



## Lavon Parks & Recreation Board Meeting Minutes May 3, 2012

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**I.** Acting Chairman Bodwell called the meeting to order at 7:10 p.m. In attendance were Members:

Seat One: Mike Gulino

Seat Two: Jason Bunting

Seat Three: Melissa Nakaumura

Seat Four: Bradley Tiegs

Seat Five: Joan Aquatero.

Also attending were Public Works Director Kevin Dudley and, representing Acting City Secretary Laura Kennemer, Volunteer Chris Wess. There were no Council Members, Economic Development Corporation Members, Planning and Zoning Commission Members, or Tax Increment Financing Zone #1 Board Members present.

**II.** Acting Chairman Bodwell led the Board and Staff in the Pledge of Allegiance.

**III.** The Invocation was given by Public Works Director Dudley.

**IV.** Acting Chairman Bodwell welcomed the Board. She thanked them for accepting their positions and stated that each was selected for a reason. She felt that the Board has a wide variety of talents. She asked that they respect one another and any visitors. She explained that the Board would be about more than just parks and was going to take a lot of hard work.

**V. Items for Consideration and Action:**

**A. Board to Consider and Act on electing a Chair**

The responsibilities of the Chairperson were discussed. Member Tiegs offered himself as being equally qualified to running a meeting and acting as Chair. Member Bunting had concerns that he, himself, would not always be available to meet with developers or county personnel during the day. Member Tiegs added that he would also not always be available during the day.

**Motion:** Member Aquatero stated "I would like to nominate Jenny Bodwell as the Chairperson as I think she would do a good job."

**Second:** Member Bunting seconded the motion.



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**Voting in Favor:** Members Gulino, Bunting, Nakamura, Tiegs, and Aquatero.

**Voting in Opposition:** None

The motion passed.

Member Bunting asked for clarification on how the Council Liaison is able to act in the capacity as Chairperson. Chair Bodwell and Volunteer Wess explained that the Liaison is a non-voting member with the exception of a tie vote or in the event of a vacancy in the board.

### **B. Board to Consider and Act on electing a Vice-Chair**

**Motion:** Member Gulino said "I motion for Joan".

**Second:** The second was made by Member Tiegs.

Member Aquatero asked for the specifics of the duties of the Vice-Chair and, after getting the answers, accepted the nomination.

**Voting in Favor:** Members Gulino, Bunting, Nakamura, Tiegs, and Aquatero

**Voting in Opposition:** None

The motion passed.

### **C. Board to Consider and Act on electing a Secretary**

Chairperson Bodwell and Volunteer Wess explained the duties of Secretary and that the agenda was more of a "template" that could be changed as necessary for each meeting. Wess showed the Board the "template" that she made for minutes to be taken. She also explained that she was sure that the City Secretary would be available to assist the Board Secretary. Member Aquatero proposed "I would like to nominate Brad because of his experience as a teacher, a grant writer and he understands the position of secretary." Member Tiegs refused the nomination explaining that writing grants would be very time exhausting and to do another task would take away from his time to write grants.

**Motion:** Member Gulino "I motion Melissa as Secretary"

(Member Nakamura accepted)

**Second:** Member Aquatero

**Voting in Favor:** Members Gulino, Bunting, Nakamura, Tiegs, and Aquatero

**Voting in Opposition:** None



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The motion passed.

### **VI. Items for Discussion**

#### **A. Board to Discuss Parks & Recreation Chapter of the LCR**

Chairperson Bodwell explained the amendments made to the LCR at the May 1, 2012 City Council Meeting that pertained to the Council Liaison. There was no further discussion.

#### **B. Board to Discuss Open Meetings Act**

Chairperson Bodwell asked if the Board Members had been sworn in to office, received their e-mail addresses, and taken their Open Meetings and Open Records Courses. All had been sworn in, some had taken their courses, but no one except Member Aquatero had received their e-mail address. It was explained that City Manager Jones normally assigns e-mail addresses and that he was absent due to illness. Public Works Director Dudley offered to set up the e-mails for them. Walking quorums and conversations with fellow Members resulting in decisions about issues at hand were also discussed.

#### **C. Board to Discuss Electronic Media Chapter of the LCR**

Chairperson Bodwell explained that all correspondence needed to be done by city e-mail. It was also cautioned that there not be any mass e-mails among the Board that would discuss issues just as with conversations in person. It was asked if the Board was a part of the Legislative Branch and asked for written clarification from City Manager Mike Jones. Member Aquatero asked if there was a computer at City Hall that the Board Members could use. The use of city owned laptop computers were also deliberated.

#### **D. Board to Discuss Open Records Act.**

Member Aquatero brought up the subject that Member Gulino previously had mentioned about the necessity of posting the agenda on the website as stated in the Open Meetings Act. Deliberation occurred on how long the recordings of regular meetings vs. executive sessions were kept.

#### **E. Board to Discuss TML Personal Liability Handbook.**



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Chairperson Bodwell talked over the necessity of the City Attorney attending possible executive sessions pertaining to land deals.

### **F. Board to Discuss the LCR Chapter relating to Legislative Branch Rules of Order & Procedure.**

Board took a small recess at 8:02 p.m. due to technical difficulty (battery replacement in recorder).

Board meeting resumed at 8:03 p.m.

There was no discussion on this item.

### **G. Board to Discuss P & R Element to the City of Lavon Proposed Comprehensive Plan**

Chairperson Bodwell explained that the Planning and Zoning Commission has been working on the Comprehensive Plan for Lavon off-and-on for nine years and that David Barnhart had asked the P & R Board to submit their vision for the Comprehensive Plan by June. The Board felt that June was not sufficient time to gather the necessary input from citizens to formulate this vision. It was then determined that the offered Plan was vague enough for a Comprehensive Plan, could later be amended, and citizen input would be better used for individual project plans.

**Motion:** At 8:54 p.m., Member Aquaturo made a motion to extend the meeting until 9:10 p.m.

**Second:** Member Nakamura seconded the motion.

**Voting in Favor:** Members Gulino, Bunting, Nakamura, Tieg, and Aquaturo

**Voting in Opposition:** None

The motion passed.

The following changes to the Planning & Zoning Comprehensive Plan were suggested:

1. Discussion: Paragraph One, Line one, change the word "one" to "two" and the word "park" to "parks".
2. Discussion: Paragraph One, Line two, remove the word "no" before the word designated.
3. Discussion: Remove paragraph three.
4. Clarify if PO3, PO4 & PO5 are typing errors and should be PG3, PG4 & PG5.
5. Add: APP7 The Park and Recreation Board is consulted and works in conjunction with the Planning and Zoning Commission upon development and/or acquisition of current or future lands.



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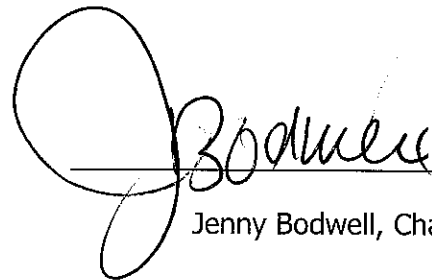
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**VII. Board to Set Future Meeting and Agendas.**

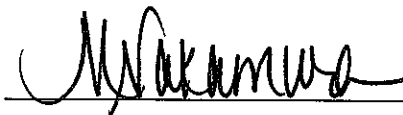
Chairperson Bodwell asked if there were any items that the Board would like to have on a future agenda. Member Tiegs requested that the Board be provided with a Land Use Map and that someone be on hand to give a briefing of the City's resources. He also requested having an overview of possible grants, inside and out.

**VIII. Chairperson Bodwell adjourned the meeting at 9:10 p.m.**

Duly passed and approved on this 21 day of May, 2012.

  
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Jenny Bodwell, Chairperson

Attest:

  
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Melissa Nakamura, Board Secretary