

Lewisville Parks, Recreation & Cultural Development Board Meeting Minutes
February 10, 2020 - 6:30 p.m.
Lewisville Town Hall Conference Room 201

1. **Call to Order**

- a. Vice Chair Susan Frey called the meeting to order at 6:30 p.m. Board members present were Shaída Horner, Daniel Lough, Robert Ogden, Janice Orsini and Catherine Spross as well as Tim Austin, Liaison representing Northwest Forsyth Little League. Also present were Town Manager Hank Perkins and Town Clerk Joyce Walker. Liaison Dennis Beauchamp was not present.

2. **Adoption of Agenda**

- a. Shaída Horner moved to approve the agenda. Janice Orsini seconded and the vote was unanimous.

3. **Approval of Minutes**

- a. December 9, 2019
 - i. Daniel Lough moved to approve the December 9, 2019 minutes. The motion was seconded by Robert Ogden and approved unanimously.

4. **Membership**

- a. Election of Interim Chair (until Council makes appointments in March)
 - i. Shaída Horner nominated Susan Frey.
 - (1) Nominations were closed.
 - (2) Susan Frey was unanimously voted as chair.
- b. Election of Interim Vice Chair (until Council makes appointments in March)
 - i. Shaída Horner nominated Daniel Lough for vice chair.
 - (1) Nominations were closed.
 - (2) Daniel Lough was unanimously voted as vice chair.

5. **Guest(s)**

- a. Hank Perkins, Town Manager
- b. Joyce Walker, Town Clerk

6. **Appeal Requests**

- a. None

7. **Old Business**

- a. None

8. **New Business**

- a. Charter review
 - i. The mission stated in the charter was reviewed.
- b. P & R Master Plan review
 - i. Mr. Perkins updated board members on the Town's suggestion to incorporate the Parks and Recreation Master Plan into the RFP for the update to the Comprehensive Plan and to have a conversation with the Planning Board on this suggestion.

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- (1) He advised the board that only the 2003 Master Plan had been approved and that the 2013 version had not been forwarded to Council for approval.
 - (2) He noted that he had been checking other towns for pricing and the length of time to complete the assignment and suggested that the use of a consultant would be most beneficial.
 - (3) An updated survey of residents specifically asking about parks and recreation only and asking the community about their wants and needs for the future will be needed.
 - (4) After discussion, the board members were in agreement to use a consultant.
 - ii. Mr. Perkins also asked members to start thinking about the operational policies and fees for the new community center.
 - c. Meeting dates review
 - i. At this time, no change to the meeting dates.
- 9. **Unfinished Business**
 - a. None
- 10. **Administrative Reports**
 - a. Manager
 - i. Mr. Perkins updated the board on the Williams Road Gateway Project and what the town has been authorized to do, noting that the town must be approved for each step of the project in order to be reimbursed. Once fully authorized, construction may begin.
 - b. Clerk
 - i. Board members were advised that three applications had been received to fill the one vacancy.
 - (1) Interviews are being scheduled.
 - c. Events Coordinator
 - i. Mrs. Howard was unable to attend.
- 11. **Board Discussion**
 - a. Mrs. Frey advised that the sidewalk around the square is buckling.
 - b. She also asked if picnic table replacements will be more sturdy.
 - c. Mr. Perkins advised that the kudzu at Jack Warren Park is being abated.
 - d. Mr. Lough asked about English Ivy.
 - e. Board members advised that the Beautification has a tree memorial location plan for JWP. Once costs are received, the plan will be finalized and sent to Council for approval.
- 12. **For the Good of the Order**
 - a. Public Comments
 - b. Board Comments

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c. The next meeting will be **Monday, March 9, 2020**

13. **Adjournment**

a. Having no other business to discuss, Robert Ogden moved to adjourn the meeting at 7:39 p.m. The motion was seconded by Shaida Horner and approved unanimously.

Susan Frey, Chair

ATTEST:

Joyce C. McWilliams Walker, Town Clerk