

**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 27<sup>th</sup>, 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 6<sup>th</sup> 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 8<sup>th</sup> 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 27<sup>th</sup>, 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 27<sup>th</sup> 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 27<sup>th</sup> 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