

**Park Advisory Board
Meeting Minutes
July 13, 2023
Meeting called to order 5:30 PM**



1. ATTENDANCE:

- A. Park Board Members Present: Board Member, Jacob Powers
Board Member, Michelle Musgrave
Board Member, Don Mitchell
Board Member, Lori Wood
- B. Board Members Absent: Board Member, Gregory Webb
- C. Staff Present: J.C. Kennedy, Parks & Recreation Director

2. Agenda Approval: A Motion to approve the Agenda was made by Mr. Powers. Second by Mrs. Wood. Agenda Approved.

3. June 15, 2023 Minutes: Motion to approve the minutes was made by Mr. Mitchell. Second by Mrs. Musgrave. Minutes approved.

4. Department Update:

• **Weekly Report**

Mr. Kennedy provided a copy of the most recent weekly report.

• **Revenue Report**

Mr. Kennedy provided a copy of the June Revenue Report highlighting:

AHRC Revenue Year to Date 2023	\$777,960.54
AHRC Expenditures Year to Date 2023	\$974,191.90
AHRC Subsidy Year to Date 2023	\$169,231.36
AHRC Cost Recovery % Year to Date 2023	82.13%

• **Rec Supervisor**

Mr. Kennedy reported that the position has been offered to Ms. Monika Kruml, her first day will be Monday July 17th.

• **2024 Budget**

Mr. Kennedy reported that the 2024 Budget Process has been initiated and discussed plans to increase membership rates commensurate with the Cost of Living Increase for 2024. The board supported this initiative to keep pace with the increased cost of conducting operations.

5. Project Updates: Mr. Kennedy reported that he has reached out to the Clerk Treasurer several times now regarding the status of the Park Impact Fees that were approved and transferred to complete these projects but to date has not received any information as to where these funds are.

- **Shorty Combs Park**

Mr. Kennedy informed the board that the site furnishing install is complete but one of the table tops that was damaged during shipping is still waiting to be replaced.

- **Landreth Park**

One bench is missing a top piece that the contractor has misplaced during the storage period. When that is located and installed it will wrap up the site furnishing installation.

- **Highland Village**

Mr. Kennedy informed the board that he has been in Contact with Community Frameworks and they provided an update on the completion of the remaining park area development. Foothills Landscaping is waiting until all the sidewalk work is completed. They are waiting for that to happen and it is Community Frameworks understanding that the timeline for that is around July 18th.

- **Sunset Park Pathways & Restroom**

Mr. Kennedy informed the board that he has created a Agenda Worksheet to ask the Council to add to the scope of work to include the proposal from Coffman to design the electrical power stations and hopes it will be included on the next City Council Agenda. This adds \$7,000 to the project scope.

6. **Naming Discussion:** Mr. Kennedy handed out copies of the Park Naming Policy and the board discussed potential opportunities to honor a community member. The board wanted to continue this discussion at the next meeting.
7. **Adjourn:** A motion to adjourn the meeting was made by Mr. Mitchell. Second by Mrs. Musgrave. **Meeting adjourned at 6:15 pm.**