

**PARKS AND LEISURE SERVICES COMMISSION MINUTES
MEETING OF NOVEMBER 2, 2023**

Chair Pommier called the meeting to order at 5:30 PM.
Chair Pommier led the Pledge of Allegiance.

Roll Call

Present:	Chair Pommier	Commissioner Gurrola
	Vice Chair Duncan	Commissioner Uresti
	Commissioner Daly	

Absent:	Commissioner Graybehl	Commissioner Peña
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Commission Reorganization - Motion was made by Commissioner Uresti, Seconded by Vice Chair Duncan, to reelect Chair Pommier and elect Commissioner Gurrola as Vice Chair. Motion passed unanimously.

Oral Communications – Tule River Parkway Native Plant Gardens monthly report submitted on behalf of Cathy Capone.

Approval of Minutes – Action: Motion was made by Commissioner Uresti, Seconded by Commissioner Gurrola, to approve the Minutes of the meeting of October 5, 2023, as presented. Motion passed unanimously.

Correspondence – None

Reports

1. Military Banner Program Committee

Committee representative, Chair Pommier, provided a recap of the committee meeting which took place October 10, 2023 at 11:00 AM. Minutes were approved from the April 25th meeting. The first Scheduled Matter was a recap of the 2023 Military Banner Program. An update was provided on the locations of where the 71 banners were installed which included Main Street, around Veterans park, and on North Plano.

Next, statistics were provided on the various types of service calls received regarding the banners. 92 maintenance related items for the banners have been addressed by staff since January including damaged hardware, damaged banners, fallen banners and obstructed banners.

The final agenda item was an outlook for the 2024 Military Banner Program. The 2024 application period for new banners is December 1st to February 1st. The cost of a new banner will be \$260, and the cost for a renewal is \$160. Locations previously recommended by the Military Banner Program Committee and approved by City Council for 2024 are: Henderson from Fourth to Plano, Prospect from Morton to Mulberry, and Newcomb from Henderson to Morton. 2019 banners will be retired in 2024 with the option of the banner sponsor to purchase a renewal banner to be reinstalled in the same location.

The meeting adjourned at 11:21 AM. Next meeting is scheduled for April 24th.

2. Report on Council Actions from October 17, 2023:

Director Moore gave updates to the following City Council agenda item:

Authorization to Purchase Veterans Day Run Shirts- City Council authorized staff to purchase Veterans Day Run shirts from Axiom Graphics at the price of \$12 per unit.

Consideration of Appointments to the Parks and Leisure Services Commission- City Council re-appointed Jason Gurrola and Arlene Peña to serve four-year terms, and accepted PUSD's appointee Jason Pommier to another four-year term. Council also directed staff to continue to advertise for the remaining vacancy.

Scheduled Matters

1. Parks and Leisure Services Fees

Director Moore provided a presentation on current Parks and Leisure Services fees. Moore stated that it was common practice for staff to analyze its fees from time to time. All of the current fees were presented, along with how long each had been in place. Also, what was included in the fee was discussed. Staff will be bringing back further information on fees at a future meeting.

Action: Informational item

2. Parks Maintenance Report

Parks Superintendent Demerath, provided an update to the Commission on recent projects which included: Murry Park palm trees trimming, Henry Street Park landscaping along Putnam Avenue and wrought iron fence with gate, and island cleanup at the same location.

Action: Informational item

3. Leisure Activities Report

Leisure Services Specialist, Amy Graybehl, reported on the Leisure activities. The items presented were: Pioneer Days (thanks to Commissioner Peña for judging the pageant), Halloween Home Decorating Contest (thanks to Vice Chair Duncan and Commissioner Peña for judging), Veterans Day Run, Christmas Tree Lighting Ceremony, Youth Basketball and Adult Flag Football.

Action: Informational item

4. Schedule Items for Future Meetings

Director Moore mentioned that on the agenda for December will be an item on future Sports Complex potential capital improvement projects, and other items as they arise.

Action: Scheduling

5. Other Matters of Information

None

Action: Informational item

Adjournment

Chair Pommier adjourned the meeting at 6:17 PM.

Respectfully Submitted,

Donnie Moore, Director