



Lavon Parks & Recreation Board Meeting Minutes November 12, 2012

I. Chairperson Bodwell called the meeting to order at 7:01 p.m.

In attendance:

Seat Two: Jason Bunting

Seat Three: Melissa Nakamura

Seat Four: Bradley Tiegs

Seat Five: Joan Aquaturo - Vice Chairperson

Chairperson: Council Liaison Jenny Bodwell

Other Boards: Council Member David Hawkins, Mayor Pro-Tem Chris Kane (arrives at 8:15 a.m.)

Staff Members: City Secretary Chris Wess

Chief of Operations Mike Jones

Absent:

Seat One: Mike Gulino

II. Chairperson Bodwell led the Board, Visitors and Staff in the Pledge of Allegiance and the Invocation.

III. Items for Discussion

A. Board to discuss the bid process for the City Hall Park Project (Bodwell)

COO Jones explained Local Government Code 252.021 and the need for competitive bidding for the Project. He offered the RFP for the Police Station and the steps needed for bidding. He explained that the Board needed to be specific on what it wants for the pavilion, either a designed building with specs or a pre-fab building. The Board also needed to be specific on what it wanted for the walkways. COO Jones also explained the reimbursement procedure. The need for strict accounting was discussed for the grant.

B. Board to discuss the Interlocal Agreement with Collin County for the use of improvements for City Hall Park (Bodwell)

Vice-Chairperson asked about the funding for the Pavilion and trail and if the County was only paying for those things.



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- C. Board to discuss multiple grants for the City Hall Park Project (Bodwell)**
Chairperson Bodwell stated that after doing more research and talking to the County, she would not recommend attempting to apply for any other grants at this time.
- D. Board to discuss the Planning and Zoning amendments to the Park and Recreation element of the City of Lavon Comprehensive Plan (Bodwell)**
Chairperson Bodwell explained that the P & Z only amended the first paragraph of the P & R element in order to not limit the City to a specific number of parks and that the stated number of parks that was in the original document was actually incorrect.
- E. Board to discuss a 2012 Holiday Event for the City (Bodwell)**
Chairperson Bodwell explained that the City was looking at having a party for all of the Boards and Staff this year.

Note: At 8:30 p.m., Mayor Pro-Tem Kane, Council Member Hawkins, and COO Jones excused themselves from the meeting.

IV. ITEMS FOR CONSIDERATION AND ACTION

- A. Board to Consider and Act on approving the bid package for the City Hall Park Project (Bodwell)**
It was noted that Council Member Hawkins and COO Jones offered to help write the bid package. Member Tiegs had offered to write the proposal.
This item was tabled with no action taken.
- B. Board to Consider and Act on appointing construction supervisors for the day-to-day operations of constructing the City Hall Park (Bodwell)**
Motion: Member Bunting made a motion to table this item until there was clarification on if an employee has to be directly involved in oversight.
Second: Member Tiegs
In Favor: Vice – Chairperson Aquatero, Members Bunting, Nakamura and Tiegs
Opposed: None
Motion Carries
- C. Board to Consider and Act on selecting the monthly meeting date and time (Bodwell)**
Chairperson Bodwell explained that Public Works Director could not be at the meeting if it were to continue to be held on the second Monday of the month as he had prior commitments. There was discussion about what day would be the best meeting date for each member.
Motion: Member Nakamura made a motion to select the first Monday of the month at 7:00 p.m. to be the regular monthly meeting.
Second: Member Bunting
In Favor: Vice – Chairperson Aquatero, Members Bunting, Nakamura and Tiegs
Opposed: None



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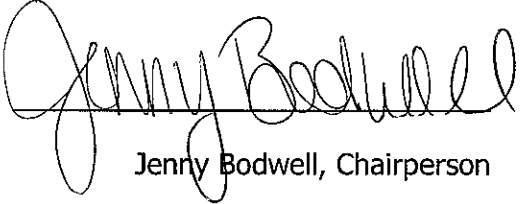
Motion Carries

V. BOARD TO SET FUTURE MEETINGS AND AGENDAS

Member Tiegs asked for the bid proposal to be placed on the December 3, 2012 meeting.

VI. Chairperson Bodwell adjourned the Park & Recreation Board Meeting at 8:45 p.m.

Duly passed and approved on this 14 day of January, 2013.


Jenny Bodwell, Chairperson

Attest:



Chris Wess, City Secretary