

AGENDA

Parks and Recreation Commission of Universal City, Texas
Regular Meeting, Tuesday, February 27, 2024, 6:00 PM
Public Works Bldg. Conference Room
265 Kitty Hawk Road, Universal City, TX

1. CALL TO ORDER: at 6:00 PM
2. QUORUM CHECK:
3. CITIZENS TO BE HEARD:
4. MINUTES OF PREVIOUS MEETINGS:
 - a) Consider the Minutes of the January 23, 2024 Meeting.
 - b) Consider the Minutes of the February 08, 2024 Special Meeting.
5. NEW BUSINESS:
 - a) Update on Red Horse Park playground and pavilion improvements.
 - b) Update on the Red Horse Park parking lot improvement project.
 - c) Discussion on Veterans Park playground improvements.
 - d) Update on the Athenian Park walking trail improvements.
 - e) Snowfest 2024 recap discussion.
6. COMMISSION MEMBER ITEMS:
7. ADJOURNMENT:

In accordance with the requirements of Texas Government Code section 551.127, a member of the governing body will participate in this meeting from a remote location. A quorum of the governing body as well as the presiding officer shall be physically present at the above posted location, which shall be open to the public. Those participating remotely shall be visible and audible to the public for all open portions of the meeting. A member of a governmental body who participates in a meeting remotely as provided by law, shall be counted as present at the meeting for all purposes.

All items on the agenda are eligible for possible discussion and action. The Parks and Recreation Commission reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

This facility is wheelchair accessible & accessible parking spaces are available. Request for accommodation or interpretive services must be made 72 hours prior to this meeting. Please contact the city clerk's office at (210) 619-0701 if these services are needed.

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday Evening, 23 January 2024

1. **CALL TO ORDER:** Chair Harry Westerfield at 6:00 P.M.
2. **QUORUM CHECK:** Chair Harry Westerfield

Commission Members Present:

Harry Westerfield, Chairperson
Nick Ferguson, Member
Judy Schindler, Member
Janet Tennis, Member
Mary Eddy, Member

Also Present:

Randy Luensmann, Public Works Director
Maribel Garcia, Deputy City Clerk
Kris England, Former Member

Chair Westerfield noted a quorum was present.

3. **CITIZENS TO BE HEARD:**

- Bernie Rubal, 635 Balboa, gave a Snowfest financial report produced through an Open Records Request. He recommended that the PARC request a financial report be completed 90 days after the conclusion of Snowfest.

4. **OLD BUSINESS – MINUTES OF PREVIOUS MEETINGS:**

- A. Consider the Minutes of the December 27th, 2023 meeting.**

Ms. Schindler moved to approve the minutes as written. Ms. Tennis seconded the motion.

Motion to approve carried unanimously.

5. **NEW BUSINESS:**

- A. Update on Red Horse Park playground and pavilion improvements.**

Mr. Luensmann reported progress and presented photos showing the pavilion and playground improvements. He explained that weather had delayed work.

Mr. Ferguson suggested publishing before and after photos when work was completed.

Mr. Luensmann reported improvements still to be completed including fencing, sod, and grass. He announced that a parking lot bid for the park would be considered at the February 6th City Council meeting.

- B. Discussion on Veterans Park playground improvements.**

Mr. Luensmann stated the site was prepped and relevant purchase orders had been given. He explained delays due to swing set delivery. He stated flooring would be installed after the swing set, which would complete improvements to the park.

- C. Snowfest 2024 discussion and planning.**

Mr. Luensmann reminded the PARC that February 8th would be the volunteer meeting at 6:00 PM and vendor meeting at 7:00 PM. This meeting would be posted as a Special Meeting given that there would be a quorum of PARC members in attendance. A recap meeting after Snowfest would be held on February 27th, a regular meeting date. Mr. Luensmann listed all invoice documents completed for various vendors such as entertainment and amusement rides, snow slide, ice, shuttle bus, and advertising.

Ms. Eddy reported that she was able to gather 17 volunteers from Randolph Air Force Base (AFB) for the event.

Mr. Luensmann stated he would need more volunteers for the snow slide.

Ms. Garcia asked whether Walmart could provide staff volunteers.

Mr. Luensmann stated volunteers could be gathered or redirected from HDR engineering or other adult volunteers.

The commission discussed the need to reach out to more volunteers.

Mr. Ferguson suggested more incentivization for volunteers.

Mr. Luensmann and Ms. Garcia responded that all-day volunteers were incentivized with Walmart gift cards, though the gift card incentive was not publicized.

The commission discussed Snowfest logistics such as what time to arrive, prohibitions for the event, and ticket sales.

Mr. Luensmann and Ms. Eddy discussed snow slide organization.

Mr. Luensmann listed all sponsors for the event. He reported on the new stage set up resulting from borrowing a City of San Antonio stage. He also gave a brief overview of general layout of the event and differences from the prior year's Snowfest.

Ms. Eddy emphasized that the intent of Snowfest was never to raise revenue, but rather to provide a community event to residents.

Mr. Luensmann echoed this statement and added that every City hosts public events to promote their parks; none of these events have the goal of raising revenue. Furthermore, events only charge for tickets to cover operational costs.

Mr. Ferguson echoed the importance of charging for entrance to the event to cover costs.

Ms. Eddy noted that events such as Snowfest entice residents to move to the city.

6. COMMISSION MEMBER ITEMS:

Chair Westerfield stated he would not be able to attend the February 27th meeting. Mr. Ferguson stated he would be able to run this meeting.

Ms. Schindler stated she would most likely not be able to attend the February 27th meeting as well.

Mr. Luensmann gave a Public Works update explaining the succession plan of core positions who have retiring employees. He noted that positions were filled by promoting from within the department.

7. ADJOURNMENT:

With Commissioners' consensus to adjourn, Chair Westerfield adjourned the meeting at 6:48 P.M.

Harry Westerfield
Chairperson

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Special Meeting, Tuesday Evening, 8 February 2024

1. **CALL TO ORDER:** With permission of Chair Harry Westerfield, Randy Luensmann at 6:00 P.M.
2. **QUORUM CHECK:** Maribel Garcia, Deputy City Clerk

Commission Members Present:

Nick Ferguson, Member
Judy Schindler, Member
Janet Tennis, Member
Mary Eddy, Member

Also Present:

Randy Luensmann, Public Works Director
Brandon Peterson, Assistant Public Works Director
Regina Carmona, Community Relations Coordinator
Robert Sam, Media Assistant
Maribel Garcia, Deputy City Clerk
Kris England, Former Member

Absent:

Harry Westerfield, Chairperson

3. **CITIZENS TO BE HEARD:** None.

4. **PURPOSE OF SPECIAL MEETING:**

A. SNOWFEST Volunteer Meeting 6PM.

Volunteers were informed of Snowfest information including where to check in and what to do once they arrive. They were thanked for volunteering for the event.

B. SNOWFEST Vendor Meeting 7PM.

Vendors were informed of Snowfest information including Health Department and Fire Department guidelines, how and where to set up, and general tips and guidelines to follow at the event. They were thanked for participating in the event.

5. **ADJOURNMENT:**

With Commissioners' consensus to adjourn, Mr. Luensmann adjourned the meeting at 8 P.M.

Harry Westerfield
Chairperson