



**PARKS + RECREATION COMMITTEE
MARCH 08, 2021 AT 3:00PM
MEETING MINUTES**

IN AN EFFORT TO FACILITATE THE RESPONSE TO CORONAVIRUS DISEASE 2019 (COVID-19), THIS MEETING WILL BE CONDUCTED VIA ZOOM. AN AUDIO OR VIDEO RECORDING OF THE PROCEEDINGS WILL BE MADE AVAILABLE TO THE PUBLIC WITHIN 48 HOURS. MEMBERS OF THE PUBLIC ARE, BY LAW, ALLOWED TO ATTEND MEETINGS OF THE PARKS AND RECREATION COMMITTEE, BUT ARE STRONGLY DISCOURAGED TO DO SO AT THIS TIME.

I. CALL TO ORDER

The meeting of the Parks and Recreation Committee was called to order by Chairperson Richmond at 3:00 p.m. on March 8, 2021.

II. PUBLIC COMMENTS

None

III. ANNOUNCE MEMBERS IN ATTENDANCE

Councilperson Vondell Richmond
Councilperson Karen Reynolds
Councilperson Richard Garrett (arrived late)

IV. DEPARTMENT REPORTS

- Meet New Staff Members

Jennifer Letourneau introduced some of our new staff members to the Committee. John Hotchkiss is the new Athletic Coordinator over Adult Softball, Youth Flag Football, Cheerleading, and Volleyball. Justin Brown is a new Grounds and Facilities Maintenance Technician at Heritage Park. He and his wife just moved here from Texas. Chris Stachewicz is the new Deputy Director overseeing Recreation, Programming, Historical Properties, Aquatics, Athletics, and Special Events. He brings with him over 20 years of experience in the recreation field. Councilperson Richmond welcomed all three of the new employees.

- Human Resources Report

Jennifer Letourneau listed the open positions available including an Event Planning Specialist, Crew Chief, Grounds & Facilities Maintenance Technicians, Facility Managers, Event Support Staff, Gym Assistants, Pro Shop Clerks, Groundskeepers, and Grounds & Facility Maintenance Workers.

- Projects Update

Jennifer Letourneau informed the Committee a grand opening is scheduled on April 24th for the Red River East Trail, at which time the new section will be open to the public. She also mentioned the recent and planned improvements at recreation centers.

Brad Damron spoke about current and future projects at Swan Lake Golf Course including Pro Shop renovations, remodeling the pavilion bathrooms, and revamping the entranceway sign.

Michelle Austin updated the Committee on current maintenance projects including the clean-up after the recent flood event, sandblasting and painting at McGregor Park, new mulch at the playgrounds, and re-skinning of the Heritage Park softball fields.

Councilperson Richard Garrett joined the meeting.

Councilperson Reynolds stated that she had met with Mark Holleman regarding the Greenway and recommended that he make a presentation to the Committee at a future meeting. Jennifer Letourneau offered to do the presentation herself and also pointed out that the Master Plan is available on the Parks and Recreation website.

V. APPROVAL OF ELECTRONIC MEETING

In order to comply with the technical aspects of the Governor's Executive Order regarding holding open meetings in a forum other than in the open and in public, this committee determines that meeting electronically is necessary to protect the health, safety, and welfare of its citizens due to the COVID-19 outbreak.

Councilperson Garrett made a motion to approve the electronic meeting. The motion was seconded by Councilperson Reynolds.

VI. ADOPTION OF MEETING MINUTES

- February 08, 2021

Councilperson Reynolds made a motion to adopt the minutes as presented. Councilperson Garrett seconded the motion and the minutes were adopted.

VII. COUNCIL ACTION

None

VIII. OLD BUSINESS

None

IX. NEW BUSINESS

None

X. ADJOURNMENT

Councilperson Reynolds made a motion to adjourn the meeting. Councilperson Garrett seconded the motion. The meeting was adjourned at 3:20 p.m.

Meeting minutes were prepared by Leigh Harpel.

Minutes were approved via Zoom on April 12, 2021.