

Lewisville Parks, Recreation & Cultural Development Board Meeting Minutes

March 8, 2021 - 6:00 p. m.

Digitally originating in Council Chambers 1st floor - Lewisville Town Hall 6510 Shallowford Road

Parks and Recreation Meeting

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1. **Call to Order**

- a. Chair Susan Frey called the meeting to order at 6:01 p.m. Board members present were Shaida Horner, Daniel Lough, Robert Ogden, Janice Orsini and Ryan Walker. Also present were Town Manager Hank Perkins and Office Manager/Events Coordinator Stacy Howard. Catherine Spross was electronically admitted into the meeting at 6:03 p.m. No liaisons were present.

2. **Adoption of Agenda**

- a. Robert Ogden moved to approve the agenda. The motion was seconded by Shaida Horner and approved unanimously by roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Spross, Walker and Chair Frey.

3. **Approval of Minutes**

- a. February 8, 2021
- i. Janice Orsini moved to approve the February 8, 2021 minutes. The motion was seconded by Catherine Spross and approved unanimously by roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Spross, Walker and Chair Frey.

4. **Membership**

- a. Election of Chair and Vice Chair will occur in April following the March Council meeting.

5. **Guest(s)**

- a. None.

6. **Appeal Requests**

- a. None

7. **Old Business**

- a. Continued discussion on Mary Alice Warren Community Center rental rates
- i. Board members discussed pricing for the multi-purpose rooms.

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- (1) The rates will be in blocks of 2 hours.
 - (a) Competitive rates from other venues' were reviewed.
 - (i) The Nissen House rates were reviewed but their rental is a different type of venue.
- (2) Rates included use of employees who will need to set up and take down rooms.
- (3) The security deposit is refundable.
- ii. Susan Frey moved to approve the security amount as \$300.⁰⁰. The motion was seconded by Robert Ogden and approved unanimously by roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Spross, Walker and Chair Frey.
- iii. Board members reviewed, discussed and finalized the following per room:

	In Town	Out of Town
Block of 2 hours	\$250	\$325
Rental of kitchen	\$175	\$175
Security & cleaning deposit	\$300	\$300
Damage clause		

- iv. Danny Lough moved to approve the proposal as presented. The motion was seconded by Susan Frey and approved unanimously by roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Spross, Walker and Chair Frey.
- v. Mr. Perkins shared the floor plan on-screen.
 - (1) Everyone was advised that each of the multi-purpose rooms will have a drop down screen and electronic boards.
 - (2) He asked everyone to think about the activities room rates for the next meeting and the type of activities in the room.
 - (3) They were also asked to think about whether the meeting room should be reserved.
 - (4) Everyone was reminded that, at an earlier meeting, board members were not in favor of charging for use of the lobby area only.

8. New Business

- a. None.

9. Unfinished Business

- a. None.

10. Administrative Reports

- a. Furniture order update.
 - i. Furniture order number 1 has been made and includes the following for the multi-purpose room and the activities room:
 - (1) Some chairs with arms.
 - (2) Some chairs without arms.
 - (3) 16 72"x30" tables

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- (4) 26 60"x24" tables
- (5) 6 42" square tables
- (6) 18 72"x36" half round tables (2 together form 1 round)
- ii. All furniture nests and can be stacked.
- iii. The next furniture consideration will be for the lobby, conference room and gallery areas.

11. For the Good of the Order

- a. Board discussion
 - i. Mrs. Frey asked about the status of the dog park.
 - (1) The board was advised that the Council will have additional discussion at their meeting on Thursday, but they have been advised of the board's recommendations.
 - (2) Everyone was mindful of the master planning process and of determining a location.
 - (3) Mrs. Frey suggested doing some early leg work on rules and regulations so that the board will be prepared once the park is built.
 - ii. Mrs. Frey thanked Mrs. Horner and Mr. Lough for volunteering to be part of the Master Plan Steering Committee.
 - iii. She also thanked Catherine Spross for her work in the past on the committee.
- b. The next meeting date.
 - i. The next scheduled meeting date is April 12, 2021; however, that date conflicts with the Council's first budget meeting. Board members agreed to move their meeting date to April 13, 2021 at 6:00 p.m.

12. Adjournment

- a. Having no more business to discuss, Danny Lough moved to adjourn the meeting at 6:58 p.m. The motion was seconded by Catherine Spross and approved unanimously by roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Spross, Walker and Chair Frey.

Susan Frey, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk