



City of Pflugerville

Minutes - Final

Parks and Recreation Commission

Thursday, November 17, 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

Christie Crouch, Chair, called the meeting to order at 7:03 p.m.
Jim McDonald, Lisa Ely, Scott Langer, Sahaj Shah, and Kimberly Castillo were in attendance. Raul Capetillo and Laura Sager were absent. Staff attending: James Hemenes, Parks & Recreation Director; Aileen Dryden, Parks Development Manager; Pamela Cosel, Marketing & Special Events Coordinator; Carly Cox, Parks Admin.

2. Citizens Communication

There was nobody present who 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. [2016-5348](#)

Discuss and consider action to approve the minutes from the Parks and Recreation Commission October 20, 2016 Regular Meeting.

Mr. McDonald made a motion to approve the October 20, 2016 regular meeting minutes. Ms. Ely seconded the motion. All were in favor, the motion carried.

4. Discuss Only

- 4A. [2016-5349](#) Director's Updates including information about the Project Status Report, Monthly Departmental Financials, Charter Election Results and Upcoming Special Events.

Ms. Crouch introduced the topic. Mr. Hemenes started by updating the Commission on the 2014 Bond Projects. Wilbarger Creek is in full design and all surveys are complete. Trail gap construction is continuing and the FM 1825/Pecan St project will begin soon. Pfenning Park parking lot and restroom project is now 100% complete. The Swenson Farms trail gap project construction documents are 100% completed and a new easement with the HOA is being worked on. Stonehill Park project is out to bid and will end Nov. 29 at 2 p.m. This bid includes the new Pflugger Park restrooms. A notice to proceed was issued on Monday, Nov. 14 for 1849 Park and work has begun. Utility work will begin next week & by Dec. 1 most of the grading work will be complete. Mr. Hemenes then introduced Aileen Dryden, the new Parks Development Manager for the department. Mr. Hemenes then spoke about the Nov. 8 Election concerning the 28 propositions that the citizens voted on. Proposition 4 concerned the Parks and Recreation Commission, and the citizens voted "yes" on this proposition. Mr. Hemenes read the new charter language that is a result of the vote and then explained that the "yes" vote did not change the Code of Ordinance, but only changed the city charter. Next week, on Nov. 22, there will be an executive session during the City Council meeting to discuss the election – Mr. Hemenes did state that he does not know if City Council will get a chance to discuss the Prop. 4 "yes" vote at this executive session, so he may not have any information for the Commissioners at that point. In the past, the City Ordinances have mirrored the City Charter. There was a brief discussion regarding what the city ordinance states, what the charter states, what duties will the new advisory board will have, how often the new advisory board will meet, and what duties will be transferred – or not – to the Planning and Zoning Commission in regards to a "yes" vote on Proposition 19. Ms. Cosel then spoke briefly about the American Veterans Traveling Tribute Vietnam Memorial wall that was in Pfenning Park over the Veteran's Day Weekend & informed the Commissioners of the next upcoming events:

Pfestive Pfarmers Market will resume in December and will be held on the first 3 Tuesdays from 3 p.m. to 7 p.m. The first Senior Health Pfair will be Friday, Nov. 18 from 9 a.m. to noon

The Annual Pfall Pfest Craft Show will be on Saturday, Nov. 19 9 a.m. to 4 p.m. The Christmas Parade and Pfestival of Lights will be held on Saturday, Dec. 3 from 5 p.m. to 8 a.m. In conjunction, the Downtown Association has moved their Holiday Stroll to that day as well, and that will be from 10 a.m. to 5 p.m. Pfreeze Pflop will be held on January 1 at 10 a.m.

- 4B. [2016-5350](#) Staff Report and discussion regarding the 2016 Summer Pfun Camp.

Ms. Crouch introduced the topic. Mr. Hemenes began by stating that in the 2016 Summer we had 600 unique campers. We offer 134 camper slots each week (1,340 over the 10-week program). We had 35 families approved for CDBG funded Youth Recreation Scholarships, but only 9 families used their funding towards camp. Campers took a field trip each week and some of the places they visited were the Austin Zoo, Enchanted Rock, Waco & the Dr. Pepper

Museum, and Reunion Ranch. The Teens also made several college visits and toured the facilities. All campers also performed community services such as reading to shelter dogs & helping clean the shelter, and helping Pfarmers Market vendors set up for the weekly market during the Summer. The biggest issue we have year to year is finding a program Director – the Pfun Camp Director is a seasonal position, so for the past 4 years we have had different directors. During the annual budgeting period, we have been asking for a full time Recreation Programmer position that would also perform the duties that the Pfun Camp Director performs, so that our Director can remain on staff year round.

4C. [2016-5354](#)

Tree Care Advisory Board discussion related to Tree Canopy Coverage.

Ms. Crouch introduced the topic. This item was requested by Scott Langer. Mr. Hemenes presented data of the city's tree canopy that was derived using a program called i-Tree. The city is currently at a 4.1% tree canopy coverage. The benefits associated with increasing the city's tree canopy include improved CO2 storage, and air pollution improvements. Discussion began on the city's current requirements for landscaping on both residential and commercial land, medians, right of ways, and more. Mr. Langer would like to see a change in the current landscaping requirements to allow residents to plant larger trees. Mr. Hemenes added that the Development Services dept. is currently reviewing the landscaping standards and have asked for input from the Parks and Recreation Department.

5. Discuss and Consider Action

5A. [2016-5351](#)

Discuss and consider action to provide a recommendation on the Commerce Place Apartments Preliminary Plan/Final Plat as it relates to Parkland Dedication.

Ms. Crouch introduced the topic. The Commerce Place project is approximately 12.279 acres, one lot with a planned total of 254 units. The developer is required to dedicate at least 3.3528 acres of land or pay fee in-lieu in the amount of \$146,047.97 and is responsible for park improvements or a park development fee in the amount of \$125,984.00. The Developer is proposing to pay the fee in-lieu amount for the cost of the land and develop a series of small private park amenities throughout the site using the total or at least portion of the park development fee. Staff is recommending acceptance of the proposal.

Ms. Castillo made a motion to recommend to Planning and Zoning Commission to accept the developer's proposal. Ms. Ely seconded the motion. All were in favor. The motion carried.

5B. [2016-5353](#)

Discuss and consider action to provide a recommendation to the City Manager & City Council regarding a Feasibility Study for a new Recreation Center and/or Senior Center.

Ms. Crouch introduced the topic. Mr. Hemenes informed the Commissioners that listed on the 5-Year Capital Improvement Plan (CIP) is to conduct a feasibility study for a new Recreation Center. Discussion began on steps involved & how the Bond Committee wanted to have a feasibility study before even considering to have a bond election for a new Recreation Center/Senior

Center. The feasibility study would include not only the size of the Recreation Center, location, & cost to build but information on staff needs, what your membership rates need to be set at and programming potential. Staff would define the scope of the project. It is also important to perform a needs assessment which consists of surveying, public input, etc.

Ms. Castillo made a motion to recommend to City Council and the City Manager to move forward with a feasibility study and needs assessment for a future Recreation Center and/or Senior Center. Mr. Langer seconded the motion. All were in favor. The motion carried.

5C. [2016-5355](#)

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

There were no requested future agenda items.

6. Adjourn

Ms. Castillo made a motion to adjourn. The meeting was adjourned at 8:30 p.m.

Approved as _____ on December 15, 2016.

Christie Crouch, Commission Chair