

**Notice of Meeting for the
Parks and Recreation Advisory Board
of the City of Georgetown
February 14, 2019 at 6:00 PM
at 1101 N. College Street, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to Order - Jim Hougnon, Parks and Recreation Advisory Board Chair
- B Roll Call - Jim Hougnon, Parks and Recreation Advisory Board Chair
- C Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director
- D Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Boardmember
- E Project Updates and Staff Report - Eric Nuner, Assistant Parks and Recreation Director
- F Discussion regarding proposed changes to Section 6.06, Common Amenity Area, Section 8.02, Tree Preservation and Protection, and Section 13.08, Parkland, of the Unified Development Code (UDC) regarding Parkland Dedication requirements - Kimberly Garrett, Parks and Recreation Director

Legislative Regular Agenda

- G Consideration and possible action to recommend amending Chapter 12.40 of the City of Georgetown Code of Ordinances, regarding City Cemeteries, and adding Chapter 12.41 to the City of Georgetown Code of Ordinances, regarding City Columbaria. - Kimberly Garrett, Parks and Recreation Director
- H Consideration and possible action to recommend the annual approval of the Ordinance establishing standards of care that exempts the after-school and summer recreation programs from state licensing requirements. - Eric Nuner, Assistant Parks and Recreation Director
- I Consideration and possible action to approve minutes from the January 10, 2019 meeting - Jill Kellum, Administrative Supervisor

Adjournment

Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair

CERTIFICATE OF POSTING

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public at all times, on the _____ day of _____, 2019, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Parks and Rec Advisory Board
February 14, 2019

SUBJECT:

Project Updates and Staff Report - Eric Nuner, Assistant Parks and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Eric Nuner, Assistant Director of Parks and Recreation

ATTACHMENTS:

	Description	Type
□	February 2019 Project Updates	Backup Material

Parks and Recreation

Capital Improvement Projects – February 2019

Garey Park – Staff is working with Prime Construction to complete punch list items at this time. Ongoing.

San Gabriel Park Phase II– All road construction, paving and parking has been completed. Demolition is at 100%. Trails are being constructed and pavilion pads are at 95% installed. Small pavilions have been installed, painted and roofing is being installed. Steel framework for the restroom and large pavilion has been erected. Water lines are at 80% and electrical conduit has been installed. Site cleanup and grading is ongoing. Revegetation will begin in select areas in the next week.



Water line installation



Large pavilion frame work



Restroom Frame Work

Trail Reconstruction – 2018 phase II reconstruction of the San Gabriel River Trail is scheduled to be completed in summer of 2019. Staff is assessing current conditions for ADA compliance. The project is being considered as an addition to the Phase II San Gabriel project. No change.

2019 CIP Projects

VFW Park Parking Lot – The parking lot is currently under construction. Subgrade and base material have been completed. Curbing is being formed and will be poured the week of February 11th.



VFW Parking Lot Construction

Berry Creek Neighborhood Park – Staff will be scheduling public input meeting with residents to gather input for future development of the park. No change.

Kelly Park – Renovations through the Capital Repair and Replacement Fund. Public input will be gathered prior to construction. No change.

84 Lumber Park - Staff will start the public input process to gather information for design. Currently researching railroad right of way which bisects the property.

City of Georgetown, Texas
Parks and Rec Advisory Board
February 14, 2019

SUBJECT:

Discussion regarding proposed changes to Section 6.06, Common Amenity Area, Section 8.02, Tree Preservation and Protection, and Section 13.08, Parkland, of the Unified Development Code (UDC) regarding Parkland Dedication requirements - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

Parkland dedication is one of the many standards a municipality may impose for all residential subdivisions and development of land within its jurisdiction to promote the health, safety, morals, or general welfare, as well as the safe, orderly, and healthful development of the municipality. This is accomplished by ensuring that new residential development is adequately served by essential public facilities and services, including park and recreational facilities. Development seeking or requiring public facilities must be in accordance with the Comprehensive Plan, to include the Parks Master Plan and Regional Trail Master Plan, and meet the minimum standards of the Unified Development Code (UDC).

To continue with these goals and policies, the City Council directed staff to review and update the UDC's standards and current parkland dedication requirements as part of the 2016 and 2018 UDC Annual Review processes. The purpose of this amendment is to incorporate needed changes and recommendations from the Parks and Recreation Advisory Board and the Unified Development Advisory Committee (UDCAC) to ensure consistency with the Parks Master Plan.

Proposed Amendments:

Proposed changes to the UDC include an increase in the fee in lieu of parkland dedication fee to reflect real land values; inclusion of a park improvement fee so that the cost of building the park is on the residential developer rather than the City; and allowing partial credit for private neighborhood parks meeting certain criteria. Attachment 1 outlines a summary of the proposed UDC amendments.

The purpose of this item is to update the board on the proposed amendments to the UDC, which are summarized in Attachment 1 and drafted in Attachment 2. Changes to the previous version are identified in strikethrough for deleted language, and underlined for added language.

The parkland dedication subcommittee met on February 4th and provided updated comments. This same information will be presented to the UDCAC on February 13th.

Proposed timeline is as follows:

February 28th - Open House

March - Parks Board and UDCAC final draft & Post on web for final comment

April 10th - UDCAC action

April 16th - P & Z

April 23rd - CC First Reading

May 14th - CC Second Reading

FINANCIAL IMPACT:

None

SUBMITTED BY:

Kimberly Garrett, Parks and Recreation Director

ATTACHMENTS:

	Description	Type
▣	Draft Amendment	Backup Material
▣	Summary of proposed changes	Backup Material

SECTION 6.06. - COMMON AMENITY AREA

Sec. 6.06.010. - Applicability.

The provisions of this Section apply to:

A. ~~Townhouses;~~

~~B.—Attached or detached~~ multifamily development;

~~C.B.~~ Manufactured housing parks; and

~~D.C.~~ Any development type where three or more ~~than two~~ dwelling units are located on ~~the same a single lot or~~ parcel, with each dwelling unit located in a structure with three or more dwelling units.

SECTION 8.02. - TREE PRESERVATION AND PROTECTION

Sec. 8.02.050. - Tree Preservation Incentives and Priorities.

A. Tree Preservation Incentives.

2. Parkland Dedication Credit.

The ~~p~~Parkland dedication requirement, ~~detailed in Section 13.05 of this Code,~~ may be reduced if a Heritage Tree is saved within the dedicated Parkland ~~area~~lot in accordance with Section 13.08 of this Code, subject to approval by the Parks and Recreation Director. ~~The parkland dedication credit will be a 15-dwelling unit reduction in the number of units used to calculate the parkland dedication requirement for each Heritage Tree saved within the parkland. Trees counted towards this credit shall have their entire CRZ located within the parkland area. Heritage Trees within the 100-year floodplain do not count toward this credit.~~

SECTION 13.08. – PARKLAND

Note: Section 13.08, Parkland, is being revised in its entirety and replaced with a new Section 13.08, Parkland.

Sec. 13.08.010. - Purpose

The purpose of this Section is to provide parks, open spaces, and trails that implement the Georgetown Parks, Recreation and Trails Master Plan. The Georgetown City Council has determined that parks, open spaces and trails are necessary and in the public welfare, and that the adequate procedure to provide for same is by integrating standards into the procedures for planning and developing property.

Sec. 13.08.020. - Applicability

The provisions of this section shall apply to the development of a tract of land for any residential use of five (5) or more lots or dwelling units within the city limits and the extraterritorial jurisdiction (ETJ). For the purposes of this Section, lots and dwelling units are interchangeable for determining the Parkland dedication requirements.

Sec. 13.08.030. - Requirements for Parkland Dedication

A. Dedication of Public Parkland Required.

1. A developer of a tract of land for residential use of five (5) or more lots shall set aside and dedicate to the public sufficient and suitable land for the purpose of public Parkland.

2. The minimum acreage of Public Parkland required shall be as follows:

- ~~a. equal to~~ For development with one (1) or two (2) dwelling units on a lot: one (1) acre for each ~~fifty (50)~~ eighty (80) dwelling units, or fraction thereof.
- ~~a.~~ b. For development with three (3) or more dwelling units on a lot: one (1) acre for each one hundred ten (110) dwelling units, or fraction thereof.

~~2.~~ 3. The land to be dedicated shall form a single lot with a minimum area of three (3) acres.

~~3.~~ 4. Exemptions.

- a. When two (2) or more, but less than three (3), acres of land would be required to satisfy the Public Parkland dedication requirements, the Parks and Recreation Director may approve parkland less than three (3) acres if it is determined that it would be in the public interest, and/or accept a financial contribution in lieu of dedication of public Parkland to meet the dedication requirements of this Section.
- b. A developer shall make a financial contribution in lieu of dedication of public Parkland when:

- i. No portion of ~~The~~ tract of land is located ~~completely~~ within the ~~ETJ~~ city limits.
 - ii. A developer proposes to develop one hundred (100) or fewer lots and where no future phasing is proposed.
 - iii. Less than two (2) acres of land would be required to satisfy the Parkland dedication requirements.
- c. The rate required for the financial contribution shall be in accordance with the adopted fee schedule. The fee shall be reviewed on annual basis to ensure accuracy and value.

€B. Park Development Fee

1. In addition to the dedication of Public Parkland or fee-in-lieu, a developer shall pay a Park Development Fee to ensure that the public Parkland will be sufficiently developed for park use.
2. The amount for the Park Development Fee shall be in accordance with the adopted fee schedule and based on the level of service for the public Parkland.
3. ~~Exemptions~~ Alternative Standards.
 - a. When two (2) or more acres of land are proposed to satisfy the Parkland dedication requirements, ~~t~~The Parks and Recreation Director may consider a proposal from an applicant to construct ~~recreational amenities~~ park improvements on Public Parkland in lieu of paying, in whole or in part, the Park Development Fee.

b. Park improvements shall include the minimum number of facilities listed in Table 13.08.030.C.3.b:

Table 13.08.030.C.3.b

<u>Parkland Acreage</u>	<u>Minimum number of facilities</u>
<u>3 or less</u>	<u>4</u>
<u>4-6</u>	<u>5</u>
<u>7-9</u>	<u>6</u>
<u>10 or more</u>	<u>7</u>

~~b.c. Recreational amenities~~ Park improvement facilities shall ~~include four (4) or more of the following facilities~~ be selected from those listed below:

- i. Age appropriate playground equipment with adequate safety surfacing around the playground.
- ii. Unlighted practice fields for baseball, softball, soccer, and football.
- iii. Unlighted tennis courts.
- iv. Lighted or unlighted multi-purpose courts for basketball and volleyball.
- v. Improved multiuse green space~~Active areas for unorganized play.~~
- vi. Picnic areas with benches, picnic tables and cooking grills.
- vii. Shaded pavilions and gazebos.
- viii. Jogging and exercise trails.
- ~~viii.~~ix. Other facilities as approved by the Parks and Recreation Director.

~~e.d.~~ When construction of ~~recreational amenities~~park improvements is proposed, all ~~recreational amenities~~park improvements shall comply with the Parks Master Plan, Section 13.08.040 of this Code, and applicable City regulations.

~~D.C.~~ C. Credit for Private Parks

1. Where privately-owned and maintained parks or other recreational facilities with non-exclusive private amenities are proposed for a single-family, two-family, townhome, or detached multi-family residential ~~subdivision~~development, the ~~Parks and Recreation Board~~Parks and Recreation Director, after recommendation from the ~~Parks and Recreation Director~~Parks and Recreation Board, may grant a credit of up to fifty percent (50%) of the required Public Parkland dedication and Park Development Fee.
2. Privately-owned and maintained parks or other recreational facilities shall meet the following minimum standards:
 - a. The park or recreational facility shall have a minimum lot area of two (2) acres; and
 - b. The park or recreational facility shall include ~~two (2) or more of~~ the minimum number and type of facilities outlined in subsection 13.08.030.~~EB.3~~; and
 - c. The park or recreational facility shall comply with the Parks Master Plan, subsection 13.08.040, and other applicable City regulations.

3. Privately-owned and maintained parks or other recreational facilities for a single-family, two-family, ~~or townhome~~, or detached multi-family subdivision shall be identified on the Subdivision Plat as a private open space lot.
4. Privately-owned and maintained parks or other recreational facilities shall be owned and managed by a mandatory Homeowners Association (HOA), or similar permanent agency, and subject to restrictive covenants that state the following:
 - a. The land shall be utilized for Parkland or open space in perpetuity.
 - b. Each property owner within the subdivision encumbered by the restrictive covenants shall be required to pay dues and/or special assessments for the maintenance of the private park or recreational facility.
 - c. If the responsible agency dissolves, cannot fulfill its obligations or elects to sell, transfer or otherwise divest itself of the land, the City shall have the right of first refusal on acquiring the property. If the City elects to acquire the land, said land shall be transferred at no cost to the City and in accordance with Section 13.08.050, Method of Dedicating Parkland, ~~below~~.
 - d. The cessation of the privately-owned and maintained park or other recreational facility shall be prohibited until such time as the declarant cedes control of the responsible agency to purchasers of properties within the subdivision, and then only upon amendment to the restrictive covenants approved by $\frac{3}{4}$ of the members of the responsible agency.

ED. Credit for Heritage Trees Preservation

1. The parkland dedication requirement may be reduced if a Heritage Tree is saved within the dedicated Parkland lot ~~in accordance with Section 8.02.050.A.2 of this Code~~; however, ~~in no circumstance shall~~ the required Parkland lot shall not be less than three (3) acres, unless the Parks and Recreation Director determines it to be in the public interest.
2. The Parkland dedication credit shall be a 15-dwelling unit reduction in the number of units used to calculate the Parkland dedication requirement for each Heritage Tree preserved within the Parkland lot.
3. Heritage trees counted towards this credit shall have their entire critical root zone (CRZ) located within the Parkland lot.
4. Heritage trees within the 100-year FEMA or calculated floodplain shall not count towards this credit.

Sec. 13.08.040. – Location, Site and Development Standards for Public Parkland.

- A. Any land to be dedicated to meet the requirements of this Section shall be suitable for public parks and recreational activities as determined by the Parks and Recreation Director, and comply the following standards and requirements:
1. The Parkland lot shall be centrally located within the development, when practicable. Where existing or accepted public Parkland is located adjacent to the development, the Parkland lot may abut the existing or accepted public Parkland provided it results in the creation of a larger park as approved by the Parks and Recreation Director.
 2. In unique circumstances, as approved by the Parks and Recreation Director, a developer may propose dedication of land located outside the development boundary to meet the provisions of this Section. In this event, the land proposed to be dedicated shall be located within the same Benefit Zone as the development, and the value of the land shall be equal to the land or fee-in-lieu of land that would be dedicated within the development.
 3. Where a residential subdivision is proposed to be developed in phases, the Parkland lot shall be located within the first phase of the development. ~~When~~ If the required public Parkland is ~~not included in~~ proposed to be outside of the first phase, the first phase may be approved provided that fee-in-lieu of dedication is paid for the number of lots within that phase. In this event, the fee paid may be credited towards the required Park Development Fee for the subsequent phase(s) of the development.
 4. The Parkland lot shall have a minimum lot width and street frontage of two hundred (200) feet. When practicable, the Parkland lot shall be a corner or multi-frontage lot with a minimum street frontage of two hundred (200) feet on two (2) streets.
 5. The Parkland lot shall only be located along street(s) where on-street parking may be accommodated on both sides of the street.
 6. A minimum of fifty percent (50%) of the Parkland lot shall not exceed a twenty percent (20%) grade. A slope analysis exhibit shall be provided to the Parks and Recreation Director.
 7. Areas within the FEMA or calculated 100-year floodplain may be dedicated in partial fulfillment of the dedication requirement not to exceed fifty percent (50%). When area within the floodplain is proposed to be dedicated, a minimum of two (2) acres of land, with a minimum width of one hundred (100) feet, shall be located outside the floodplain to satisfy the Parkland dedication requirements.
 8. Parkland lots with the following conditions shall not be accepted unless approved by the Parks and Recreation Board:

- a. The lot is primarily accessed by a cul-de-sac.
 - b. The lot is hindered by utility easements or similar encumbrances that make development of the land unfeasible. This does not include required public utility easements ~~located along the property lines~~ pursuant to Section 13.03 of this Code.
 - c. The lot is encumbered by sensitive environmental species or habitat areas.
 - d. The lot contains stormwater facilities. Where stormwater facilities are proposed, stormwater facilities must be designed as a park amenity.
9. ~~Utilities.~~—A minimum of two-inch water service line and six-inch gravity wastewater service line shall be provided at one of the property lines in a location approved by the Parks and Recreation Director.
10. ~~Access.~~—Sidewalks in accordance with Section 12.07 of this Code shall be provided along all street frontages.

B. Alternative Site and Development Standards

1. Alternative design standards for public Parkland may be proposed and submitted to the Parks and Recreation Director, provided the intent of the requirements of this Section are met.
2. Prior to submitting an application for development, the Applicant shall complete the following:
 - a. Provide a letter to the Parks and Recreation Director that details the alternative design for Parkland dedication and why it is equal to or better than the minimum standards; and
 - b. Conduct a site visit with the Parks and Recreation Director to review the proposal.
3. The Parks and Recreation Director shall review the alternative design based on Section 13.08.030, Requirements for Parkland Dedication, and Section 13.08.040, Design Standards for Parkland, of this Code and ~~make a recommendation~~ present the proposed alternative design to the Parks and Recreation Board for a recommendation to the Parks and Recreation Director.
4. The Parks and Recreation ~~Board~~ Director shall ~~consider the alternative design and~~ approve, approve with conditions, or ~~deny~~ disapprove the request.

~~5. The applicant may appeal the decision of the Parks and Recreation Board to the City Council. The decision of the City Council shall be considered final.~~

13.08.050. Method of Dedicating Parkland

A. Land to be dedicated for public Parkland shall be identified on the Preliminary Plat, Final Plat, and Subdivision Construction Plans. When construction of ~~recreational amenities~~park improvements and/or private parks is proposed, all amenities shall be identified on the Subdivision Construction Plan or Site Development Plan, as applicable. Fiscal surety in the amount equal to the Park ~~Development~~Improvement Fee shall be provided prior to approval of Subdivision Construction Plan or Site Development Plan, as applicable, for the ~~recreational amenities~~park improvements on public Parkland.

B. Prior to acceptance of the public Parkland, the following conditions shall be met:

1. Land shall be in good condition, including the removal of all debris and dead plant materials, and utility services, sidewalks and other public improvements installed. Any land disturbed by activities not related to park development shall be restored and the soil stabilized in a method approved by the Parks and Recreation Director in accordance with the requirements of this Code.

2. Parkland Development Fee shall be paid. When construction of ~~recreational amenities~~improvements on the public parkland is approved, ~~recreational amenities~~park improvements shall be constructed and accepted by the City at the time of acceptance of all other public improvements, when required, or final site inspection.

C. Prior to recordation of the Final Plat, the following conditions shall be met:

1. Land accepted for dedication under the requirements of this Section shall be conveyed by warranty deed, transferring the property in fee simple to the City of Georgetown, Texas, and shall be free and clear of any mortgages or liens at the time of such conveyance.

2. A copy of the warranty deed and other Parkland dedication documents as outlined in the Development Manual shall be provided to the Parks and Recreation Director.

D. When financial contribution in lieu of dedication of public Parkland is approved as meeting the requirements of this Section, no Final Plat may be recorded or Site Development Plan approved, as applicable, until payment has been accepted by the City.

13.08.060. Park Fund Established

A. A separate fund entitled "Park Fund" has been created to hold in trust money paid to be used solely and exclusively for the purpose of purchasing and/or improving public parks and

recreational lands, and shall not be used for maintaining or operating park facilities or for any other purpose.

- B. Where ~~fees~~ financial contribution ~~are~~ is received in lieu of land dedication, the ~~fees~~ financial contribution and Park Development Fee shall be expended on a neighborhood park located in the Benefit Zone where the development is located. In the event there is not a suitable neighborhood park within the benefit zone, the ~~fees~~ amount collected shall be expended on the closest community park or regional park.
- C. The City Council, based upon the recommendations of the Parks and Recreation Board, shall determine whether there are sufficient funds to acquire public Parkland and/or construct improvements. In making a determination for the acquisition of land, the conditions of Section 13.08.040 shall be taken into consideration.
- D. **Benefit Zones.** Funds shall be expended within the eligible Benefit Zones ~~for each park type~~ as shown in ~~Table 13.08.040.B and~~ Figure 13.08.0640.~~€D~~.

~~*{Insert Table 13.08.040.B Park Types}*~~

~~*{Insert Figure 13.08.0460.~~€D~~ Parkland Benefit Zones}*~~

- E. Any ~~fees~~ financial contribution paid in-lieu of the Parkland dedication requirements must be expended by the City within ten (10) years from the date received. If the City does not expend the ~~fee~~ financial contribution by the required deadline, the owners of the property may request a refund in the following manner:
 - 1. The owners of such property must request in writing to the City such refund within one (1) year of the entitlement or such right shall be waived. Refunds shall be paid by the City within ninety (90) days of the filing of the request.
 - 2. A refund may only be provided for the unbuilt lots for which a fee-in-lieu of dedication was paid.

Summary of proposed changes to Parkland Dedication Requirements (UDC Section 13.08)

As of February 8, 2019

UDC Section	General Topic	Requirement	Current UDC Requirement	Proposed UDC Change
13.08	Parkland Dedication	Land dedication	1 acre/50 units	1 acre/110 units for MF 1 acre/80 units for SF Based on LOS in Parks Master Plan (5 acres for 1,000 residents)
13.08	Parkland Dedication	Dedication of parkland	City required to accept parkland if over 3 acres	City – 3 acres or more, must dedicate land 2-3 acres, option to accept as approved by the Parks and Recreation Director Less than 2 acres, fee in lieu. ETJ – fee in lieu
13.08	Parkland Dedication	Parkland Fee in lieu of land dedication	\$200/unit for MF \$250/unit for SF	\$500 per unit for both SF and MF Fee per unit to be determined based on median land value of \$52,000/acre for a 3-acre neighborhood park (minimum required)
13.08	Parkland Dedication	Parkland Improvement Fee	Not Applicable	SF – \$1,500 per unit or install improvements. MF – Fee to be determined based on gross density. Fee per unit to be determined based on estimated cost of construction to develop a 3-acre neighborhood park consistent with the Parks Master Plan (minimum required). Option to develop the park based on minimum criteria as approved by the Parks and Recreation Director
13.08	Parkland Dedication	Private Park Credit	Not Applicable	Up to 50% credit provided certain criteria are met.
13.08	Parkland Dedication	Design Standards		Parkland may not be accepted when: <ul style="list-style-type: none"> • Accessed primarily by cul de sac

Added language is [underlined](#)

Deleted language is ~~strikethrough~~

UDC Section	General Topic	Requirement	Current UDC Requirement	Proposed UDC Change
				<ul style="list-style-type: none"> Encumbered by utility easements Encumbered by sensitive environmental features <u>The lot contains stormwater facilities. Unless approved by the Parks and Recreation Director followed by a recommendation from the Parks Advisory Board.</u>
13.08	Parkland Dedication	Floodplain	Along SG River – partial fulfilment – could be 99% All others – up to 50%	Up to 50%, with at least 2 acres out of floodplain – must have 200 feet of street frontage
13.08	Parkland Dedication	Parkland Approval	Parks Board recommends to P&Z and City Council	Meets requirements, the Director can approve. <u>Alternative Design may be approved by the Director following recommendation by the Parks and Recreation Board.</u> Additional language consistent with current practice. Appeal decision to Parks Board.
13.08	Parkland Dedication	Park Benefit Zones	19 zones	4 benefit zones – direct benefit to service area or used in a community or regional park
13.08	Parkland Dedication	Parkland Fund	Expend funds in 5 years	Expend funds in 10 years

Added language is underlined
Deleted language is ~~strikethrough~~

City of Georgetown, Texas
Parks and Rec Advisory Board
February 14, 2019

SUBJECT:

Consideration and possible action to recommend amending Chapter 12.40 of the City of Georgetown Code of Ordinances, regarding City Cemeteries, and adding Chapter 12.41 to the City of Georgetown Code of Ordinances, regarding City Columbaria. - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

With the recent completion of the Columbarium, an ordinance needed to be established to create guidance on administration and regulations. While creating the new ordinance for the columbarium, there were amendments to the cemetery ordinance that also needed to be made to ensure consistency in hours and operation. These two ordinances are scheduled for 1st reading at the February 26th City Council meeting.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Kimberly Garrett, Parks and Recreation Director

City of Georgetown, Texas
Parks and Rec Advisory Board
February 14, 2019

SUBJECT:

Consideration and possible action to recommend the annual approval of the Ordinance establishing standards of care that exempts the after-school and summer recreation programs from state licensing requirements. - Eric Nuner, Assistant Parks and Recreation Director

ITEM SUMMARY:

Chapter 42 of the Texas Human Resource Code is established to regulate certain facilities, homes, and agencies that provide child care services. The purpose of the standards of care established in this chapter is to protect children who participate in City of Georgetown after-school and summer recreation programs. The Department of Family and Protective Services (DFPS) is the agency tasked with enforcement of this law.

Subchapter C. Sec 42.041, (b), (14) exempts:

“Elementary-age (ages 5-13) recreation programs operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.”

This ordinance establishes the standards of care requirements set forth by Chapter 42 of the Texas Human Resource Code after a public hearing. The standards are intended to be minimum standards by which the Georgetown Parks and Recreation Department will operate its youth recreation programs. These programs are recreation in nature and are not child care programs.

The Georgetown Parks and Recreation Department previously developed similar department minimum standards for recreation programs. Therefore, the minimum standards set forth in Exhibit A will create no additional staffing or financial burden to the City. Additionally, it will not impact the effected recreation program fees.

This ordinance was first adopted in 2015. It expires one year after its effective date and must be submitted to City Council for re-adoption no later than April 1st of each year.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Eric Nuner, Assistant Parks and Recreation Director

ATTACHMENTS:

	Description	Type
📄	Ordinance Final	Backup Material
📄	Exhibit A Final	Backup Material
📄	Redline	Backup Material

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF GEORGETOWN, TEXAS, ADOPTING CHAPTER 8.40 OF THE CODE OF ORDINANCES RELATING TO ESTABLISHING MINIMUM STANDARDS OF CARE FOR YOUTH RECREATION PROGRAMS; PROVIDING A SEVERABILITY CLAUSE; REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City's Parks and Recreation Department has determined that certain minimum standards of care are necessary to health, safety, and welfare of individuals participating in youth recreation programs; and

WHEREAS, the State of Texas Human Resources Code Chapter 42 exempts certain after-school and summer recreation programs from state licensing requirements as identified in Subsection 42.041(14) stating "an elementary-age (ages 5-13) recreation program operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility;" and

WHEREAS, the City Council, at a meeting on _____, held a public hearing prior to adopting Chapter 8.40 of the Code of Ordinances regarding Standards of Care for Youth Recreation Programs; and

WHEREAS, the City Council of the City of Georgetown finds it to be in the best interest of the citizens of Georgetown to adopt Chapter 8.40 of the Code of Ordinances regarding Standards of Care for Youth Recreation Programs.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF GEORGETOWN, THAT:

SECTION 1. The facts and recitations contained in the preamble of this ordinance are hereby found and declared to be true and correct, and are incorporated by reference

herein and expressly made a part hereof, as if copied verbatim. The City Council hereby finds that this Ordinance implements the vision, goals, and policies of the Georgetown 2030 Comprehensive Plan and further finds that the enactment of this ordinance is not inconsistent or in conflict with any other policies or provisions of the 2030 Comprehensive Plan.

SECTION 2. It is hereby determined upon the basis of requirements set forth in the Texas Human Resource Code, the City of Georgetown shall be exempt from Texas Child Care Services regulations.

SECTION 3. Chapter 8.40 of the Code of Ordinance of the City of Georgetown is hereby amended in its entirety and shall provide as shown in Exhibit "A."

SECTION 4. All ordinances and parts of ordinances that are in conflict with this ordinance are hereby repealed, and are no longer of any force and effect.

SECTION 5. If any provision of this ordinance or application thereof to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

SECTION 6. The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This ordinance shall become effective in accordance with the provisions of state law and the City Charter of the City of Georgetown.

PASSED AND APPROVED on FIRST READING on this ___ day of _____, 2019.

PASSED AND APPROVED on SECOND READING on this ___ day of _____, 2019.

ATTEST:

CITY OF GEORGETOWN, TEXAS

Robyn Densmore, City Secretary

By: _____
Dale Ross, Mayor

APPROVED AS TO FORM:

Charlie McNabb, City Attorney

Exhibit A

*Code of Ordinances
Adopting Chapter 8.40*

Sec. 8.40. - Standards of Care for Youth Recreation Programs.

Sec. 8.40.010. - Definitions.

- A. "Camp Program Staff" means a person responsible for the direct care or supervision of participants, including volunteers and contractors. The term excludes a person whose primary duties include administration, clerical support, or facility maintenance.
- B. "Department" means the Parks and Recreation Department.
- C. "Director" means the director of the Parks and Recreation Department.
- D. "Designee" means a person appointed by the director to act on the director's behalf.
- E. "Facility" means a building or improvement operated or used by the department in conducting a recreational program.
- F. "Participant" means a child age 5 to 13 years old that is enrolled in a recreational program and is under the supervision of department staff.
- G. "Recreational Program or Program" means a fee-based children's program or activity offered and supervised by the department that requires a participant to enroll or register to participate.
- H. "Staff" means a person who is employed by the department to work in a recreational program.
- I. "Parent" means legal guardian of a participant.

Sec. 8.40.020. - Purpose.

The purpose of the standards of care established in this chapter is to protect children who participate in City of Georgetown after-school and summer recreation programs. The standards of care set forth in this chapter are intended to be the minimum standards by which the Georgetown Parks and Recreation Department will operate its youth recreation programs which are recreational in nature and not designated as child care programs.

Sec. 8.40.030. - Participant and Camp Program Staff Ratios.

- A. Camp programs shall have no greater than a 10/1 ratio of participant to camp program staff for children 0-4 years of age.

- B. Camp programs shall have no greater than a 15/1 ratio of participant to camp program staff for children 5-9 years of age.
- C. Camp programs shall have no greater than a 17/1 ratio of participants to camp program staff for children 10-13 years of age.
- D. Each participant should have a program employee who is responsible for him or her and who is aware of details of the participant's habits, interests, and any special problems as identified by the participant's parents during the registration process.

Sec. 8.40.040. - Minimum Camp Program Staff Qualifications.

- A. Camp program staff must be at least 16 years of age.
- B. At least 50% of camp program staff must possess certification from a nationally recognized body in
 - 1. First Aid; and
 - 2. Community CPR or equivalent
- C. Camp program staff must complete a camp program staff orientation including but not limited to:
 - 1. An overview of the City of Georgetown's Standards of Care; and
 - 2. Policies including discipline, guidance, and the release of participants; and
 - 3. An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility of reporting these; and
 - 4. The procedures to follow in handling emergencies including but are not limited to: fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult; and
 - 5. The use and locations of fire extinguishers and first aid equipment.

Sec. 8.40.050. - Employment Restrictions

- A. Criminal background checks will be conducted on prospective camp program staff. The following convictions, including deferred adjudication and pretrial diversions, regardless of when the conviction occurred will render applicants ineligible for participation with Georgetown Parks and Recreation Camp Programs:
 - 1. Any drug distribution activity, including misdemeanor or felony
 - 2. Rape
 - 3. Aggravated Assault
 - 4. Child Abuse or Molestation
 - 5. Murder
 - 6. Kidnapping
 - 7. Or any other felony or crime involving moral turpitude, which involves acts of physical violence
- B. The following convictions within 10 years from the date of application for employment will render applicants ineligible for participation with Georgetown Parks and Recreation Camp Programs:

1. Any drug related activity, including misdemeanor or felony
2. Assault
3. Any other felony or crime involving moral turpitude which does not involve acts of physical violence

Sec. 8.40.060. - Minimum Building Standards.

- A. The facility and equipment used do not present any known fire, health, or safety hazards and are kept free of accumulations of objectionable debris.
- B. The facility shall be subject to an annual safety inspection.
- C. The facility shall reasonably be kept free of insects, rodents, and stray animals.
- D. Facility buildings shall maintain clearly marked emergency exits.
- E. A disaster and evacuation procedure shall be posted at the facility.
- F. First-aid kits and infection control kits shall be available at the facility and taken to other locations at which the participants are engaged in program activities.
- G. First-aid guidelines shall be on file and available at the facility.
- H. The facility shall have a sufficient number of restrooms maintained in good repair and equipped for independent use by children and designed to permit staff supervision as needed.

Sec. 8.40.070. - Minimum Health and Safety Standards.

- A. A participant who is ill or injured shall be supervised until the participant is released to a parent or other authorized person.
- B. A participant whose illness or medical condition requires a degree of supervision by staff that would compromise the health or safety of the other participants shall be kept separate from the other participants until the participant is removed from the facility.
- C. A participant whose illness or medical condition prevents the participant from comfortably participating in program activities or places other participants at risk may not be admitted or readmitted to the facility for the duration of the illness or condition.
- D. A staff member may not administer medication to a participant without a written parental medication authorization. Staff may not knowingly administer medication that is not in its original container or that is past the expiration date on the container.
- E. A staff member may not administer an amount of medication that is inconsistent with the prescribed dosage and parental direction. A staff member shall return the unused medication to the parent on the last program day.

F. Medication should be kept in a secured location that is not accessible by participants.

G. A staff member shall maintain a medication and first aid log.

Sec. 8.40.080. - Mechanisms for Monitoring and Enforcing Standards.

The director or designee shall monitor the camp programs for performance. Compliance with these standards will be a factor in rating the performance of the youth program.

Sec. 8.40.090. - Review.

This Chapter will expire one year after its effective date.

Sec. 8.40.100. - Recommendation for Amendment or Re-Adoption.

No later than April 1 of each year the director or designee shall recommend to the City Council adoption of the local standards of care.

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Deleted: exempt City of Georgetown after-school and summer recreation programs from state licensing requirements.

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Deleted: Installing

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City of Georgetown, Texas
Parks and Rec Advisory Board
February 14, 2019

SUBJECT:

Consideration and possible action to approve minutes from the January 10, 2019 meeting - Jill Kellum, Administrative Supervisor

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

ATTACHMENTS:

	Description	Type
□	January 10, 2019 meeting minutes	Backup Material

**Minutes of the Meeting of the
Parks and Recreation Advisory Board
City of Georgetown, Texas
January 10, 2019**

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to Order - Jim Hougnon, Parks and Recreation Advisory Board Chair

Meeting was called to order by Jim Hougnon at 6:05 pm.

B Roll Call - Jim Hougnon, Parks and Recreation Advisory Board Chair

Jim Hougnon, Danelle Houck, Larry Gambone, Katherine Kainer, Scott Macmurdo, Wayne Beyer, Michael Simpson

Staff: Kimberly Garrett, Jill Kellum, Madison Haynie

C Parks and Recreation staff member introduction and presentation - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett introduced Madison Haynie, Recreation Specialist located at Garey Park. Madison Haynie stated she has a degree in recreation, park and tourism sciences from Texas A & M. She stated she oversees the gatehouse at Garey Park which is the front office and she supervises the 3 part time staff. She started with the city in April 2018 working at Garey Park. She interned with the Georgetown Parks and Recreation department 3 years ago. It was asked how her perspective of the park was going attendance wise in terms of the responsibilities she is handling. She stated they are in their slower season. This last Saturday there were 600 people that came in the park and there were 30 annual pass cards that were scanned as well. On weekdays, if the weather is nice they still average 50 – 100 people a day. On Tuesdays, the free day, the attendance is higher but again, it depends on the weather. The Tuesday before Thanksgiving there were 700 people that came into the park. On bad weather days they see the annual park pass users come in. It was asked what the lead activities were. She stated the Play Ranch and Splash Pad are the number one uses in the summer. More people are walking on the trails and run during this season and there is more equestrian use. There were questions about the bird viewing area. It is not quite finished but it will be open for anyone to use. It was asked about the Dog Park and what else needs to be done. Staff present were unsure about what the status was on this issue. It was asked about the Open House for Garey House last Tuesday. It was well attended. It was asked about the equestrian use. Madison Haynie stated they have had 8 trailers in the parking lot at a time; and more typically use the facility on the weekend. Users love accessing the river. It was asked about the stargazing event. Madison stated they had to cancel due to weather but there is an event on the 21st. It was asked about the volunteer program. Madison Haynie stated it is going well and are hoping to have a good

presence in the park so they can help answer questions. Arleen Rodriguez the Program Coordinator will be heading up this program. There are 3 – 4 volunteers that have consistently volunteered since the park opened. The volunteer trainings are scheduled monthly but currently they are doing a one on one training due to lack of enrollment.

D Update from the Friends of Georgetown Parks and Recreation - Danelle Houck, Parks and Recreation Advisory Boardmember

Danelle Houck stated the Friends of Georgetown Parks and Recreation did not meet in January. They will meet February 4th and they will participate in the Cupid's Chase by manning a water station. They were very appreciative to be included in the holiday dinner.

E Project Updates and Staff Report - Eric Nuner, Assistant Parks and Recreation Director

Kimberly Garrett reviewed the project update with the board.

It was asked about the repairs for the walk across bridge and Kimberly Garrett explained as soon as the river flow goes down and weather events stop staff can go in and do the repairs.

Legislative Regular Agenda

F Consideration and possible action to recommend approval of the parkland dedication for the Keyes Tract. - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett stated Ben DeBellis, Director of Landscape Architecture with SEC Planning is present to give information on the Keyes Tract. Kimberly Garrett stated the Keyes Tract is a proposed single family residential subdivision in SE Georgetown located on FM 1460 just south of Inner Loop. There are 134 units proposed which would equate to 2.68 acres of parkland. The property is heavily encumbered by overhead utility easements, gas pipeline easements and drainage. Due to these conditions, there is not an ideal 2.68 tract that is acceptable to the City. The developer is proposing to pay the parkland dedication fee in lieu of parkland dedication. There are two public neighborhood parks in close proximity to the proposed development, in addition, the developer has proposed to provide a private park and to utilize the space under the overhead utility lines as open space/soccer fields. The concepts are shown on the attached exhibit. Staff is supportive of the request to pay fee in lieu of land dedication.

Kimberly Garrett feels good about the subdivision having private play space and open space to play. The fees would be applied to an adjacent neighborhood park these residents could go to. There are also sidewalks around the neighborhood. It was asked whose responsibility it would be to mow the lawn under the utility lines. It will be the responsibility of the developer to keep mowed. It was asked if there was a guarantee that this area would remain mowed. Bill DeBellis stated that from the developer and sales standpoint they will want to keep that area maintained and as nice as possible. It will then go into an HOA which will take care of that maintenance.

Motion made by Michael Simpson, second by Wayne Beyer to recommend approval of the parkland dedication for the Keyes Tract taking fee instead of land dedication.

Approved 7 – 0

G Consideration and possible action to recommend approval of amending the proposed parkland dedication for Carlson Place and approving the parkland dedication for Carlson South as one subdivision. -- Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett showed the location of the proposed parkland dedication. The parkland dedication for Carlson Place subdivision was approved by the Parks Board on November 10, 2016. The original parkland dedication requirement was 5.46 acres for 273 units. The parkland proposed was 9.42 acres, of which 2.23 acres was out of the floodplain. The total amount of land required outside the floodplain was 2.73 acres (50% of the total required). In lieu of the 0.50 acre shortfall outside of the floodplain, the developer proposed a minimum of \$30,000 worth of park improvements. Those park improvements are still being installed. The change comes with the actual dedicated parkland.

Since approval of the original Carlson Place project in 2016, the developer has purchased the land just to the south of Carlson Place, known as Carlson South. The developer would like us to revisit the parkland for this area as it is now going to be considered one subdivision with shared amenities. In addition, when adding the Carlson South land to the project, a proposed future collector road known as Wey Hill Drive, was required to be extended through the property thus bisecting the parkland for Carlson Place.

The parkland required for Carlson South is 6.12 acres (306 units/50). The proposed dedication is 5.96 acres. The parkland shortage for Carlson South is 0.16 acres. The parkland lost due to the road extension for Carlson Place is 2.05 acres. This number is large due to the fact that when the proposed future collector road comes through, staff did not support an orphaned parcel of parkland not attached to the main park. The total parkland shortage is 2.21 acres which equates to \$27,625 in fee in lieu of. In lieu of the fee, the developer is proposing a concrete trail connection from Carlson Place park improvements to Carlson South Parkland. This will help facilitate park access by both areas. In addition, the developer is also proposing to provide 10 parallel parking stalls adjacent to the park. These amenities area expected to cost a minimum of the fee owed. There has not been any deeds recorded for the parkland which allows changes to be made.

Staff is supportive of this parkland amendment and additional parkland and improvements. This solution provides a larger neighborhood park for the subdivision. The developer is also proposing a private amenity center that both neighborhoods can access.

Motion made by Danelle Houck, second by Katherine Kainer to recommend approval of amending the proposed parkland dedication for Carlson Place and approving the parkland dedication for Carlson South as one subdivision.

Approved 7 – 0

H Discussion and possible action on recommending approval of a proposed memorial park in partnership with the Playful Child, a 501c3 organization.- Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett introduced Julie Damian and her family and stated she has been working with them for about 9 months for a potential project for a park. Julie Damian prepared a presentation for the board. She stated her son passed away on March 22, 2018; a month before he turned 3. The idea for the park came because there is not a playground or park area in the neighborhood they moved to the previous December. She and another neighbor were already discussing how they could get their neighborhood involved in getting a playground. Then when her son died, they wanted to know what they could do to remember him and make something special. They want to provide a place for children, families and the community to gather and make memories. For naming the park, they originally thought Kade Damian Memorial Park but since then she has met so many other parents and families that are in the same boat as them, and she thinks it should be a children's memorial park. By child, she mean anyone that has lost a child can have a place in the park that they can go and remember their child. This could be that they donate a bench or a tree or have a wall with plaques that might be along a pathway where they could remember their special person. The proposed location is within their neighborhood and along the trail so it is something the community can use. She would like to see a restroom facility in the park. For the Playful Child Foundation, all their paperwork was submitted in June and their first project is the park. They are hoping to find bigger projects to go along with it to continue the mission which is healthier kids mentally and physically through play. They want people to know that play is an essential component of kid's healthy development. They would like to promote less screen time and more creativity through the messy outdoor play. Also having open ended play; where they create actual play themselves. They will promote more personal connections through face to face communications. She stated we think of play separate from learning but they are interwoven and one and the same. Also, build community and encourage neighborhood play. The proposed location is at the intersection of Gabriel View and Country Club. This is owned by the City of Georgetown. It is easy access off and on the trail system. It is walkable for the neighborhoods. She showed some conceptual pictures of what they would like the park to look like. They would like to see the park as a memorial park but a natural park that promotes open ended play. They would like to see lots of color and areas built into the area. Kimberly Garrett stated the City of Georgetown purchased a 6.5 acre tract as shown on the map by the Georgetown Country Club to build the trail. There is some unusable space. The street department has been using it as a lay down yard. The area is park poor as the parkland dedication did not come into play until after the subdivision was built. The only park we have there is Chandler Park but doesn't have any play equipment. In lieu of trying to spend money on buying property we can use existing land we have a put the money they raise and any money the city contributes into improvements and amenities. The closest park would be Rivery Park that has play equipment, restroom, and pavilion. This was a good way to utilize this piece of property that is not being used. There are approximately 2 acres of useable land and it runs along the trail and people could access the park here.

Julie Damian stated the goal she has is 3 years to have the park developed. She stated they have done some fund raising but were unable to do much until they received their tax ID. They have raised \$5,000 so far and have more fund raising scheduled for this year and will look for grants over the next 2 years to raise the remaining funds. She would like to see a park designed like the one at the Wildflower Center; their park is natural with open ended play in mind. They are asking The Playful Child and the City of Georgetown to provide the land and continue with the maintenance after the park is completed. The family does ask to name it after Kade making it the Kade Damian Children's Memorial Park. They would like major input on the design of the park. They are dedicated to raising \$500,000. Kimberly Garrett stated they mentioned doing this park in stages and the City would guide the project. Kimberly Garrett stated since the city will be responsible for the long term maintenance and replacement it will have to be something that will last, the city can maintain and not be costly. It was stated that in the end this will be a city park. She also explained that the City has guidelines on naming and it does meet the guidelines. She stated the City does have funding, from parkland dedication, in this zone, that we have had for a while since we don't have parks in this zone to spend it on. This project marries up well to be able to contribute also to get the park up and going faster or do more amenities so The Playful Child's contribution could be used for the actual play elements. Then the City could focus on the parking lot, utilities and infrastructure. Kimberly Garrett stated she feels this is a good partnership; it fits well with what we do and the next step is to get the recommendation from the board and go to City Council and get their thoughts on it and their approval. Then The Playful Child can pursue their fund raising. Kimberly Garrett stated she has been going to some of their meetings and is an advisory. This is a long term project. Board members made comment that this is an excellent purpose for this area. Larry Gambone stated he has concern with the naming and suggested it be named The Children's Memorial Park. He was concerned having it name after their son with it being a City park and if that is appropriate. Kimberly Garrett stated there is the trail named after Randy Morrow, the facilities such as McMaster Complex, Chandler Park and that the recommendation for the name of the park does fit the guidelines. Kimberly Garrett stated this fits the naming guidelines and City Council makes the final decision.

Motion made by Wayne Beyer, second by Scott Macmurdo to recommend approval of a proposed memorial park in partnership with the Playful Child, a 501c3 organization.

Approved 7 – 0

I Consideration and possible action to approve minutes from the November 8, 2018 meeting - Jill Kellum, Administrative Supervisor

Motion made by Danelle Houck, second by Katherine Kainer to approve minutes from the November 8, 2018 meeting.

Approved 7 – 0

Adjournment

Adjourn - Jim Hougnon, Parks and Recreation Advisory Board Chair

Motion made Katherine Kainer, second by Larry Gambone by to adjourn the meeting.

Approved 7 - 0

Meeting adjourned at 7:53 pm.

James Hougnon, Board Chair

Katherine Kainer, Secretary

Jill Kellum, Board Liaison