

AGENDA

Parks and Recreation Commission of Universal City, Texas
Regular Meeting, Tuesday, August 22nd, 2023, 4:00 PM
Public Works Bldg. Conference Room
265 Kitty Hawk Road, Universal City, TX

1. CALL TO ORDER: Harry Westerfield at 4:00 PM
2. QUORUM CHECK:
3. CITIZENS TO BE HEARD:
4. MINUTES OF PREVIOUS MEETINGS:
 - a) Consider the Minutes of the July 11th, 2023 meeting.
 - b) Consider the Minutes of the July 25th, 2023 meeting.
4. OLD BUSINESS:
 - a) Parks and Recreation Strategic Planning Session
5. NEW BUSINESS:
 - a) Discussion and planning on future Northlake Park Master Plan improvements.
 - b) Discussion and planning on future UC Park Master Plan improvements.
 - c) Update on Red Horse Park parking lot improvements.
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, 11 July 2023

1. **CALL TO ORDER:** Chair Harry Westerfield at 5:04 P.M.
2. **QUORUM CHECK:** Chair Harry Westerfield

Commission Members present:

Harry Westerfield, Chairperson
Alexis Adams, Member
Mary Eddy, Member
Nick Ferguson, Member
Janet Tennis, Member

Also Present:

Randy Luensmann, Public Works Director
Maribel Garcia, Deputy City Clerk
Judy Schindler, Former Member

Chair Westerfield noted a quorum was present.

3. **CITIZENS TO BE HEARD:**

There were no citizens to be heard in attendance.

4. **MINUTES OF THE PREVIOUS MEETING:**

Ms. Adams moved to approve the minutes of the May 23rd, 2023. Ms. Tennis seconded the motion.

Motion approved unanimously.

5. **BUSINESS:**

A. Discuss Cimarron Park Improvements and Schedule Future Ribbon Cutting Date.

Mr. Luensmann shared that improvement projects at Cimarron Park were now finished. He offered ribbon cutting dates for either July 28th or August 4th at 10 A.M. to beat the heat.

The Commission reached a consensus to schedule the Cimarron Park Ribbon Cutting for July 28th, 2023 at 10 A.M.

B. Discuss Veterans Park Improvements and Schedule Future Ribbon Cutting Date

Mr. Luensmann stated the playscape at Veterans Park was completed and offered ribbon cutting dates of August 4th or August 11th at 10 A.M.

The Commission reached a consensus to schedule the Veterans Park Playscape Ribbon Cutting for August 11th, 2023 at 10 A.M.

C. Boards and Commissions Applications and Appointments.

Mr. Garcia gave an update on Boards and Commissions appointments. She stated City Council would vote on confirmation of appointments at their July 18th, 2023 Regular Meeting. Appointments would become active beginning August 1st, 2023.

D. Next Meeting:

Chair Westerfield reminded everyone that the next meeting would include a strategic planning session and would be on Tuesday, July 25th, 2023 at 4:00 PM in the conference room of the Public Works Building.

6. COMMISSION MEMBER ITEMS:

Mr. Luensmann gave a brief overview of the agenda for the July 25th meeting. He explained procedures for this meeting and said Mat Mateko would assist in workshopping parks projects. He gave parks project updates and an overview of parks renovation strategy.

Chair Westerfield emphasized his desire for all commission members to attend due to their knowledge of the Parks Master Plan and its goals.

Mr. Luensmann shared that the City Council budget workshop would be held July 12th at 5 P.M. He asked that commission members attend.

The Commission discussed the importance of hiring consultants and experts in the field when designing parks.

Ms. Tennis asked that parking be addressed at Veterans Park.

Ms. Eddy emphasized staffing needs for the upkeep of parks.

Mr. Ferguson requested that budget discussions include discussion over a senior programming position.

Ms. Tennis asked whether park cleanup could be a service project for area youth.

Mr. Luensmann gained points of contact to start this initiative.

After announcing that Ms. Adams would no longer be serving on the Commission, the Commission and Mr. Luensmann thanked her for her time and service to the City.

7. ADJOURNMENT:

With Commissioners' consensus to adjourn, Chair Westerfield adjourned the meeting at 5:37 P.M.

Harry Westerfield
Chairperson

MINUTES
PARKS & RECREATION COMMISSION OF THE CITY OF UNIVERSAL CITY, TEXAS
Regular Meeting, Tuesday Evening, 25 July 2023

1. **CALL TO ORDER:** Chair Harry Westerfield at 4:00 P.M.
2. **QUORUM CHECK:** Chair Harry Westerfield

Commission Members Present:

Harry Westerfield, Chairperson
Nick Ferguson, Member
Janet Tennis, Member

Absent or Arrived Later:

Mary Eddy, Member – Arrived at 4:14 P.M.
Alexis Adams, Member – Absent

Also Present:

Randy Luensmann, Public Works Director
Kim Turner, City Manager
Kristin Mueller, City Clerk/Economic Dev. Director
Brandon Wilson, Assistant Public Works Director
Athena Ford, Utilities Coordinator
Christina Fitzpatrick, Councilmember
Lori Putt, Parks Partners President
Judy Schindler, 2023-2025 PARC Member
Kris England, Ex-Officio PARC Member
Tom Maxwell, Ex-Officio Councilmember

Chair Westerfield noted a quorum was present.

3. **CITIZENS TO BE HEARD:**

There were no citizens to be heard in attendance.

4. **BUSINESS:**

A. Parks and Recreation Strategic Planning Session

Mrs. Turner explained the role of Mr. Mateko in this meeting as an impartial facilitator. She gave the Commission background on Mr. Mateko's experience with the City and in consulting.

Mr. Mateko expanded on his background with the City. He introduced everyone in attendance and explained the process of the workshop which would continue on August 22nd. He explained the Commission would add project requirements in this meeting to give to Staff. Staff would then build drafts of projects and add cost estimates which would be presented to the Commission during the August 22nd meeting. On August 22nd, the Commission will work on prioritizing projects.

Mr. Luensmann explained the role that the Commission plays in the City with an excerpt from the City Charter.

Mr. Mateko gave an overview of his feedback on the Parks Master Plan (hereafter referred to as the "Plan"). He went over Plan objectives to consider when adding project requirements to parks. He gave a brief overview of demographic data and explained the process the Commission would follow in reviewing parks projects and adding suggestions.

For Cibolo Linear Parks, Ms. Tennis expressed her want for benches, especially for seniors to rest along the trails.

Ms. Putt agreed that benches would be a helpful addition for seniors.

Chair Westerfield stated he would like more benches than just at every mile on the trail. He suggested every quarter mile.

Mr. Luensmann stated Staff must be cautious with the floodplain when considering benches.

There was clarification that the benches should be of a material that would survive the floodplain such as limestone or concrete.

Mrs. Turner asked whether there were mile markers along the trail.

Mr. Luensmann clarified that there were monument signs along the trails.

Mr. Ferguson asked about lighting on the trail specifically surrounding the Veterans Park trail head.

Mr. Luensmann explained the difficulty of accommodating for lighting in the floodplain.

Mrs. Turner asked that emergency numbers be posted on mile markers.

Ms. Mueller commented that the trailhead should include verbiage to "hike at your own risk" and mileage of the trail.

Mr. Maxwell commented that mile markers with emergency information would be very helpful in high-risk areas.

Mr. Mateko asked that after every project is reviewed, the Commission figure out what suggestions address which demographic from the Plan. It was concluded that all demographics were addressed by these suggestions.

Mrs. Turner asked that when the trail crosses City boundaries a sign be added to notify hikers of leaving Universal City and entering the bordering city.

Beginning to review Universal City Park (UC Park), Mr. Luensmann reviewed the three phases of implementation and their progress. After being asked what recreational activities were added through these phases, Mr. Luensmann addressed multiple needs at the park that the phases of the project would address as well as upgrades and added recreation. He emphasized the need to improve ingress/egress points.

Ms. Eddy asked whether a sound system would be needed.

Mr. Luensmann clarified that internet connection should wirelessly connect all Public Announcement (PA) speakers.

Mrs. Turner suggested consistent directional signing to assist with ingress/egress points.

Mr. Ferguson suggested that signage be consistent across all parks.

Ms. Eddy reiterated her want for renovated water fountains for drinking water and asked whether an emergency crisis phone or post could be added.

Mr. Luensmann vocalized his worry about false alarms with children using the post improperly.

Mr. Ferguson added his concern over use of emergency crisis posts and suggested further research into how helpful it may be and what services it would provide.

Ms. Schindler expressed her concern with 911 calls going to Schertz dispatch rather than Universal City when calling from certain areas in the parks.

Mrs. Turner said she would look into it and suggest the non-emergency number or the online fixit form for non-emergency concerns.

Moving on to the disc golf course, Mr. Mateko inquired about who plays disc golf.

Mrs. Turner said all ages are able to play disc golf.

Ms. Putt stated all residents are able to play it and many do at a variety of ages.

Present Staff added emphasis on the popularity of disc golf, citing tournaments and constant use and reservation of the course.

Mr. Mateko asked whether cornhole could be added.

Mr. Luensmann stated Staff is looking to added concrete cornhole stations.

Mr. Mateko opened the floor to suggestions for the disc golf course.

Ms. Mueller suggested bathrooms closer to the course.

Mr. Luensmann stated these could be put at the trail head where the course tees off.

Ms. Eddy asked for a water bottle filling station and water fountains.

Mr. Luensmann stated this could be added to where restrooms would be built.

Ms. Tennis asked whether bleachers could be added for spectators of the sport.

Mr. Luensmann stated this would be a nice-to-have addition and not a priority for the course.

Mrs. Turner asked whether there is Universal City branding at the course considering its heavy use.

Mr. Luensmann stated they could add more branding, especially when monument signs are redone at each hole.

Ms. Mueller suggested digital scorecards.

Mrs. Turner added that digital marketing could be utilized through QR codes. Tournaments could use these codes for sponsorship.

Mr. Ferguson asked that priorities from the Plan be addressed with this project.

Mr. Mateko reviewed priorities and Mr. Luensmann gave him a cost estimate for the project.

Mr. Luensmann gave an update on Red Horse Park project progress and shared that the park had already been given a master plan. He asked for recommendations regarding this project.

Ms. Eddy reiterated her desire for water fountain upgrades.

Ms. Tennis reiterated her desire for benches, especially for seniors. She asked that the benches have supportive backs since they would not be in an easily weathered area.

Ms. Putt voiced her support for both water fountains and benches.

Mr. Luensmann shared that a cornhole station would be placed near the pavilion.

Mrs. Turner discussed the benefits of marketing opportunities through signage and branding, as well as proposing a PA system, emergency alert system, and emergency alert signs. She asked if a dog park could be added to either UC Park or Red Horse.

Ms. Putt expressed her opposition to a dog park at either of these parks due to the trend of dogs being left without supervision at the dog park while parents stay with their kids on the playground.

Mrs. Turner used the example of Hardberger Park in San Antonio where the dog park is far away from the playground, forcing dog owners to be present with their dogs in the dog park.

Mr. Luensmann warned that Red Horse residents would not agree to the addition of a dog park.

Ms. Mueller and Ms. Schindler suggested trash cans and complementary doggie bags.

Having made it through half of parks projects, the meeting recessed at 5:00 P.M.

The meeting was reconvened at 5:11 P.M.

Athenian Dog Park was reviewed by Mr. Luensmann. He shared the problem of homelessness in the bathrooms and stated it was being addressed.

Ms. Putt, at the request of Mr. Mateko, reviewed the history of amenities at the dog park. She stated that bleachers, tables, and benches led to inattentive dog owners. This lack of attention led to dog fights and injuries. Due to completely unforeseen weather circumstances, tables and bleachers were badly damaged and rendered unusable. They were removed, and incidents of injury due to inattentive owners decreased. She opined that the decrease of incidents was due to owners being less distracted by socializing at tables and on bleachers while letting their dogs loose in the dog park. She also addressed mulch and grass recommendations for the dog park. She opposed both stating that mulch increases risk of worms in dogs due to inability to clean it thoroughly and grass would not last due to dogs consistently trampling it and leaving it patchy. She expressed her support for keeping dirt as it was easier to clean for the Parks Partners that volunteer once a week to do so on top of Animal Shelter Staff who regularly clean the park.

Mr. Luensmann stated that Staff is working through solution for preventing dirt runoff caused by the slope of the landscape.

Mrs. Turner suggested a dog washing station consisting of a hose and some water in light of the dirt that accumulates on paws. She asked whether limestone benches could be added. She recommended a fence separation to create a park for small dogs and a park for large dogs. She clarified from examples that the small dog park would only consist of small dogs but owners with small dogs could decide to have their dogs in the large dog park. The separation would be for safety.

Mr. Mateko received clarification that the dog park project is for upgrading amenities.

Mrs. Turner continued with specifics on path upgrades.

Mr. Luensmann assured Ms. Tennis and the Commission that rain runoff was being addressed.

Consensus regarding increased amount of trees and lighting was reached.

Mr. Luensmann explained amenities included in the plan for Northlake and opened the floor for suggestions.

Mrs. Turner addressed Mr. Luensmann's statement that a playground would be included. The original plan for the park had been for more natural scenery.

Mr. Luensmann stated that with the development of apartments in the area, a playscape was necessary to provide service to families.

Ms. Tennis asked whether the pier would be accessible.

Mr. Luensmann assured her that the pier and whole trail would be ADA accessible. He added that street parking would be included.

Mrs. Turner asked if a pavilion could host yoga or other activities at this park.

Mr. Luensmann clarified the pavilion location.

Ms. Mueller gained confirmation that horseshoe and cornhole pits were included.

Mr. Luensmann explained to Ms. Putt that the lake would be stocked by the Texas Parks and Wildlife department. He also explained that a spring feeds the pond.

Ms. Eddy confirmed that there was sufficient parking for the park's capacity.

Mr. Luensmann gave an overview of Copano Ridge and asked for suggestions.

Mrs. Turner suggested a traffic garden due to topography of the park.

Ms. Garcia explained that a traffic garden is a bike path for children to learn traffic laws in a safe, risk-free environment.

Mr. Luensmann stated that the location of the traffic garden would be deliberated amongst the PARC. Given there were no further comments on Copano Ridge, he moved on to Remington Park.

Mrs. Turner suggested signage include City branding with the purpose of indicating that the park is a public park.

Marketing parks as public parks through City branding and consistent signage was discussed.

The Summit Park plan was explained by Mr. Luensmann. The park would be a tierist park with parking at the bottom along the floodplain. This park would have unique topography.

Disc Golf was discussed but members agreed it would not work here due to topography limitations.

Mr. Luensmann shared that Veterans Park would have a ribbon cutting for the playscape on August 11th. He shared additions to the park including an amphitheater.

Ms. Eddy reiterated her concern for parking considering expansion of park amenities.

Mrs. Turner gained clarification that there was no PA system.

Ms. Eddy called attention to the need for paver rehabilitation.

Mrs. Turner suggested an archery area given that it is an Olympic sport.

Mr. Luensmann and Ms. Schindler both expressed concern for increased liability.

Ms. Mueller addressed the programming aspect of parks systems and used archery as an example. She stated that many desired amenities, such as sports, senior, and toddler programs, could be fulfilled through parks programs.

Mr. Luensmann and Mrs. Turner discussed possible additions to Meadow Oaks Park if the City bought the old car wash as parks land.

Cimarron park was addressed, and Ms. Eddy asked for more shade. She commented that the playscape was too hot for children to play on.

Consensus was reached by the Commission to attempt to increase shade across all parks.

Mr. Mateko asked those present how wants would be addressed. He cited senior center and skate park wants included in the Plan survey results.

Mr. Ferguson said the senior center wants would be addressed by programming, as was discussed.

Mr. Mateko asked whether these programs would be free or at a charge.

Ms. Mueller said that most programs were a mixture of both.

Ms. Putt stated that the City did not have enough funding to build a senior center. She commented on possible issues that come with owning a senior center as a City and expressed support for senior amenities to be addressed through programming.

Ms. Tennis opined that the Universal City community already has plenty of senior amenities and

programs. She stated these programs only need to be advertised more.

Consensus was reached to investigate the cost of hiring a parks programming/recreation director to address the senior center wants as well as others.

5. COMMISSION MEMBER ITEMS: None.

6. ADJOURNMENT:

With Commissioners' consensus to adjourn and having shared the next meeting would be held on August 22nd, 2023 at 4:00 P.M., Chair Westerfield adjourned the meeting at 6:07 P.M.

Harry Westerfield
Chairperson