



City of Lancaster  
QUALITY OF LIFE AND CULTURAL SERVICES

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**MEETING**

**LANCASTER PARKS AND RECREATION ADVISORY BOARD**

**Monday, November 17, 2014, 6:15pm**

**MINUTES**

The Members of the Lancaster Parks and Recreation Advisory Board met Monday, November 17, 2014 at 6:15pm at the Lancaster Recreation Center (Grand Hall), 1700 Veterans Memorial Parkway, Lancaster, TX 75134.

**Lancaster Parks and Recreation Advisory Board Members Present:** Abe Cooper, Darwin Isham, Mary Sykes, Spencer Hervey, Jerry Giles, Terrence Comick, and Cecelia Rutherford

**Lancaster Parks and Recreation Advisory Board Members Absent:** Willene Watson

**City Staff & Guests Present:** Managing Director Sean Johnson, Assistant Director Kelly Ledbetter, Park Superintendent Mike Rasco, Library Manager Jerry McCulley, Council Member Stanley Jaglowski, and Administrative Secretary Cynthia D. Williams

**I. Call to Order**

Chair Jerry Giles called the Lancaster Parks and Recreation Advisory Board meeting to order at 6:44pm.

**II. Consider Approval of Minutes (October 6, 2014)**

Mr. Hervey made a motion seconded by Mr. Cooper to approve the minutes of October 6, 2014 of the Lancaster Parks and Recreation Advisory Board meeting as written. The motion carried unanimously.

**III. FY 2015 Work Plan/Special Projects Discussion (Managing Director Sean Johnson)**

Per Park Board request, Mr. Johnson reported on the 2015 – Quality of Life and Cultural Services Work Plan and Special Projects (as it pertains to Parks & Recreation Division). This item discussed summarized projects and activities planned for the current fiscal year. The Work Plan items discussed entailed the primary objective and benefits to our City and Citizens.

There was further questions/discussion.

**IV. October 2014 Special Events Update (Assistant Director Kelly Ledbetter)**

Mr. Ledbetter gave a brief update on the three major events which took place within the month of October 2014. He reported that:

On Saturday, October 18, 2014 we hosted a Dog's Day Out event from 10am – 2pm at City Park. The Department partnered with Animal Services Staff who provided obedience training and opportunities to adopt a pet. We are looking to expand the Program next year, and hope to include the SPCA.

On Saturday, October 25, 2014 we hosted a Fall Festival and Movie in the Park event from 5pm – 9pm at Community Park. The Department partnered with the Craig Shaw Memorial Foundation to include a 5K Run/Walk event on this day as well. We look to grow the 5K Run/Walk portion next year. The event included costume contest, face painting, car show, candy giveaways and an outdoor showing of the G Rated Film PARANORMAN,

On Wednesday, October 29, 2014 we hosted an Open House/Instructor Fair from 5:30pm – 8:30pm at the Recreation Center. We introduced "Pickle ball" to the community; which is a racquet sport that combines elements of badminton, tennis, and table tennis. We plan to have Pickleball tournaments this year. We also had Zumba, Jr. Mavs, and spin bike demonstrations. Mr. Ledbetter reported that we will have a new Spin Bike Class coming in December 2014.

There was further questions/discussion.

#### **V. Upcoming Special Events "November and December 2014" (Assistant Director Kelly Ledbetter)**

Mr. Ledbetter reported on our upcoming special events for the months of November and December 2014. On Saturday, November 22, 2014 we will host our annual Turkey Bowl Block Party at Meadowcreek Park from 10am – 2pm. This event will include program demonstrations, a cheerleading competition, and a rock climbing wall, food, games, a bounce house, and lots of fun. You can even bowl for a turkey. He reported that if it should rain, we will move the event inside the Gym.

On Monday – Wednesday, November 24 – 26, 2014 we will host our annual Turkey Camp at the Recreation Center from 7:30am – 6:30pm. This Camp will include games, and field trips to the Lancaster Memorial Library and the movies.

On Saturday, December 13, 2014 we will host our annual Christmas Parade and Festival. The Festival will take place at the Recreation Center from 5pm – 9pm. The times of the Parade are 3pm – 4:30pm.

There was further questions/discussion.

#### **VI. Standards of Care Final Review (Managing Director Sean Johnson)**

Mr. Johnson reported that annually The City Council must approve Standards of Care and provide citizen input at a public hearing. This item was presented at the previous October 6, 2014 meeting and Board members were asked to review and provide any recommendations. Recreation staff collectively reviewed the document and contemplated a few modifications regarding the electronic device usage policy, however, reported that operationally this this could cause constraints and recommendation is to keep the electronic device policy as currently stated. There was also a recommendation made to include the photographic release authorization

form (currently a separate document) verbiage as part of the enrollment packet. Board agreed with the recommendation.

Mr. Hervey made a motion seconded by Mr. Cooper to recommend the present document of the Standards of Care for City Council consideration and approval with the addition of the photographic release authorization being included. The motion carried unanimously.

#### **VII. Cancellation of December Parks and Recreation Advisory Board Meeting**

Mr. Hervey made a motion seconded by Mrs. Sykes to cancel our December 2014 meeting. The motion carried unanimously.

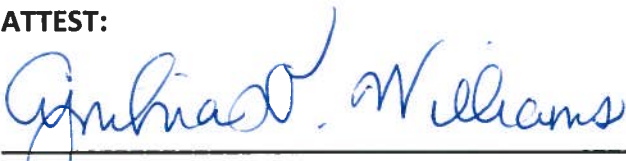
#### **VIII. Set Date and Agenda of Next Meeting**

- Our next meeting is scheduled for Monday, January 12, 2015
- Items for Agenda include:
  - Basketball Update
  - Pickleball Update
  - Work Plan Update
  - Baseball Update/Plan
  - All Sports Board
  - Update on Football Association

#### **IX. Adjournment**

Mr. Cooper made a motion seconded by Mrs. Sykes to adjourn. All present approved and the meeting adjourned at 7:41pm.

**ATTEST:**



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**Cynthia D. Williams, Administrative Secretary**

**APPROVED:**



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**Jerry Giles, Chair**  
**Lancaster Parks and Recreation Advisory Board**