

**MINUTES
PARKS AND RECREATION BOARD
CITY COMMISSION CHAMBERS
CITY HALL
TUESDAY, MAY 2, 2023
6:00 P.M.**

Call to Order: Chair Sheilan Runnels

Invocation: Chair Sheilan Runnels

Pledge of Allegiance: Chair Sheilan Runnels

Roll Call: Those in attendance were Chair Sheilan Runnels, Board Member Ron Long, Board Member David Fawcett, Board member Don Widener, and Alternate Board Member Diane Pereira.

Also in attendance were City Manager Leavengood, Parks Director Emily Deal, and Administrative Assistant Anaeli Quinones.

Meeting began at 6:00pm.

City Manager Leavengood formally introduced new Parks Director, Emily Deal and gave a brief description of her background and experience that will benefit our city. He updated the Board on the what's coming next in the Recreation Department along with thanking them for their continued service. He welcomed Emily once again and gave her the floor.

Chair Runnels announced the recognition of citizens. Seeing no one, meeting moved on to the approval of minutes.

APPROVAL OF THE MINUTES: MARCH 7, 2023

Board Member Widener made a motion to approve the minutes for March 7, 2023; seconded by **Alternate Board Member Pereira** and motion was approved by unanimous voice call vote.

Chair Runnels moved on to the next item on the agenda.

NEW BUSINESS

1.) ADA Compliance Team Meeting Monday May 8th to Review Potential Projects.

Parks Director Deal said they were mostly updates but wanted to inform the Board on what is going on since Richard Weed left.

She said that the ADA Team would meet on Monday to discuss all the projects that are going on with all the repairs that have to be done, such as sidewalks, etc. and what would need to be a priority on the list.

Parks Director Deal moved on to the next item on the agenda.

2.) Working on Recreation Software Options.

Parks Director Deal shared that City Manager Leavengood wants to add recreation software since the city currently does not use any. With all the different schedules within the parks, crew, rentals it will make it easier to be able to schedule. She has been in several meetings with four major different software companies, gathering the information and quotes so we can pick the one that will fit better for our needs. She has some experience with some of these already and is looking forward to implementing this software. The timeline is looking like possibly going live in January once it goes into the new budget year

Parks Director Deal moved on to the next item on the agenda.

3.) Working on League/Rental Application Forms Update.

Parks Director Deal said that we are updating the current rental application forms that we have currently for the soccer and football fields. There a couple of teams that are wanting to practice on the same day at the same time and we want to keep it consistent for all the groups. She also said that the we are updating the rental forms for the Community Center previously known as the Highland Community Center. It is officially now the Albertus Maultsby Community Center.

Board Member Widener asked if the recreation software would be available for the league rentals.

Parks Director Deal answered that yes, it would be available for the league rentals, for summer camp program, and Mackay rentals.

Parks Director Deal moved on to the next item on the agenda.

4.) Staffing Update.

Parks Director Deal talked about the interviews for the superintendent position for the Parks department that will be happening this week. There are really good candidates, and we are excited to know who that new person will be.

She also spoke about a new staffing software that will be coming as well. This will be an internal use, not something that the public will need to see. It will help the crew with projects being scheduled out in advance. She brought up some examples of how it will be used.

Parks Director Deal moved on to the next item on the agenda.

5.) Implementing New Staffing Software to Help Projects Out Longer Term.

Parks Director Deal shared that she had already covered this item with agenda number 4.

Parks Director Deal moved on to the next item on the agenda.

6.) Park Project Update.

Parks Director Deal talked about the Central Park Project. She met with City Manager and Public Works Director about relocating the basketball courts. The Fire Department worked really hard to remove the big trees and now the basketball courts will be able to be moved. Bids for that are out and she is meeting with a lighting company tomorrow to get the lights fixed for the court.

Parks Director Deal asked if there were any questions since the items were mostly updates.

Chair Runnels asked about the superintendent position. She asked if it was a position that was filled in the past and what it entails.

Parks Director Deal answered that it is a new position in the city and explained that it was a position between hers as director and the crew lead number 3. She also explained the duties of the position such as dealing with the facilities, maintenance, fields, helping with projects, etc. It is a full-time position and very hands-on.

Board Member Widener inquired about the new basketball courts being fenced in like the current one.

Parks Director Deal said that they will, and that bid will be out for it. She talked about the sport court tiles, like in the Auburndale Community Center, which is the plastic on top of the asphalt which will have very low maintenance.

Board Member Fawcett asked about Lions Park being 10 years out for the renovation because they are planning to put up a new roof on top of the Lions Club.

Parks Director Deal said it is in the Master Plan and talked about the different things that the City Manager wants to do within the renovation of the park. There are different things being talked about such as a meeting space, event space, splash pad, pulling out the softball field, etc.

There was more discussion on the renovation of the Lions Park building, the park itself and the Growers building.

Chair Runnels asked if there were any other questions.

Board Member Widener inquired about the number of facility spaces being rented out currently.

Parks Director Deal said both the Mackay House and the Albertus Maulsby Community Center are being rented out regularly. The pavilions in the parks also get rented out regularly. She explained the summertime is a down time for weddings due to the heat.

There was more discussion on the renting and using of the pavilions and the fields.

Alternate Board Member Pereira asked about a pavilion being rented out but another party shows up before the rental party, do they have to call the city.

Parks Director Deal said that we have signs put up on the pavilions showing the rental reservation.

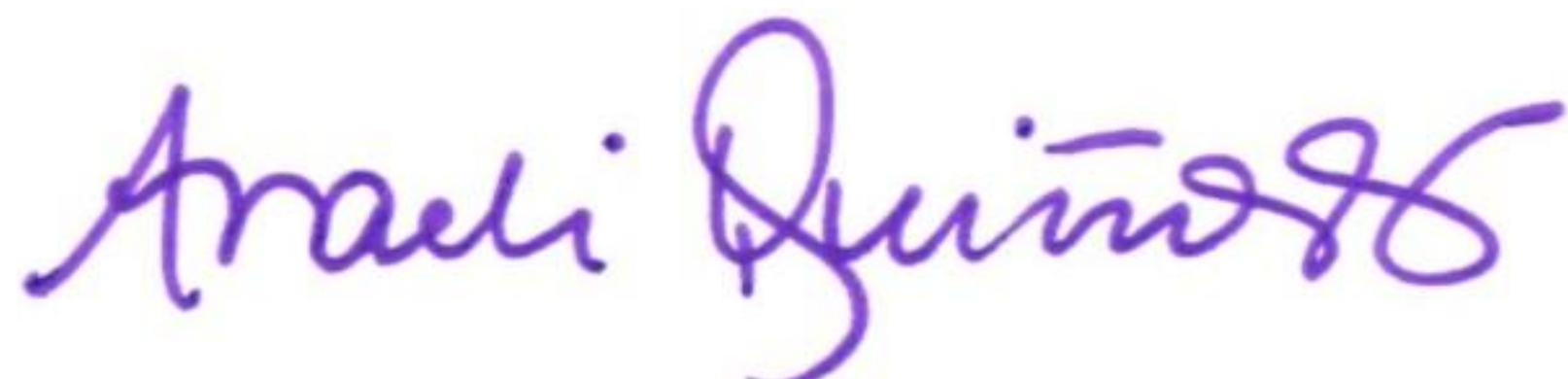
She also brought up the date of the next board meeting, which would be on Tuesday, July 4th. Given the holiday, she inquired to move the date.

Board Member Long suggested moving it to one week after, July 11th. Motion was seconded by **Alternate Board Member Pereira** and it was approved by unanimous voice call vote.

Board Member Fawcett made the motion to adjourn the meeting, seconded by **Board Member Widener**. Motion was approved by unanimous voice call vote.

The meeting was adjourned at 6:24pm.

Respectfully submitted,



Anaeli Quinones
Parks and Recreation Administrative Assistant