

**DRAFT MINUTES**  
**PARKS, RECREATION AND BEAUTIFICATION BOARD**

---

Monday, Feb. 5, 2018	6 p.m.	Civic Center Community Room
----------------------	--------	-----------------------------

---

After determining that a quorum of the City of Denton, Texas, **Parks, Recreation and Beautification Board** is present, the Chair of the Board thereafter convened into an open meeting on Monday, February 5, 2018, at 6 p.m. in the Civic Center, Denton, Texas.

**Present:** Paul Leslie, Frances Punch, Phillip Gallivan, Gary Barber, Ben Huttash, and Kent Boring

**Absent:** Alana Presley Taylor

**Staff present:** Laura Behrens, Interim Director of Parks and Recreation; Julie Leal, Park Board Liaison; Drew Huffman, Superintendent of Park Maintenance, Megan Thomas, Senior Center Manager, Sara Farris, Recreation Supervisor, Caroline Seward, Program Area Manager, and Janie McLeod, Community Events Coordinator.

**Guests present:** Carol Short, Executive Director of the Denton Festival Foundation and Kevin Lechler, Assistant Director of the Foundation.

**1. INTRODUCE STAFF:**

Behrens introduced new staff members: Drew Huffman, Superintendent of Park Maintenance and Megan Thomas, Senior Center Manager.

**2. CONSIDER APPROVAL OF THE PARKS, RECREATION AND BEAUTIFICATION BOARD MINUTES FOR:**

**A. January 8, 2018.**

There was a correction to the January minutes. Pounce had abstained on the DME vote. With the correction noted, the January minutes were approved by a motion made by Gallivan and seconded by Barber. The motion was approved 6-0.

**3. ACTION ITEMS:** Consider making a recommendation to the Denton City Council on the following items:

**A. City of Denton Parks and Recreation Standards of Care 2018-2019**

Seward introduced the item and shared that the Standards of Care are comprehensive guidelines for summer camps and follows State licensing. The Standards of Care are intended to be minimum standards by which the City will operate the youth programs. The programs are not licensed day care programs. The recreational/camp programs are exempt from licensing under State Code. In order to meet the minimum requirements for the State, the City must have our own Standards of Care approved each year.

Seward continued to say that the document hasn't changed from last year except for some updated operating guidelines for summer camps.

Boring requested that in the future, that only the changes or the changes be highlighted made so the whole document wouldn't need to be reviewed.

**MOTION:** Boring made motion to approve and Huttash seconded to recommend to City Council. Approved 6-0.

4. **DISCUSSION ITEMS/UPDATES:** Consider the following items which may be moved to action items at the next meeting:

- A. ProFest, Inc. sale of alcohol at Denton Arts & Jazz Festival.** Behrens reminded the Board that last year they recommended approval for the sale of alcohol by ProFest for three years. City Council approved a year-to-year request.

Short expressed her appreciation for the Parks and Recreation staff and the board's support. Lechler discussed how ProFest obtains the alcohol permits and is separate from the Denton Festival Foundation.

- B. Summer Food Program.** Seward said the Department is planning to partner with STHProject again to offer the free summer lunch program. Seward said she was making the Board aware in case it comes back for their recommendation for approval for City Council. She added that it was a successful partnership last year.

- C. Integrated Pest Management (IPM) Program.** Behrens said the IPM program is under Parks Maintenance and there have been herbicide concerns about one specific program. A new committee has been formed to review the concerns and will have guidance from the Texas Ag Extension in Austin. The committee will work together with a citizen committee including representatives from the athletic organizations to review the guideline. Recommendations will be presented to City Council.

- D. Athletics Signage.** Behrens shared that the Park agreement with Denton Youth Association includes baseball, soccer, and football leagues.

Langley discussed the sign ordinance and issues with the athletic association selling and placing signs on the ballfield fences. The association, with the proposed agreement, will be permitted to post sponsor signs on allocated fields under the following guidelines: sign specifications and locations, sign installation and maintenance, and revenue from sign sales and fees.

The Board discussed if the \$10 fee to display a sign was reasonable, insurance concerns, and safety concerns.

Langley said that at a future date, staff will bring back a cost assessment and what it would cost if the Parks Department managed our own athletic programs, including the use of the fields and maintenance.

Huffman said Parks is installing a new program evaluation system that will better track work done in the parks.

Staff was requested to provide a copy of the Facilities Utilization Agreement and provide an update on how the proposed Cityworks software is working once implemented.

- E. Vela Athletic Complex Update** – Behrens reported that seven bids were received for the Vela project. A selection committee was formed to evaluate and score the bids. The contractors were asked to present their best and final offer. The final proposal will be presented to City Council in March.

The total scope was estimated to cost \$5.5 million for the construction of the four field. Langley added that the funding, for the design and purchase, is from the Southwest Park Master Plan funds. He added that with additional cost for water and sewer built into \$46,000 expenditures for past site works the estimated total is now \$5.8 million.

- F. Aquatics Assessment** – Behrens stated that the aquatics assessment by PROS went very well and the initial feedback has been positive. The assessment will be shared and reviewed by DISD. PROS was complimentary of the information, data, and backup information provided by staff during the assessment.

Leslie asked if there were any plans to expand the parking areas for the Civic Center Pool. He added that the pool parking flows into the Senior Center's parking. Behrens said it is not being considered at this time.

- G. Master Plan Update.** Behrens said that the last Parks, Recreation, and Trail System Master Plan was done in 2007 and implemented in 2008. Staff is in the process of updating the document and providing an updated inventory of amenities and a needs assessment to provide direction for growth. The Request for Proposal (RFP) is expected to be released by July with review and approval of a final contract by Council. The funding will potentially be from the Southwest Park Master Plan CIP account.
- H. Strategic Plan Update.** Behrens reported that staff is building on the efforts that had previously begun. The strategic plan will address four initiatives: manage assets, comprehensive communication strategy, and pursue organization excellence. She added that staff is looking at submitting an application for a future National Recreation and Parks Association (NRPA) gold medal. Staff is also getting the Department the Commission for Accreditation of Park and Recreation Agencies accreditation.

- I. **Park Foundation Update** – Langley expects to have the auditor’s final report complete in the next few weeks. Barber asked if it is too early to be considering scholarship funding. Behrens replied that staff is working with Community Development Block Grants for scholarships.

5. **OTHER BUSINESS:**

- A. **Capital Projects Report** – Huffman reviewed the updates on the Capital Improvement Projects.
- B. **Owsley Park Fence Repair** – Huffman reported that most of the fences around Owsley Park are privately owned. Leslie asked if Code Enforcement could assist in getting the fences repaired. The Board discussed possibly having tubular fencing, or rod iron that would be open and have access.
- C. **Tour of Parks** – The Board selected May 2 at 5 p.m. to tour the park facilities. Leal said a box lunch will be provided during the bus ride to the locations.
- D. **State of the City** - Behrens shared that the second State of the City will be held on Feb. 15 at the Embassy Suites by Hilton Denton Convention Center at 6 p.m. The event will give a formal presentation about Denton growth and development, capital improvements, and city-wide accomplishments and goals. She invited the Board to please join us.
- E. **Parks and Recreation Director** – The Interview Panel will begin interviews for the new director on Feb. 15 at 5 p.m. followed by a meet and greet at the Civic Center. The Board is invited to participate as a separate interview panel on Feb. 16. A short bio will be sent to Board. It is anticipated the new person will be in place in about 30-40 days.

6. **DIRECTOR REPORT:**

- A. **Staff Update** – Behrens said she had provided an update throughout the meeting and asked if the Board likes the format of information or is there any other information needed.

**MOTION:** There being no further items on the agenda, Punch made a motion to adjourn; Barber seconded. Motion passed 6-0. Meeting adjourned at 7:40 p.m.