



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

- [November 9, 2020](#)

V. COUNCIL ACTION

None

VI. NEW BUSINESS

- [Monthly Meeting Schedule](#)

VII. OLD BUSINESS

None

VIII. DEPARTMENT REPORTS

- Department's Mission (*Jennifer Letourneau*)
Building a stronger community by providing a variety of positive experiences and exceptional facilities, while preserving our natural resources.
- [Operational Flow Chart](#) (*Jennifer Letourneau*)
- [Facilities and Parks](#) (*Michelle Austin*)
- [2019 Annual Report](#) (*Michelle Austin*)

- [CAPRA](#) (*Jennifer Letourneau*)
- Current Projects (*Jennifer Letourneau*)

IX. ADJOURNMENT



**PARKS + RECREATION COMMITTEE
NOVEMBER 9, 2020 AT 3:00PM
MEETING MINUTES**

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA GOOGLE MEET. 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 Guzman at 3:03 p.m. on November 9, 2020.

III. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Valerie Guzman
Councilperson Vondell Richmond
Councilperson Stacey Streetman
Councilperson Travis Holleman

Councilperson Streetman and Councilperson Holleman joined the meeting at 3:08 p.m.

IV. ADOPTION OF MEETING MINUTES

- October 12, 2020

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

V. COUNCIL ACTION

None

VI. NEW BUSINESS

None

VII. OLD BUSINESS

None

VIII. DEPARTMENT REPORTS

- CAPRA Update

Jennifer Letourneau informed the Committee that 92 out of the 140 standards have been completed. She is hopeful to have all the standards completed this spring and obtain accreditation the following year.

Councilperson Guzman inquired about uniforms with the new logo. Jennifer Letourneau responded that the department made one logo attire order last year and has another on the way with the new branding.

- Human Resources Report

Jennifer Letourneau discussed the Athletic Coordinator and Deputy Director positions that are currently open. She also reported that the department is in the process of hiring a new Event Planning Specialist.

- Projects

Michelle Austin reported that Park Maintenance has a list of 150 tasks, including projects, they will be addressing during the offseason. She stated that the Maintenance division, as well as the entire department, is on a mission to provide the community with exceptional facilities. Some of the noteworthy accomplishments so far include cleaning and staining the benches and tables at Liberty Park, and Heritage Dog Park improvements. She also discussed future projects including replacing 150 of the bollards at the Greenway, replacing a portion of the dirt at several of the Heritage fields, painting pavilions in the neighborhood parks, and also removing the willows from the wetlands at Liberty Park.

Michelle Austin also updated the Committee on the Kraft St. spur, Crow Recreation Center repairs, and the Athletic Complex.

Councilperson Guzman thanked the department for the work they've done especially for taking advantage of this time when things have been slower and turning it into an opportunity.

Councilperson Streetman thanked the department for the hard work put into Fright on Franklin at Liberty Park. Councilperson Guzman commented that most of the vendors stayed until they ran out of candy and all of the people that came through the line got candy.

IX. ADJOURNMENT

Councilperson Streetman made a motion to adjourn the meeting. Councilperson Richmond seconded the motion. A voice vote was taken. The motion to adjourn the meeting at 3:16 p.m. was passed.

Meeting minutes were prepared by Leigh Harpel.