



City of Lancaster  
PARKS, RECREATION, AND LIBRARY SERVICES DEPARTMENT



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**MEETING**

**LANCASTER PARKS AND RECREATION ADVISORY BOARD**

**Wednesday, November 13, 2013, 6:30 p.m.**

**MINUTES**

The Members of the Lancaster Parks and Recreation Advisory Board met Wednesday, November 13, 2013 at 6:30 p.m. at the Lancaster Recreation Center (Grand Hall), 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

**Lancaster Parks and Recreation Advisory Board Members Present:** Jerry Giles, Spencer Hervey, Cecelia Rutherford, Willene Watson, Darwin Isham, Abe Cooper, Mary Sykes, and Donald May

**City Staff Present:** Parks, Recreation, and Library Services Director Sean Johnson, Park Superintendent Mike Rasco, Recreation Superintendent Kevin Moore, and Administrative Secretary Cynthia D. Williams

**I. Call to Order**

Chair Abe Cooper called the meeting to order at 6:57 p.m.

**II. Consider Approval of Minutes (October 21, 2013)**

Mr. Hervey made a motion seconded by Mr. Giles to approve the minutes of October 21, 2013 as written. The motion carried unanimously.

**III. Election of Board Officers (Parks, Recreation, and Library Services Director Sean Johnson)**

Mr. Johnson reported that annually we are to elect our Board Officers for the Parks and Recreation Advisory Board. At this time, he opened the floor for nominations for our Board Chair and Vice Chair for 2014 Fiscal Year.

Mr. Hervey made a motion to nominate Mr. Giles for Chair. Ms. Sykes made a motion seconded by Mr. Hervey to cease the nominations. The nomination carried unanimously. Mr. Giles will serve as our Board Chair.

Mrs. Sykes made a motion to nominate Ms. Watson for Vice Chair. Mr. Hervey made a motion seconded by Mr. Cooper to cease the nominations. The nomination carried unanimously. Ms. Watson will serve as our Board Vice-Chair.

#### **IV. Mud Run Update (Parks, Recreation, and Library Services Director Sean Johnson)**

Mr. Johnson reported that this past October we had the third Mud Run at Bear Creek Nature Park. In the spring, we had the second one whereas the Parks and Recreation Department received the 10% donation. It was not a huge turnout for the event for the fall which is the "Craig Shaw Memorial Mud Run" date. That was the same weekend as the Susan Komen Run as well as the "Tough Mudder". It was the second Mud Run to take place that same weekend.

There was further questions/discussion.

For the Record Regarding the Mud Run: Mr. Hervey – "I'd like to request that the Staff provide written documentation of our experiences. Place that in the file identifying the experiences we had with this particular vendor".

#### **V. Special Event Naming Policy (Parks, Recreation, and Library Services Director Sean Johnson)**

Mr. Johnson reported that we have been working on our Parks Naming Policy and last month with the emergent of the Special Events that we offer, Staff added the Special Event Naming Policy to follow those same guidelines where being a Title Sponsor will be allowed if an organization choses to fund half of the event.

There was further questions/discussion.

Mr. Hervey made a motion seconded by Ms. Watson to recommend City Council approval and adoption of a Parks and Recreation Naming and Special Event Naming Policy. The motion carried unanimously.

#### **VI. Christmas Event Update (Recreation Superintendent Kevin Moore)**

Mr. Moore reported that Staff is excited about bringing forth the "2013 Living it Up Lancaster - Healthy Heart for the Holiday's Christmas Festival". That date will be on Saturday, December 14, 2013 from 5:00 p.m.-9:00 p.m. That is also the date of our 60<sup>th</sup> Parade of Lights which will begin downtown and end at the Recreation Center, and at the conclusion of the Parade, we will have the festivities at the Recreation Center. We will have the official Tree Lighting Ceremony that will take place right after everybody comes in from the Parade. There will also be games, bounce houses for the kids on the outside and once we light the tree, come on inside where we will have entertainment. We have partnered with LISD. They are going to provide some entertainment. We have some local entertainment on the stage. We will also have pictures with Santa, arts and crafts, Santa's Workshop, as well as program and class demonstrations going on that day. We have a full gamut of activities geared up and ready to go.

There was further questions/discussion.

#### **VII. Cancellation of December 2013 Meeting (Parks, Recreation, and Library Services Director Sean Johnson)**

Mrs. Sykes made a motion seconded by Mr. Hervey to cancel our December 2013 Meeting. The motion carried unanimously.

**VIII. Set Agenda of Next Meeting**

- Parks and Recreation Naming and Special Event Naming Policy Update

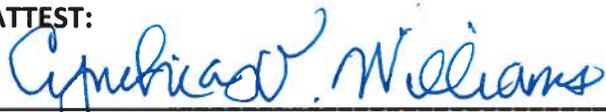
For the Record: Mr. Giles – “Let’s get the information of the naming – special events naming policy from City Council after they take action on it by email”.

- Youth Sports Update
- Youth Standards of Care
- Christmas Event Update

**IX. Adjournment**

Mrs. Sykes made a motion seconded by Mr. Hervey to adjourn. All present approved and the meeting adjourned at 7:15 p.m.

**ATTEST:**



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Cynthia D. Williams, Board Secretary

**APPROVED:**



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Jerry Giles, Chair  
Lancaster Parks and Recreation Advisory Board