

Lewisville Parks, Recreation & Cultural Development Board Meeting Minutes
April 13, 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 6:00 p.m. Board members present were Shaida Horner, Daniel Lough, Robert Ogden, Janice Orsini, Julie Rutledge and Ryan Walker. Also present was Town Manager Hank Perkins.

2. Adoption of Agenda

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

3. Approval of Minutes

- a. March 8, 2021
 - i. Danny Lough moved to approve the March 8, 2021 minutes that included an earlier emailed correction. The motion was seconded by Robert Ogden and approved unanimously by a roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Rutledge, Walker and Chair Frey.

4. Membership

- a. Election of Officers
 - i. Chair
 - (1) Danny Lough moved to nominate Susan Frey as chair. Having no other nominations, the floor was closed. The nomination was approved unanimously by a roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Rutledge, Walker and Chair Frey.
 - ii. Vice Chair
 - (1) Janice Orsini moved to nominate Danny Lough as vice chair. Having no other nominations, the floor was closed. The nomination was approved unanimously by a roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Rutledge, Walker and Chair Frey.

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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. Mr. Perkins advised that fees for the new community center follow the same formula as the G. Galloway Reynolds Community Center, i.e.:
 - (1) 4 hours as a base (the previous discussion of 2 hours did not allow enough time for set up and take down);
 - (2) A fee for each additional hour;
 - (3) A fee if the kitchen is used;
 - (4) A lower rate structure for in-town residents;
 - (5) A higher rate structure for those outside the town limits;
 - (6) Prices based on room, combination of rooms, or entire building rented;
 - (7) A refundable cleaning charge.
 - ii. The floor plans were reviewed with some of the amenities in each of the rooms to bring the new board member up to speed.
 - (1) The standing capacity of each of the multi-purpose rooms was provided:
 - (a) Rm 1 -140 (side)
 - (b) Rm 2 - 216 (middle)
 - (c) Rm 3 - 140 (side)
 - (2) It was also noted that the total amount of furniture purchased is less than the capacities above.
 - iii. Elevations were also reviewed.
 - iv. By consensus, the board had recommended in an earlier meeting not to rent the lobby area.
 - v. Mr. Perkins provided prices in a spread sheet as a starting point for discussion.
 - vi. After reviewing rental prices on the spread sheet, the board members determined that those fees were best for prime days with discounts during the week.
 - vii. Non-profit organizations will be charged a fee.
 - viii. For the next meeting:
 - (1) Refine the issue regarding non-profit organizations.
 - (2) Cleaning deposits - depends on the space used.
 - (3) Determine premium time.

8. **New Business**
 - a. None.

9. **Unfinished Business**
 - a. None.

10. **Administrative Reports**
 - a. None.

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11. **For the Good of the Order**

- a. The next scheduled meeting date is **May 11, 2021**. (Moved from May 10, 2021 to accommodate a Council meeting.)
 - i. Board members indicated several were unable to attend and there would not be a quorum.
 - ii. Staff will check the schedule and email the members.
- b. Mrs. Frey reminded members not to **REPLY ALL**, only reply to the person sending the email. The Open Meeting Law would consider **REPLY ALL** an unadvertised meeting.
- c. She also said that the trees at Jack Warren Park look good.
 - i. The tree memorial project is one of the Beautification Committee.
 - ii. Benches will also be placed at some of the trees.
 - iii. Staff will send a copy of the information to board members.
- d. Mrs. Frey advised board members that she had received a communication from a resident asking to have a fence placed around the playground at Jack Warren Park.
 - i. She would like to determine if it is feasible to do so.
 - ii. Staff will check on the price of fencing given its unusual shape.
 - iii. Mrs. Frey had visited another park that had a 4' high chain link fence around the playground.

12. **Adjournment**

- a. Having no other business to discuss, Ryan Walker moved to adjourn the meeting at 7:26 p.m. The motion was seconded by Shaida Horner and approved unanimously by a roll call vote of ayes from Board members Horner, Lough, Ogden, Orsini, Rutledge, Walker and Chair Frey.

Susan Frey, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk