

Minutes
Parks & Recreation Advisory Board
October 2, 2019

On this 2nd day of October, 2019, at 6:00 p.m., the Parks & Recreation Advisory Board convened in a Regular Meeting, and the same being opened to the public at their regular meeting place; thereof, at City Hall, 303 S. Teel Drive, Devine, Texas. Notice of said Meeting having been prescribed in Chapter 551, Government Code, and Vernon's Texas Codes, Annotated, and the following members being present:

Albert Garza – Vice Chairman
Mary Allison
Linda Gunn

Absent being Board Member Lauren Moore; thus, constituting a quorum.

Personnel present: Dora V. Rodriguez, Interim City Administrator/City Secretary; Denise Duffy, City Accountant; City Engineer Raul Garcia; and Director of Public Works Ismael Carrillo.

Others present: None.

Vice Chairman Albert Garza, presiding, called the meeting to order.

The first order of business was to discuss and consider approval of Minutes for Meeting on September 4, 2019.

The Board reviewed the minutes.

Motion by Board Member Allison, seconded by Board Member Gunn to approve the Minutes for Meeting on September 4, 2019.

Ayes	--	Three (With 1 Vacancy in District 5)
Nays	--	None
Absent	--	One – Board Member Lauren Moore

Motion carried.

The second order of business was to discuss the Sand Volleyball Court.

The Board received a proposal from City Engineer Raul Garcia for \$35,000. Board Member Gunn explained that at the last meeting, City Engineer Raul Garcia brought a proposal for the concrete for the basketball and volleyball court, but the Board had wanted one for a sand volleyball court. She told the Board that this is the projection for the sand volleyball court at the Briscoe City Park on Windy Knoll Drive, which will be catty-corner behind the pavilion.

The Board held discussion on not realizing the cost would be so high - \$35,000.

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City Engineer Raul Garcia addressed the Board. He explained that he and Director of Public Works Ismael Carrillo checked out the drainage and the drainage was good. He spoke of the border dimensions being 82 ½ by 56.3. He said this is where the edge guard is going to be installed. He held discussion on materials to be used specifically for this type of sand volleyball court. He explained that the playing portion of the sand will be 59 x 29 ½, and the sand in that area should be 18 inches deep; and on the side (10 feet all the way around), it should be 12 inches deep, in case the players run out of the area. According to City Engineer Raul Garcia, we can't just use any sand; it has to be a special type of sand specifically designed for this type of sand volleyball court.

City Engineer Raul Garcia also discussed two ways of installing the poles and said we could do either one depending on the cost; however, the poles would need to be adjustable because there are different heights required for men, women and younger kids. He told the Board that we also need to look into having permanent poles or temporary poles that can be removed whenever the City is in off-season which, of course, would be more expensive. He told the Board that the net is included as part of the package.

City Engineer Raul Garcia talked to the Board about the boundary lines sitting on top of the sand which are movable, and can be tied with bungee cords in each corner; he said these should probably be removed every once in a while. He talked about the excavation part of it costing about \$6,000; and discussed the fabric, the sand, the edge guard, the boards, the boundary lines and the net which would all come out to around \$7,400. He told the Board that these are just estimates; we won't know the actual cost until we bid out. He suggested that we could go ahead and order the materials and have a contractor come in and do the excavation and install them, or we could have the contractor buy the materials and then install them. Mr. Garcia explained that the advantage to having the contractor doing it, is that if something goes wrong, it would be the contractor's fault.

Discussion was held by Board Member Gunn and City Engineer Raul Garcia on the boundary lines. The Board also held minor discussion on the Parks budget and going out for bids. Interim City Administrator/City Secretary Dora V. Rodriguez explained how we normally have City Engineer Raul Garcia go out with the proposals, and Mr. Garcia explained the bidding process to the Board.

The Board held discussion on liability insurance. Interim City Administrator Dora V. Rodriguez explained we do have liability insurance for the City but contractors have to carry their own insurance. She and City Engineer Raul Garcia discussed this in detail.

Board Member Gunn inquired that if the Board were to decide to ask Council to move forward with this, if they would have to give the okay for City Engineer Raul Garcia to proceed. According to City Administrator/City Secretary Dora V. Rodriguez, that was correct.

Board Member Gunn suggested for the Board to look at this for another month.

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Interim City Administrator/City Secretary Dora V. Rodriguez asked City Engineer Raul Garcia what he thought about having Public Works doing the excavation, or if he preferred for the contractor to do it. City Engineer recommended for the contractor to do the excavation. He explained that we could save \$6,000 to \$7,000 but our crew would be out a week or more.

Board Member Allison inquired as to how long it would take before we go out for publication. City Engineer Raul Garcia explained the process beginning with the bidding, he said it could take three to four months to complete but for sure it would be ready by next spring.

Motion by Board Member Allison, seconded by Board Member Gunn to make recommendation to Council to proceed with the process of getting everything necessary to move forward with the advertising, proposals, construction of the sand volleyball court at the Briscoe City Park on Windy Knoll Drive.

Ayes	--	Three (With 1 Vacancy in District 5)
Nays	--	None
Absent	--	One – Board Member Lauren Moore

Motion carried.

Discussion was held after the motion. Interim City Administrator/City Secretary Dora V. Rodriguez told the Board that City Engineer Raul Garcia's cost for his services on all this would be around 10-12 percent.

The third order of business was to discuss and consider updates on Golf Course.

Board held lengthy discussion.

No action was taken.

The fourth order of business was Informational Items.

The Board discussed the following:

- New Board Member – Board Member Gunn inquired on a projected date of when Council would be appointing a new Board Member to replace Debbie Randall. Interim City Administrator/City Secretary Dora V. Rodriguez informed the Board that we can put it on the agenda for Council's regular meeting this month to appoint someone to represent District 5; she said Debbie Randall already has someone in mind. Discussion was held.
- Devine Cactus Fall Festival – Board Member Allison inquired if they're going to have to decorate a float like they did last year. Interim City Administrator/City Secretary Dora V. Rodriguez stated that the Council is going to use golf carts this year. Discussion was held on the Chamber of Commerce.

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There being no further business to come before the Parks & Recreation Advisory Board, motion made by Board Member Gunn, seconded by Board Member Allison to adjourn the meeting.

Ayes	--	Three (With 1 Vacancy in District 5)
Nays	--	None
Absent	--	One – Board Member Lauren Moore

Motion carried.

Chairman

Secretary