



Meeting Minutes

Parks and Recreation Advisory Committee

Wednesday, November 13, 2024

5:30 PM

City Hall, Basement Training Room

A. Call To Order/Roll Call

Chair Lindsey called the meeting to order and a quorum was established.

B. Public Comment: None

C. Approval of Absences: Mark Borgeson

A motion to approve/excuse the absence listed above was made by Mike Lehnert and it was seconded by Shawn Flanagan. The motion passed.

D. Approval of Minutes

1. [24-0972](#) Regular Meeting Minutes of November 13, 2024

A motion to approve the minutes listed above was made by Thomas Cronnon and it was seconded by Joe De La Paz. The motion passed.

E. Director's Report

2. [24-0351](#) Parks & Recreation Updates for December 2024

Robert Dodd, Director of Parks and Recreation, updated the Committee on the following items:

- Assistant Director Juan Rivera
- Parks & Recreation FY 2025 Budget
- Parks & Recreation Bond 2024
- City Council Runoff Election
- Proposal for Volunteer Lifeguards
- Upcoming Events (Arts Grants)
- Oogie Boogie Fest/SK8 Games/C.A.S.T.
- Jeannine Leal, Impactful Service Award
- NRPA 2024 Annual Conference

F. New Business for Discussion

3. [24-1850](#) Annual Presentation - PRAC Mission & Open Meetings Act Refresher, Adelita Cavada, City Attorney

Adelita Cavada, Attorney with the Legal Department, presented item "3" for the record as shown above. She went over the purpose and role as an advisory committee; the method of providing recommendations. She proceeded to go over key points of the Open Meetings Act. She gave the definition of a meeting and examples and general rules of meetings. While the Texas Open Meetings Act does not apply to advisory committees, Council policy requires this committee to comply with the Open Meetings Act.

The required, written notice for meetings is at least 72-hours and public comment must be allowed. Ms. Cavada gave information on quorum requirements and when a quorum is not established/lost; what establishes a walking quorum. Meetings must be accessible and open to the public. A vote may not take place by secret or written ballot and action may not be circulated by letter without a meeting. She explained how deliberation need not be oral, and cautioned the Committee when communicating via E-mail; gave a list of best practices when using E-mail or social media. She added and emphasized that this Committee is bound by the City's ethics code, including decorum/rules of conduct. After the briefing concluded, the floor was opened for Committee comments/questions. As this was a presentation item only, no action was taken by the Committee.

4. [24-1849](#) Discussion Regarding Grant Funding for Potential Projects

A motion was made by Thomas Cronnon to table this item and it was seconded by Joan Wolfe. The motion passed.

G. Subcommittee & Committee Liaison Reports

Adopt-A-Park: Outreach Kick-Off

- Ceremonial Meeting - Commendation Issued October 22, 2024 recognizing Adoptees/Sign distributions

October 24, 2024 - Cabaniss Stadium:

- CCISD Attendance/Advertisement (Scoreboard); Informational Pamphlets distributed (with planting flower seed packets)

New Adopt-A-Park Partners:

- Cedar Park Neighbors - South Fork Park
- Rotary Club of West CC - Antonio E. Garcia Park

H Nomination & Action Regarding PRAC Chair Elections

A motion was made by Mike Lehnert to nominate Linda Lindsey for Chairperson and it was seconded by Joan Wolfe. The motion passed unanimously.

A motion was made by Shawn Flanagan to nominate Thomas Cronnon for Vice Chair and it was seconded by Joe De La Paz. The motion passed unanimously.

I. Future Agenda Items

- Bill Witt Aquatic Center
- Oso Bay Wetlands Preserve Learning Center
- Shade Structures for Dog Parks
- Commodore Park
- Waldron Park

J. Adjournment

There being no further business to discuss, the meeting adjourned at 6:50 p.m.