



## Lavon Parks & Recreation Board Regular Meeting Minutes February 4, 2013

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**I.** Chairperson Bodwell called the meeting to order at 7:05 p.m.

In attendance:

Seat Three: Melissa Nakamura

Seat Four: Bradley Tiegs

Seat Five: Joan Aquatero – Vice-Chairperson

Chairperson: Council Liaison Jenny Bodwell

First Alternate: Justin Wheeler

Other Boards: None

Staff Members: Public Works Director Kevin Dudley, Chief of Operations Mike Jones

Visitors: none

Absent: Seat One: Mike Gulino

Seat Two: Jason Bunting

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

**III.** CONSENT AGENDA

Minutes for the January 14, 2013 Meeting (Wess)

**Motion:** Board Member Nakamura made a motion to approve the minutes of the January 14, 2013 Meeting.

**Second:** Member Tiegs

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

**IV.** ITEM FOR DISCUSSION

- A. Board to discuss present and future Community Center activities. (Aquatero) Vice-Chairperson Aquatero discussed the Quilting group and the Brown Bag Bunco activities that are currently scheduled in the Community Center. She went on to discuss ideas for a bulletin board to display a calendar



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for the Community Center. Chairperson Bodwell related that she had placed an item on the City Council agenda for acquiring a City of Lavon facebook page to get information out. Member Tiegs offered the advice of putting an item in the newsletter for anyone interested in teaching a class in a specialized area to contact the Board.

- B. Board to Discuss donation campaign changes for the Lavon City Park. (Bodwell)

Chairperson Bodwell related that she had several people contact her that are willing to volunteer for the donation campaign. She added that the pancake breakfast had been changed to an Easter Egg Hunt to be held at the end of March.

- C. Board to discuss park equipment options. (Tiegs)

It was discussed having exercise stations as an alternative to playground equipment. It was noted that it would be a less expensive approach until the City had the funds for playground equipment.

- D. Board to discuss Kaboom park equipment grant. (Tiegs)

Member Tiegs related that the Kaboom Grant is one of the most popular grants for playground and park equipment. COO Jones stated that the Board would not be eligible for this grant because it is for 503C's (501C3) and a municipality couldn't be a 503C.

### VI. ITEMS FOR CONSIDERATION AND ACTION

- A. Board to Consider and Act on the appointment of Joan Aquatero as the Lavon Community Center Activities Coordinator. (Bodwell)

Chairperson Bodwell stated that Vice-Chairperson Aquatero is willing and eager to take the position of Community Center Activities Coordinator and it would be beneficial to the City to have her.

**Motion:** Board Member Nakamura made a motion for the Board to appoint Joan Aquatero as the Lavon Community Center Activities Coordinator.

**Second:** Member Tiegs

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

- B. Board to Consider and Act on identifying the phases for development of the City of Lavon Park (Bodwell)



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Chairperson Bodwell related that most projects are broken down into 3 phases. COO Jones suggested that the Board only name the first phase as the pavilion and trails.

**Motion:** Vice-Chairperson Aquatero made a motion to identify the phases for the development of the City of Lavon City Park in individual phases to be completed before the end of the fiscal year.

She amended her motion as follows:

Vice-Chairperson Aquatero made a motion to identify Phase One as the pavilion and the walking trail and the other phases to be determined at a later date.

**Second:** Member Nakamura

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

- C. Board to Consider and Act on design element of the City of Lavon Park Pavilion and Walking Trail(Bodwell)

COO Jones discussed various design elements for the City Hall Park. The merits of a prefab building vs. a building with engineering specs were discussed. Chairperson Bodwell felt that the best value would be a generally constructed pavilion in lieu of a prefab building. Vice-Chairperson Aquatero and Board Member Tiegs had concerns with not having a prefab building.

**Motion:** Chairperson Bodwell made a motion that the Board approve design elements for the City of Lavon Pavilion and Walking Trails to include the electrical, grade to drain, gutters, a design that limits birds from roosting under the pavilion, steel construction with a metal roof and wood underneath the roof. (Pause) A Clerestory roof with a 30'x50' steel building with a 5' extra slab around the building.

**Second:** Member Nakamura

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

- D. Board to Consider and Act on the employment of an engineer and architect to design the City of Lavon Park Pavilion and Walking Trail (Bodwell)

Chairperson Bodwell had found an engineer and architect for about \$1500.00 to obtain engineered specs and should be able to deliver the specs within 2 weeks. She stated that she would like to hire someone with similar terms.

**Motion:** Board Member Nakamura made a motion to authorize Chairperson Bodwell to approve and employ an engineer.



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**Second:** Board Member Tiegs

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

- E. Board to Consider and Act on the bid package RFP 2013-1 for the Lavon City Park, Pavilion and Walking Trail (Bodwell)  
The Board went through the RFP and noted many changes for COO Jones to make before presenting it to the City Council.

**Motion:** At approximately 8:56 p.m., Vice-Chairperson Aquatero made a motion to extend the meeting by 10 minutes.

**Second:** Board Member Tiegs

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

**Motion Carries**

**Motion:** Board Member Tiegs made a motion to accept the bid package as discussed by the Board

**Second:** Board Member Nakamura

**In Favor:** Vice Chairperson Aquatero, Members Bunting, Nakamura, Tiegs and Gulino

**Opposed:** None

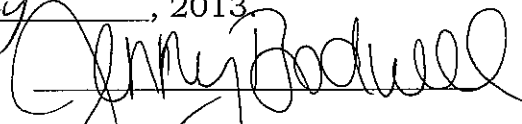
**Motion Carries**

**VII. BOARD TO SET FUTURE MEETINGS AND AGENDAS**

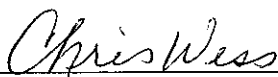
None

**VIII. Chairperson Bodwell adjourned the Park & Recreation Board Meeting at 9:02 p.m.**

Duly passed and approved on this 6 day of May, 2013.

  
Jenny Bodwell, Chairperson

Attest:

  
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Chris Wess, City Secretary