



City of Pflugerville

Minutes - Final

Parks and Recreation Commission

Thursday, December 15, 2016

7:00 PM

Pflugerville Recreation Center, 400 Immanuel Rd

Regular Meeting

Commissioners:

Kimberly Castillo, Member

Christie Crouch, Member

Raul Capetillo, Member

Sahaj Shah, Student Member

Lisa Ely, Member

Jim McDonald, Member

Laura Sager, Member

Scott Langer, Alternate Member

1. Call to Order

Jim McDonald, Vice-Chair, called the meeting to order at 7:00 p.m. Kimberly Castillo, Lisa Ely, Raul Capetillo, Scott Langer, and Sahaj Shah were in attendance. Incoming member Michael Owens was also present. Christie Crouch, and Laura Sager were absent. Staff attending: Sheila Wiora, Assistant Parks & Recreation Director; Aileen Dryden, Parks Development Manager; Carly Cox, Parks Admin.

2. Citizens Communication

There was no one present that wished to speak.

The Commission welcomes comment on parks and recreation items not already scheduled on tonight's agenda. In accordance with the Texas Attorney General's opinion, any public comment that is made on an item that is not on the published agenda will only be heard by the Commission. No formal action, discussion, deliberation or comment will be made by the Commission. Each person providing public comment will be limited to three (3) minutes and will be asked to state his or her name and address for the public record.

3. Approval of Minutes

3A. [2016-5444](#)

Discuss and consider action to approve the minutes from the Parks and Recreation Commission November 17, 2016 Regular Meeting.

Ms. Castillo made a motion to approve the minutes as submitted for the November 17, 2016 regular meeting. Mr. Langer seconded the motion. All were in favor, the motion carried.

4. Discuss Only

- 4A. [2016-5445](#) Director's Updates including information about the Project Status Report, Monthly Departmental Financials and Upcoming Special Events.

Mr. McDonald introduced the topic. Ms. Dryden began by informing the Commissioners of the status of the November 2014 Bond projects – Ms. Dryden met with the consultants for the Wilbarger Creek Park project. The consultants conducted and completed their environmental report and nothing of concern was found. The project is currently under design and development. The Trail Gap segment currently being worked on is the Pecan St segment from Swenson Farms Blvd. to 10th St. The next segment to be constructed will be to connect Bohl's loop to FM 685. Bids were due on Friday, December 2 for Stone Hill Park with the added package of the Pflugger Park Restrooms and that was awarded by City Council on Tuesday, December 13th. All bids received exceeded the budget. The Notice to Proceed was reissued for 1849 Park due to a submitted change order for the sewer line installation. The sewer line was originally going to be bid separately, but due to the determined best route a change order was submitted and Patin Construction – who is currently working on the grading for the park – will also be constructing the sewer line as the best route is directly through the section of the park they are currently grading. Discussion began on a retreat date and the best way for the Commissioners to approach the CIP next year. Mr. Capetillo suggested having a list provided, by staff, so that the Commissioners are already aware of what projects are already approved or ongoing so they can have a better idea of what to focus on. Upcoming events: The Pfestive Pfarmers Market's final day will be on Tuesday, December 20 from 3 p.m. to 7 p.m. and Mrs. Claus will be present for photos with pets. Pfreeze Pflop will be held on Sunday, January 1 at 10 a.m. at the Scott Mentzer Pool. Pfall Pfest was held on November 19 from 9 a.m. to 4 p.m. at the Recreation Center and it was a successful, well-attended event. Unfortunately, the Holiday Stoll, Pfestival of Lights, and Christmas Parade scheduled for Saturday, December 3 was canceled due to forecasted weather.

5. Discuss and Consider Action

- 5A. [2016-5447](#) Discussion and Possible Action regarding submitting the Tree Care Advisory Board's Annual Report for 2016.

Mr. McDonald introduced the topic. Ms. Wiora began by letting the Commissioners know they have a copy of the Tree Care Advisory Boards annual report and that the report is very similar to last years, with amendments made to reflect events and programs the department did during this year. One event that was added was Nature Pfest, 2015's event was canceled due to weather. Other included items in the report are to repair/replace irrigation as needed, train & educate staff to identify tree diseases and pests, identify appropriate tree planting locations, and to conduct public outreach and education for tree care and health. The application for Tree City USA is submitted annually by Ms. Wiora and our designation for 2017 will be Pflugerville's 10th year of being a Tree City USA recognized city. Discussion began on Tree Care Advisory Board duties and what more can be done by the Commissioners as the serving board. Mr. Capetillo made a motion to

recommend submitting the annual Tree Care Advisory Board report to City Council. Ms. Ely seconded the motion. All were in favor, the motion carried.

5B. [2016-5446](#)

Discuss and consider action to place items on future Parks & Recreation Commission meeting agendas.

Mr. Capetillo made a motion for the Commission to appoint a member of the commission to be the designated Tree Care Advisory Board head. Ms. Castillo seconded the motion. All were in favor, the motion carried.

6. Adjourn

Ms. Ely made a motion to adjourn. Ms. Castillo seconded the motion. The meeting was adjourned at 7:37 p.m.

Approved as _____ on January 19, 2017.

_____, Commission Chair