

ELGIN PARKS & RECREATION ADVISORY BOARD

March 16, 2020

City Hall Annex, 310 N. Main Street

Elgin, TX 78621

I. Call to Order

Meeting was called to order at 7:05 PM. Meeting was held outside of the City Hall Annex (locked out) with appropriate social distancing.

Members Present:

Elizabeth Marzec (Program Manager)

James Sides (Vice Chair)

Erin Flores

Tiffany Finley

Tara Minor

Members Absent:

Brad Kilgore (Chair)

Debbie Gaston

Sonya Rangel

II. Approval of Minutes – January 2020

Motion to approve by Erin Flores, seconded by Tiffany Finley, all approved.

III. Citizen Communication

No comments

IV. Review and Recommendations

A. Confirm Volunteer Tasks and Assignments for Survey Distribution

All city events have been cancelled through the end of March and the schools are out until April 6th, so we will need to use social media to get the surveys out. Elizabeth will check with delivery services for restaurants, grocery stores, pharmacies, etc. about handing out survey info. Tara will look into handing out Spanish language surveys/info at local food pantries.

B. Confirm Volunteers for Spring Break 2020

All events have been cancelled.

C. Updates on status of Parks Board Survey

So far 307 surveys have been completed, only 1 was Spanish speaking. Surveys have been handed out at various school locations directly and sent home with students.

V. New Business – Discussion and Possible Action

A. Outline Process to Review Parks Master Plan 2011-2021

We will continue to collect surveys into May. With the current situation of offices pushed to work from home and all events being cancelled, Elizabeth will have time to work on beginning the write up of the next 10 year plan. She needs all board members to review the

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existing plan and give her input on what programs/projects need to still be in the Master Plan for 2021-2031.

All board members were encouraged to dream big about what Parks projects need to be for the next 10 years, when Elgin's population is expected to double. Elizabeth confirmed that funding new projects needs to be part of the next 10-year plan. Elizabeth has access to a parcel report that helps to show where new parks need to be placed, based on new home construction and will look at that data. Elizabeth will also continue to work on finding grant funding to apply for to help with areas such as parking and restroom facility updates and additions.

B. Volunteer Sign Up to Audit Existing Parks for Improvements

All current parks need to be audited to look at everyday items that need to be at all parks (signs, lighting, bike racks, maps to other parks, bulletin boards, etc.). Elizabeth asked board members to sign up to audit current parks for these items. She will work on getting a check list to help with the audits to board members. Members signed up as follows:

Elgin Memorial Park – James and Tiffany

Veteran's Memorial Park – Erin and Tara

Thomas Memorial Park – James and Erin

Morris Memorial Park – Tara and Tiffany

Shenandoah Soccer Fields and Greenbelt – James and Erin

Goins Picnic Area – Tara

C. Review Recreation Events/Programs for June-September 2020

Tabled to discuss at a later date.

D. Attendance Policy for Parks Board Members

Elizabeth will look at attendance policies from other departments to compare. The parks board current policy is 3 missed meetings in a row constitutes withdrawal from the board. It does not address missing 3 or more meetings if the absences were not in a row.

Questions were brought up about using video conferencing – Elizabeth will check on the City policy for that. Tara asked if a text group might help with notifications/reminders and was encouraged to look into it further.

Debbie Gaston resigned from the board via email to Elizabeth prior to tonight's meeting. There were 2 potential members who had applied that Elizabeth will check with to see if they are still interested. New members could go on the city council agenda next month. Elizabeth will also inquire with the City staff/council if an 'alternate' member can be appointed who would be a back up in some way for exiting or missing board members.

E. Topics for Future Meetings

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Elizabeth wants to have some connection on the board with the Friends of Elgin Parks Board to coordinate/collaborate between the two boards (Debbie Gaston was on the FOEP board). Tiffany Finley can do this for now, but the FOEP board has not met and is having trouble getting together, as their current chair wants to resign.

VI. Report from Parks Director and Staff

A. Park Summary January and February 2020

Reports were provided by Elizabeth. Rec Center membership continues to increase. In April the City Council will move to the Civic Center, which will then be closed to the public. This will probably move groups that used that space to the Fleming Center.

VII. Announcements

A. PARD is Looking for Educational Session Instructors

Elizabeth is looking for people that are interested in putting together courses for youth and/or adults in everyday skills/interests. She encouraged everyone to send her names/ideas. This could be done on video.

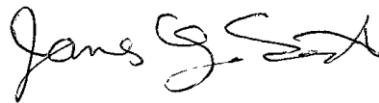
Next meeting date: April 13, 2020 at the Elgin City Hall.

Adjournment – Motion to adjourn made by Tara, seconded by James; all approved. Meeting adjourned at 8:02pm.

Attest



Tara Minor
Parks and Recreation Advisory Board



James Sides, Vice Chair
Parks and Recreation Advisory Board