection.

Meeting minutes were prepared by Leigh Harpel.