



# City of Pflugerville

## Minutes - Final Parks and Recreation Commission

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Thursday, March 20, 2014

7:00 PM

100 East Main Street, Suite 500

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### Regular Meeting

#### Commissioners:

Christie Crouch, Chair

Melody Ryan, Vice Chair

Ronda Gindin, Secretary

Edward Marburger, Member

Bret Stewart, Member

David Taylor, Member

Sarah Young, Student Member

Danny Vinzant, Alternate

#### 1. Call to Order

Christie Crouch, Chair, called the meeting to order at 7:15pm.

Commissioners: Bret Stewart, Dave Taylor, Ronda Gindin, Christie Crouch, Melody Ryan, Edward Marburger, and Danny Vinzant were in attendance. Sarah Young was absent. City Employees attending: James Hemenes, Parks Director; Pam Cosel, Special Events Coordinator; LeAnn Resendez, Recreation Center Superintendent; Kyle Benedict, Aquatics and Athletics Coordinator; Sheila Wiora, Assistant Parks Director; Emily Barron, Planning Director; Erin Sellers, Planner II; Carly Cox, Parks Administrative Technician.

#### 2. Citizens Communication

David Woodrich, 3300 Heron Call Trail in Blackhawk Subdivision.

Wanted to ask the Commission if there were any plans to build a stand-alone senior center, and if not will they consider it. He also said that there is a need for more handicap parking at the Recreation Center, as there are only 3 right now.

#### 3. Approval of Minutes

##### 3A. [2014-2821](#)

Discuss and consider action to approve the minutes from the Parks and Recreation Commission February 20, 2014 regular meeting.

Discussion began about the motion made for item 5B in the February 20, 2014 meeting. There was a challenge to the accuracy of the Minutes as submitted. Mr. Hemenes said he will look into it with the City Secretary and City Attorney. Ms. Crouch made a motion to table the approval of the minutes. Ms. Gindin seconded the motion. All were in favor. The motion carried.

#### 4. Discuss Only

- 4A. [2014-2813](#) Director's Updates including information about Project Status Report, Monthly Departmental Financials, Deutschen Pfest Committee update by PARC Liaison, including Pfun Run, Introduction of Patrick Tate, Parks Operations Supervisor, Skate Spot Update, PISD Geometry in Construction Projects and Upcoming Special Events.

Ms. Crouch introduced the topic. Mr. Hemenes updated the Commission on the Lake Pflugerville North Shore Parking project and that the project should be completed by mid-April. He also said that the Skate Spot will be completed in four weeks. Mr. Hemenes continued to say that the Pfluger Park playground replacement and Gilleland Creek Gazebo replacement won't be able to be completed until after Deutschen Pfest and that the Swenson Farms trail gap funding is still awaiting approval from Texas Parks and Wildlife. Discussion began about why Texas Parks and Wildlife has not yet released the federally funded grant money. Mr. Stewart updated the Commission with what happened during the last Deutschen Pfest Steering Committee meeting. He informed the Commission that the t-shirt contest ended on Friday, March 14, 2014. He also said that the parade has a few entries and that the Children's Parade was still in the process of finalizing their entry form. The coloring contest begins on Monday, March 24th. Pfun Run currently has about 80 entries. Mr. Hemenes informed the Commission that the Parks and Recreation Department spending is currently under budget which is normal because most of the Department's spending is done in the peak season. He then introduced Patrick Tate, the Parks Operations Supervisor. He also said that 13 Parks Maintenance employees returned to the Department. The students working in the PISD Geometry in Construction Projects have poured two concrete slabs at Pfennig field, and the Community Gardens are being prepared for their structures as well. The project should be completed by the end of May.

- 4B. [2014-2814](#) Discussion related to the Parks & Recreation Commission Strategic Plan Project - Marketing & Special Events.

Ms. Crouch introduced the topic, and Pamela Cosel, Marketing and Special Events Coordinator, began to give a presentation to the Commission. Ms. Cosel told the Commissioners that events are held to increase tourism, upgrade and impact the City's image and what it takes to put together events. She also went through all of the events currently held in the City. All events for Pflugerville are communicated through various outlets such as media, social media, the City website and calendar, water bills, banners, and bandit signs. All City events are funded through two budgets; Parks and Recreation Department Special Events and City (Large Special Events). She also announced that the City will be soon employing a Videographer to start working in May. This person will film City events, classes, activities within the City, and Parks/Trails. All videos will be used for promotion. Ms. Crouch suggested that Ms. Cosel work closely with PCDC as a liaison with businesses once they've committed to being a sponsor for one of the City's events. She also added that more staff would benefit Ms. Cosel in terms of being able to focus completely on getting grants and sponsorships. Ms. Gindin asked if there was a reason why there was only one food vendor allowed at the Music in the Park events last summer. Ms. Cosel responded saying that last year's Music in the Park series was a "test" in terms of vendors. In the past, City staff had been preparing and selling popcorn and last year she wanted to gauge the interest of the crowd and see how they would respond to vendors being at these events. Discussion ensued about how vendors are charged, how to

charge them (booth fee versus revenue percentage), and for what events they should be charged for participating in. Ms. Crouch requested Ms. Cosel's powerpoint presentation and Ms. Ryan also requested the powerpoint presentations for the work session and the regular meeting.

**4C.** [2014-2815](#)

Discussion related to the Parkland Dedication Escrow Account.

Ms. Crouch introduced the topic. Ms. Ryan said she would like the Black Locust parkland to be the next project. Ms. Gindin suggested that the Commission make it a goal to prioritize what parks are most important and that this prioritization be done before starting any replacements and building new parks. Discussion began about what neighborhoods have paid into the Parkland Dedication Escrow Account and how much they have paid into the Escrow Account, where that money should be used exactly. Several Commissioners preferred to use the money in or near the neighborhood who paid into the Escrow Account and for the funds available to be used in coordination with the Parks Master Plan.

**4D.** [2014-2816](#)

Presentation and Status Report related to the Adopt-A-Trail Program.

Ms. Crouch introduced the topic. Mr. Hemenes informed the Commission that groups can "adopt" a trail for a period of 2 years and will then be required to go out to their adopted trail and maintain it on a quarterly basis. Discussion began about how the Adopt-A-Trail program can be promoted more.

**5. Discuss and Consider Action**

**5A.** [2014-2817](#)

Discuss and Consider Action to make a recommendation concerning the Parkland Dedication Ordinance Update.

Discussion continued from the previous Worksession. Mr. Vinzant suggested that the Ordinance should keep the current 0.25 mile distance from a home to a park requirement. Mr. Hemenes responded saying that changing it to 0.5 miles prevents land breakup and will help to create larger parkland. Ms. Sellers added that the mile measurement is radius, not walking distance. Ms. Ryan added that a goal in the Parks Master Plan was to have parks within a 0.25 mile walking distance. Ms. Sellers responded saying the mile radius was increased to avoid land breakup and help with maintenance cost. Discussion ensued about parks distance within developments and Mr. Hemenes added that it does not affect the goals within the Parks Master Plan. Ms. Ryan said she did not see picnic tables included in the amenity list for utilitarian items. Ms. Sellers said it can be included, but the reason it was not is because it is an amenity required within the \$250,000 park requirement and is also going to be in the Parks Development Manual. Mr. Hemenes added that the park development amount requirement and any fee in lieu requirements would be better suited in the Parks Development Manual so they can be updated more easily and more frequently. Mr. Taylor asked if the Parks Development Manual will be given to the developer. Mr. Hemenes responded saying it will be given to the engineer so the development can be planned accordingly. Discussion began about amenity requirements and Ms. Ryan asked for a copy of the park amenity table. The Commission decided to not take any action regarding the Parkland Dedication Ordinance and to review it once more in their meeting next month.

**5B.** [2014-2818](#)

Discuss and Consider Action to make recommendation concerning the

approval of the Lake Pflugerville Master Plan.

Ms. Crouch introduced the topic and discussion ensued about the combined concept of the Lake Pflugerville Master Plan and the amenities included in the concepts. Mr. Hemenes stated that what was presented was a combination of the preferred parts of all concepts based on feedback from the Commission and the City Council. Mr. Hemenes also noted that one thing that the Plan did not include was a dedicated area for a fireworks launch site and that the Pfirecraker Pfestival Committee and other City Staff are working to identify a location at the Lake. This was not projected to impact the proposed Master Plan. Mr. Hemenes discussed the total cost estimate for the project. It is \$24,075,051.13. Mr. Hemenes also discussed that Master Plans are conceptual in nature and that the detailed specifics of amenities are determined when the project is actually designed. Ms. Ryan made a motion to recommend approval of the Lake Pflugerville Master Plan. Mr. Stewart seconded. All were in favor. The motion carried.

**5C.** [2014-2819](#)

Discuss and Consider Action to make a recommendation concerning the approval of the Trails Master Plan & Undeveloped Parks Study.

Ms. Crouch introduced the topic. Mr. Hemenes stated that what was previously presented is what is still valid. The request for recommendation is based upon that information. Discussion ensued about how the cost estimate was completed for the Mansions at Stone Hill. Ms. Ryan suggested that some of the larger parks be completed in phases to not get these projects pushed aside due to the high cost estimate. Mr. Hemenes explained that the costs are not exact and will be adjusted as the park is actually designed. Mr. Hemenes stated that the trails will still need to be completely scored and prioritized. There was then discussion about park prioritization, phasing and how funding changes. Discussion about trails funding then began. There was a hope that new development and road projects would build some of the trails. There was then discussion on how the prioritization in the study was done by RVI and if the Commission should use that criteria or develop its own. Ms. Gindin made a motion to accept and submit the study to City Council for approval. Ms. Ryan seconded. All were in favor. The motion carried.

**5D.** [2014-2822](#)

Approving an agreement with the Williamson County YMCA for summer 2014 facility usage and authorizing the City Manager to execute same.

Ms. Crouch introduced the item. Mr. Hemenes explained that this was simply a renewal of an Agreement that had been in effect for the past few years. Ms. Crouch asked if the YMCA had approached the City about expanding programs in Pflugerville. Mr. Kyle Benedict, Aquatics and Athletics Coordinator briefly discussed that there had been some discussions with the YMCA in previous years, but that some things had changed with other providers in the area. Ms. Ryan made a motion to recommend approval. Mr. Vinzant seconded. All were in favor. The motion carried.

## **6. Future Agenda Items**

Ms. Crouch introduced the item. Mr. Hemenes stated that the only new item that he had was the Five-Year CIP Budget which had to be done in April to meet the established deadlines. Mr. Vinzant added that the Minutes from February will have to be included in the next Agenda. Ms. Crouch reaffirmed that the

Parkland Dedication will need to be added as well. Ms. Gindin requested that there be an item to revisit the Deutschen Pfest Projects (Pfluger Park Playground & Gazebo) to see if those are still the priority. Ms. Crouch stated that may be contingent upon the outcome of the Minutes. Mr. Vinzant stated that he would like to see an item sometime in the future to discuss revenue streams and fees. The example of the Green Red Barn and the Gazebo at Pfluger Park being the same price was given. Mr. Hemenes stated that Pool Fees would be coming in the future and would most likely come before any other discussions.

## 7. Adjourn

Ms. Ryan and Mr. Taylor simultaneously made a motion to adjourn. Ms. Gindin seconded. All were in favor. The meeting was adjourned at 10:20pm.

Approved as amended on April 17, 2014.

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Christie Crouch, Commission Chair