



CITY OF EL LAGO
PARKS BOARD MEETING
98 LAKESHORE DRIVE
EL LAGO, TEXAS 77586
THE FEBRUARY 23, 2022- 7:00 P.M.

Notice is hereby given that the Parks Board of the City of El Lago, Texas will meet at the above date and time in the Municipal Court Chambers located at 98 Lakeshore Drive, El Lago, Texas, and will consider, and if appropriate will take action, with respect to the following agenda items.

AGENDA

- 1. Call to Order**
- 2. Announce Present Members of Parks Board**
- 3. Parks Board Chair election**
 - 3.1.** *Vote/Approve new position of Parks Board Chair accordance with city ordinance Sec. 12-22.*
 - 3.2.** *Newly voted and approved Chair assumes seat*
- 4. Citizen Forum - Citizens are invited to speak for up to three (3) minutes concerning matters of the City Parks.**
- 5. Consent Agenda**
 - 4.1.** *Minutes from the Parks Board Meeting of January 26, 2021*
- 6. Reports**
 - 6.1.** *Report on activity of previous city council meeting by City Council Liaison Charles Parette.*
 - 6.2.** *Girl Scout Troop Leader Christina Hutton presenting on butterfly garden project at McNair Park*
- 7. Old business**
 - 7.1.** *McNair, Witty, and Armstrong Park*

8. New business

8.1. Discuss Open meetings Act Training requirement for all parks board members

8.2. Discuss/Approve Parks Board responsibilities.

8.3. Review/Approve responsibilities of Chair, Vice-Chair, Secretary, Groundkeeper and Treasurer positions.

8.4. Discuss future fundraiser and grant opportunities

8.5. Vote/Approve material to be present to city council at next city council meeting by Parks Board Chair

9. Future Items

9.1. Priority list of repairs based off inspection report

10. Adjournment

I CERTIFY THAT A COPY OF THIS NOTICE OF THE PARKS BOARD MEETING FOR THE DATE LISTED ABOVE WAS POSTED AT CITY HALL, 411 TALLOWOOD DRIVE, EL LAGO, TEXAS, AT LEAST 72 HOURS IN ADVANCE PER THE TEXAS OPEN MEETINGS ACT.

_____ **Rachel Lewis, City Secretary**



DRAFT

CITY OF EL LAGO
MINUTES OF JANUARY 26, 2022
PARKS BOARD MEETING
98 LAKESHORE DRIVE
EL LAGO, TEXAS 77586

- 1. Call to order.** Member Tiffany Bachner called the meeting to order at 7:05 PM.
- 2. Absent members.** Chair Deanna Scott is absent.
- 3. Citizen Forum.** No comments were made.
- 4. Consent Agenda.**
 - 4.1. Minutes from the Parks Board Workshop of November 11, 2021**
Member Ryan Brooks made a motion to approve the consent agenda and member Tia Brooks provided a second. Previous minutes from November 11th, 2021 meeting were approved as written with member Rob Wohrer abstaining.
- 5. Old business.**
 - 5.1. Report from Chair Scott of status of pressure washing playground equipment, lending library installation and flag pole light**
Chair Scott was absent and therefore, this item will be postponed.
 - 5.2. Armstrong Park.** Nothing was reported.
 - 5.3. McNair Park.** Nothing was reported.
 - 5.4. Witty Park.** Member Shirley Brasseaux informed the Board that she will be meeting with a certified Welder at Witty Park to inspect the Witty Train and Spring Bouncers. City council liaison Charles Parette agreed to aid member Brasseaux for the appointment.
 - 5.5. Other - Christmas display and decorations issues.** Members thanked Member Brasseaux and acknowledged city maintenance for the beautiful Christmas display. Unfortunately, the power supply to the front city entrance failed so that the left hand side of the display didn't exhibit any lights. The issue was brought to the attention of the city already.
- 6. Member reports**
 - 6.1. Report by member Brooks on non-profit fundraiser for Parks Board.**
Member Brooks reported the fundraiser brought in \$400. Due to a last minutes location change and bad weather the event had a low turnout. Not a single resident from the City of El Lago was present. Member Ryan and Tia Brooks expressed they would welcome another fundraiser event within City limits with

hopes of a larger turn out. Other members suggested to use the city's Robocall to reach more residence in the future and place advertisement into La Ventana newspaper. Member Tiffany Bachner volunteered to speak to the editor.

7. New business

7.1. Consider/Vote to approve Hire of Third Party Safety Inspection for playgrounds.

Member Bachner explained concerns of safety issues, such as the lack of fall zones and broken playground equipment that have failed to follow the safety stands in the safety handbook for playground equipment. Member Brooks stated just because we can read a safety handbook it doesn't make us a qualified entity to assess issues at the playgrounds. He added, an in-dependend third party inspection report would be favorable for grant writing. A motion for approval was made by member Ryan Brooks with a second from member Rob Wohrer to approve the hire of a third party safety inspection for playgrounds, providing the \$400 from the fundraiser and using the other half of \$450 from the \$20,000 set aside by City Council. Approval was unanimous.

7.2. Consider/Approve itemized maintenance upkeep task list for parks, entrances and playgrounds.

Members agreed to keep editing the spreadsheet as needed. A motion for approval was made by member Ryan Brooks with a second from member Tia Brooks. Approval was unanimous.

7.3. Consider/Approve Safety Priority List for Council. Item was disregarded due to approval of item 7.1. Council liaison Charles Parette informed the parks board committee he will be presenting his personal safety priority list at the next council meeting February 2nd, 2022 based on his personal assessment.

8. Future item requests

scheduled

Review quotes for fall zone replenishment - February

Review quotes for safety repairs at playgrounds - March

There is a lack of funds to fix the majority of items. Member Brooks suggested giving residents the option to donate a bench in honor of someone to our city parks. Regular short updates from the parks board within the local newspaper, La Ventana, could increase chances of fundraiser outreach. Member Bachner requested, that if Mayor Findley approves the third party safety inspection, the report be reviewed by the Parks Board in March.

9. Adjournment. There being no further business, Member Bachner adjourned the meeting at 8:18 P.M.

(Signature)

Board Chair

CHAPTER 12

PARKS AND RECREATION*

ARTICLE I. IN GENERAL

Sec. 12-1. Supervision.

All parks shall be operated and maintained under the supervision of the city. (Ordinance 159, sec. 3, adopted 4/21/80)

Secs. 12-2–12-15. Reserved.

ARTICLE II. PARKS BOARD

Sec. 12-16. Creation; composition.

A parks board is hereby created which shall consist of seven (7) members. (Ordinance 123, sec. 1, adopted 11/17/75)

Sec. 12-17. Qualifications of members.

All members of the parks board shall be residents of the city. (Ordinance 123, sec. 3, adopted 11/17/75)

Sec. 12-18. Appointment, terms of members.

Members of the parks board shall serve for terms of two (2) years terminating on June first of the year of the second general election following appointment. The positions shall be filled in the manner prescribed in [section 2-42](#) every two (2) years for a two-year term. The initial parks board shall consist of four (4) members whose term of office shall expire on June 1, 1977, and three (3) members whose term of office shall expire on June 1, 1976. (Ordinance 123, sec. 2, adopted 11/17/75; Ordinance 202, sec. 10, adopted 5/19/86; Ordinance 216, sec. 10, adopted 4/20/87)

Sec. 12-19. Powers and duties of members.

The members of the parks board shall be vested with the powers and duties provided by law and by this article. (Ordinance 123, sec. 4, adopted 11/17/75; Ordinance 202, sec. 10, adopted 5/19/86; Ordinance 216, sec. 10, adopted 4/20/87)

Sec. 12-20. Compensation of members.

The members of the parks board shall serve in such capacity without pay. (Ordinance 123, sec. 4, adopted 11/17/75; Ordinance 202, sec. 10, adopted 5/19/86; Ordinance 216, sec. 10, adopted 4/20/87)

Sec. 12-21. Selection of chairman.

At the first meeting after June first of each year the parks board shall select a chairman to serve until selection of a chairman the following year. (Ordinance 123, sec. 7, adopted 11/17/75)

Sec. 12-22. Filling of vacancies.

Vacancies on the parks board shall be filled in the same manner as the original selection and shall be for the unexpired portion of the term of office being filled. In case the vacancy is that of chairman, the parks board shall at its next meeting select a new chairman to fill the unexpired portion of the term of office. (Ordinance 123, sec. 8, adopted 11/17/75)

Sec. 12-23. Function.

The parks board shall serve as an advisory body to the city council, making such recommendation to the council, in writing, as it sees fit concerning parks planning, operation, development and budget. (Ordinance 123, sec. 5, adopted 11/17/75)

Sec. 12-24. Adoption of rules of procedure.

The parks board may adopt its own rules of procedures consistent with statutory and ordinance requirements. (Ordinance 123, sec. 6, adopted 11/17/75)

Sec. 12-25. Meetings.

All meetings of the parks board shall be open to the public and notice of such meetings shall be posted. (Ordinance 123, sec. 6, adopted 11/17/75)

State Law reference – Public meetings of governmental bodies, VTCS Art. 6252-17.

Secs. 12-26–12-35. Reserved.

DRAFT

8.2

Parks Board Mission Statement:

The Mission of the El Lago Parks and Recreation Committee is to strive to provide clean and safe recreational areas and to create diverse recreational opportunities to increase the social culture and physical well being of its residents and visitors. The Parks and Recreation Committee shall serve as an advisory body for the City of El Lago Council within compliance of City Ordinance Sec. 12-23.

Duties include but are not limited to

- The Committee shall report to the City Secretary any desirable or needed maintenance or improvements at the various Municipal Parks, which includes McNair Park, Robert Witty Park and Armstrong Park.
- To regularly review and make recommendations to city council in writing, as it sees fit concerning parks planning, operation, development and budget
- The planning and coordination of the annual holiday decorations for outdoor areas of the City, which include Fall, Halloween and Christmas.
- Recommend routine maintenance schedule for park facilities and amenities
- Guide beautifications and grounds-keep of parks and recreation areas and entrances

8.3

Positions

- **Chair** - Presides at committee meetings. Creates meeting agendas. Appoints subcommittees and subcommittee chairs. Sets goals and objectives for the committee. Serves as point of contact and reports any information from parks board meetings to city council and Mayor. Communicates any necessary maintenance to city secretary.
- **Vice Chair** - Assist Chair as directed. Fulfills chair duties when chair is absent.

- **Secretary** - Assures agenda has been prepared and distributed in advance of meetings. Prepares official committee minutes. Assures documents are accessible to members and public
- **Treasure** - works with city secretary to keep track of parks board funds and presents regular reports of available funds to parks board and recreational committee. Requests, manages and provides quotes to committee.
- **grounds-keep** - regularly walks El Lago parks and recreational areas and entrances (mentioned above) to identify needed repairs, beautifications, and maintenance. Responsible for seasonal decorations to be put up with help of city maintenance. Gives regular reports to chair.