

A G E N D A

A regular meeting of the City of Waxahachie Park Board to be held on **Thursday, February 4, 2021** at **3:00 p.m.** in the City Council Conference Room, 401 South Rogers, Waxahachie, Texas.

Members: Chad Hicks, Chairman
Ginger Cole, Vice Chairman
Dr. William Major
Betsy Bell
Byron Gibson
Jenny Bridges

1. Call to Order
2. **Public Comments:** Persons may address the Park Board on any issues. This is the appropriate time for citizens to address the Board on any concern whether on this agenda or not. In accordance with the State of Texas Open Meetings Act, the Board may not comment or deliberate such statements during this period, except as authorized by Section 551.042, Texas Government Code.
3. Approval of minutes of the Park Board meetings of January 7, 2021 and January 22, 2021
4. Discuss park projects and take any necessary action
5. Discuss Eagle Scout projects and take any necessary action
6. Adjourn

The Park Board reserves the right to go into Executive Session on any posted item.

This meeting location is wheelchair-accessible. Parking for mobility impaired persons is available. Any request for sign interpretive services must be made forty-eight hours ahead of the meeting. To make arrangements, call the City Secretary at (469) 309-4005 or (TDD) 1-800-RELAY TX

<p style="text-align: center;"><i>Notice of Potential Quorum</i> <i>One or more members of the Waxahachie City Council may be present at this meeting.</i> <i>No action will be taken by the City Council at this meeting.</i></p>

A regular meeting of the City of Waxahachie Park Board was held on Thursday, January 7, 2021 at 2:30 p.m. in the City Council Conference Room, 401 South Rogers, Waxahachie, Texas.

Members Present: Chad Hicks, Chairman
Ginger Cole, Vice Chairman
Dr. William Major
Betsy Bell
Byron Gibson
Jenny Bridges

Others Present: Gumaro Martinez, Director of Parks and Recreation
Brad Barnes, Assistant Parks & Recreation Director
Michaela Drewry, Recreational Specialist
Melissa Olson, Council Representative

1. Call to Order

Vice Chairman Ginger Cole called the meeting to order.

2. Public Comments

None

3. Reorganize the Board

Action:

Ms. Jenny Bridges moved to nominate Mr. Chad Hicks as Chairman. Ms. Betsy Bell seconded, All Ayes.

Ms. Betsy Bell moved to nominate Ms. Ginger Cole as Vice Chairman. Mr. Bill Major seconded, All Ayes.

4. Approval of minutes of the Park Board meeting of July 30, 2020

Action:

Ms. Jenny Bridges moved to approve the minutes of the Park Board meeting of July 30, 2020. Ms. Betsy Bell seconded, All Ayes.

5. Discuss park projects and take any necessary action

Mr. Gumaro Martinez, Director of Parks and Recreation, reported that Little Creek Trail was complete, with the exception of some structural updates and a crosswalk being installed at Brown Street. He stated Railyard Park was also completed in the fall and has been heavily trafficked by the community. He also updated the Board on the status of restroom install at Lions and Chapman Park, as well as new septic systems at Boat Dock and Spring Park. Mr. Martinez stated the Penn Park Pool renovation is still in the engineering phase.

Vice Chairman Ginger Cole asked about the Chautauqua Auditorium flagpole replacement. Mr.

(3)

Brad Barnes, Assistant Director of Parks and Recreation, reported the flagpole was ready for install and would be complete next week. Mr. Barnes also mentioned the remaining pole at the old Baylor Hospital was repurposed at the Veterans Memorial in the City Cemetery.

6. Discuss park activities and events and take any necessary action

Ms. Michaela Drewry, Recreation Specialist, reported the Chautauqua Auditorium hosted three dance recitals in December and all events went smoothly. She also updated the Board on upcoming events in the spring. Ms. Drewry mentioned the park pavilions were reserved most weekends in the fall and she expects the same high volume for the spring.

7. Discuss steering committee participation for lake parks master planning

Mr. Martinez reported the Park Board is to be the steering committee to master plan the lake parks. Mr. Martinez introduced Michael Black, la terra studio, to discuss the formation of a steering committee and what services his firm offers. Mr. Black presented a questionnaire for board members to review before the first steering committee meeting. The Board set a date for their first meeting to be January 22, 2021.

8. Discuss pavilion rental fees and take any necessary action

Mr. Martinez presented a new park pavilion rental fee schedule to the Board. Ms. Jenny Bridges asked how often non-residents reserve pavilions. Ms. Drewry reported approximately 40% of reservations are made by non-residents.

Action:

Vice Chairman Ginger Cole moved to accept a new pavilion rental fee schedule. Ms. Betsy Bell seconded, All Ayes.

9. Discuss Eagle Scout projects and take any necessary action

Mr. Barnes suggested drafting guidelines for Eagle Scout projects in the parks to promote consistency and quality control for such projects. The Board expressed their support and would like city staff to draft a "Standard Operating Procedure" for their consideration in a future meeting.

10. Adjourn

There being no further business, the meeting adjourned at 3:45 p.m.

Respectfully submitted,

Michaela Drewry
Recreation Specialist

Park Board
January 22, 2021

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A Work Session of the City of Waxahachie Park Board was held on Friday, January 22, 2021 at 3:00 p.m. in the Parks Conference Room, 401 South Elm, Waxahachie, Texas.

Members Present: Chad Hicks, Chairman
Ginger Cole, Vice Chairman
Dr. William Major
Byron Gibson

Members Absent: Betsy Bell
Jenny Bridges

Others Present: Gumaro Martinez, Director of Parks and Recreation
Brad Barnes, Assistant Parks & Recreation Director
Michaela Drewry, Recreation Specialist

1. Call to Order

Chairman Chad Hicks called the meeting to order.

2. Discuss lake parks master plan

Mr. Albert Lawrence, Assistant City Manager, stated to the Board the purpose of discussing a master lake parks plan for Lake Waxahachie is to develop Boat Dock Park, Jetty Park, and Spring Park to be more community-friendly.

Mr. Michael Black, la terra studio, presented to the Board questions to promote brainstorming about the lake parks. The Board discussed improvements to each park and overall aesthetic of lake.

3. Adjourn

There being no further business, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

Michaela Drewry
Recreation Specialist

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Standard Operating Procedures for the Acceptance, Evaluation, and Management of Service Projects

Overview

As a municipal organization, the Waxahachie Parks and Recreation Department is fortunate to be the recipient of, and partner to, several service projects on an annual basis, including but not limited to Eagle Scout projects. For a number of reasons that are listed below, it has become necessary to standardize the manner in which service projects are evaluated, approved, and managed by the Parks and Recreation staff.

- As stewards of the resources belonging to the citizens of Waxahachie, it is the responsibility of the Parks and Recreation Department to ensure any projects that modify or add to our existing park infrastructure are representative of the style and quality which we strive to achieve and maintain.
- The majority of the service projects presented to the Parks and Recreation Department are products of young people through school-based organizations, church-based organizations, or individual efforts (such as Eagle Scout projects). The Parks and Recreation Department has established these guidelines in order to ensure that the goals of the project are met, and the integrity of the process is maintained.
- As the population of the city of Waxahachie continues to grow, the number of requests for service projects with the system will continue to increase. The Parks and Recreation Department has established these guidelines to ensure all requests and projects are handled efficiently, consistently, and equitably.

Guidelines

1. The proposal for the project should be submitted to Department Director or Assistant Director with sufficient time to review and make modifications prior to initiation of the project.
2. There should be no modifications or additions to the park system without written authorization from the Parks and Recreation Director.
3. The organization or individual presenting the project for acceptance shall be fully responsible for securing the necessary funding required to complete the project as presented and accepted.
4. If assistance from the Parks Department is needed during any stage of the project, this needs to be identified during planning and coordinated with the proper Parks Department staff.
5. The Parks Department will not provide funding, materials, supplies or equipment for construction projects. The Department may, at the discretion of the Director on a case by case basis, provide supplies for clean-up projects.
6. Volunteers will not be authorized to use or operate any City-owned, leased, or rented power equipment, power tools, or vehicles.