



**Community Services  
PARKS AND RECREATION DEPT.  
PARKS BOARD**

**San Marcos Activity Center  
501 E Hopkins  
San Marcos, Texas 78666  
5:30 P.M.**

**Regular Meeting**  
Thursday January 17, 2019

**I. Call to Order**

Meeting was called to order at 5:36pm on Thursday January 17, 2019

**II. Roll Call**

Present: Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins; Richard Shaver, Ryan McGillicuddy

Absent: David Case

Excused:

Staff Present: Drew Wells, Bert Stratemann, Daniel Montemayor

**III. Citizen Comment Period** – (each individual will be limited to 3 minutes; no specific action may be taken on these items)

No comments from citizen period

**IV. Approval of the minutes:** Parks Board December 11 ,2019 minutes

**A motion was made by Parks Board member Maggie Hutchins, second by Parks Board member Diane Phalen to approve the December 11, 2019 minutes with the addition of including existing bylaws and how they could be implemented into the new bylaws. Motion carried by the following vote:**

For 8: - Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins; Richard Shaver, Ryan McGillicuddy

Against: 0

**V. Action Item-** Parks Board Bylaws Approval (Drew Wells)

**A motion was made by Parks Board Member Diane Phalen, second by Parks Board Member Maggie Hutchins to approve the Parks Board Bylaws on January 17, 2019. Motion carried by the following vote:**

For 7: - Frank Contreras, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins; Richard Shaver, Ryan McGillicuddy

Against: 0

Abstain: 1- Bridget Phillips

**VI. Update/ Discussion- Community Services Budgetary- Fee Policy Structure (Melissa Neel/ Drew Wells)**

Drew Wells discussed background information on a new fee policy structure being proposed. Melissa Neel our Assistant Director of Finance introduced a cost recovery pyramid methodology that is structured framework used in establishing fees and driving efficiency across all City resources. Melissa Neel stated that other cities have adopted the methodology with successful results. The methodology standardizes how fees are set across all fee areas, providing consistency and transparency to our community. The methodology defines who receives the benefit (community or individual) and evaluates cost recovery and type of costs. Melissa Neel requested assistance from the Parks and Recreation Advisory Board to work with staff to classify fees within a 1 – 5 level of cost recovery with 1 reflecting exclusively individual and 5 being a community benefit. Drew Wells stated that Park staff will categorize the fees and send out to the Parks and Recreation Board for support and approval.

**VII. Update/ Discussion/ Recommendation- Park Master Plan Prioritization –(Drew Wells/ Halff Associates)**

Halff Associates explained the purpose of today’s meeting is to capture from the Parks Board if there is anything that needs to be shifted to different time frame or if items need to be shifted in the number of priority. Parks Board member Diane Phalen was surprised at finding necessary resources to adequately train on an annual basis multiple targeted staff in irrigation best practices in the 7-8 year range. Parks Board member Richard Shaver recommended shifting the item to the 4-6 year range. Maggie Hutchins asked about PF-5.3 “consider opportunity to re-develop the river park system as set out in the riverfront parks schematic plan” and it is in the time frame of 7-8 years, although it seems quite a few items that would be included in that are ranked in timeframe 1-3 or 4-6 years. Maggie Hutchins stated an example was to improve ADA accessibility. Ryan McGillicuddy asked why PF-5.3 is an action item at all. Matt Bucchin recommended to change the wording to evaluate the river park system as set out in the river schematic plan.

**A motion was made by Parks Board member Margaret Crittenden, second by Parks Board member Ryan McGillicuddy to take PF5.3 “Consider opportunities to redevelop the riverfront park system as set out in the Riverfront Park Schematic Plan out as an action item. Motion carried by the following vote:**

For: 4 -Margaret Crittenden, Ryan McGillicuddy, Bridgett Phillips, Eric Gilbertson

Against: 3- Diane Phalen, Richard Shaver, Maggie Hutchins

Abstain: 1- Frank Contreras

Matt Bucchin identified that adjustments that need to be made include removing it from Chapter 3 and the graphic. The description would be included in the appendix but no reference to the implementation.

**A motion was made by Parks Board member Ryan McGillicuddy, second by Parks Board member Maggie Hutchins, to clarify FF-1.7 title “ Consider establishing a volunteer contribution/ donation box at each trailhead in the City’s greenspace park system” to better reflect what is in the narrative to include voluntary donation and or entrance fee. Motion carried with the following vote:**

For:-8 Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against:-0

**A motion was made by Parks Board member Bridgett Phillips, second by Parks Board member Ryan McGillicuddy to move the time frame of item FF-1.7 to later. Motion carried with the following vote:**

For: 6- Ryan McGillicuddy, Maggie Hutchins, Bridgett Phillips, Eric Gilbertson, Richard Shaver, Margaret Crittenden,

Against: 0

Abstain: 2-Diane Phalen, Frank Contreras

**A motion was made by Parks Board member Eric Gilbertson, second by Parks Board member Bridgett Phillips to make FF-1.7 to two separate actions to include considering a voluntary donation box and a separate action to consider establishing a fee at each trailhead with timeframe 1-3 years for a voluntary donation and 7-8 years for establishing a fee. Motion carried with the following vote:**

For:- 8 Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against:-0

**A motion was made by Parks Board member Bridgett Phillips , second by Parks Board member Richard Shaver to change the wording of PF-5.5 to increase the number of available parking spaces for the city’s river front park system. Motion carried with the following vote:**

For: 8- Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against:-0

**A motion was made by Parks Board member Maggie Hutchins, second by Parks Board member Ryan McGillicuddy to delete PF5.12 “Charge an entrance fee to use the San Marcos River”. Motion carried with the following vote:**

For: 8- Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against:-0

Parks Board member Maggie Hutchins commented on page 152, item # 47 stated timeframe should be earlier to consider evaluating opportunities for properties for new parks and addressing flood mitigation since it is already happening.

**A motion was made by Parks Board member Ryan McGillicuddy, second by Parks Board member Bridgett Phillips to restate item #21 on page 151 to consider development of a dog park on east side . Motion carried with following vote:**

For: 8- Frank Contreras, Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against: 0

**A motion was made by Parks Board member Margaret Crittenden, second by Parks Board member Diane Phalen to approve the prioritization with the proposed amendments as an accurate reflection of the Parks Board thoughts. Motion carried with the following vote:**

For: -7 Bridgett Phillips, Margaret Crittenden, Eric Gilbertson, Diane Phalen, Maggie Hutchins, Richard Shaver, Ryan McGillicuddy

Against:-0

Absent: 1 Frank Contreras

**VIII. Discussion-** Questions and Answers about monthly reports

No questions about monthly reports

**IX. Recommendation-** Agenda Requests for next meeting

Budgetary Support Letters

**X. Question and Answers with Press and Public**

No questions from Press and Public

**XI. Adjournment**

**Meeting was adjourned at 7:55pm**



Parks Advisory Board Chairman



Facilities/Events Coordinator

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