

PARKS AND RECREATION ADVISORY BOARD  
MINUTES OF A REGULAR MEETING

KERRVILLE, TEXAS  
May 19, 2011

On Thursday, May 19, 2011, the Parks and Recreation Advisory Board meeting was called to order by Vice-Chairperson McMahon at 8:34 a.m. at the City Council Chambers in City Hall.

**MEMBERS PRESENT:**

Diane McMahon, Vice-Chair; Jim Gardner, Dana Cardwell, Susan Sander, David Lipscomb  
Stacie Keeble, City Council Liaison

**ABSENT MEMBERS:**

Rustin Zuber, Chair; Stephen Roberts,

**STAFF PRESENT:**

Malcolm Matthews, Director; Tina Morales, Office Manager Parks & Recreation

**VISITORS:**

Peggy Sechrist, Kim Meismer, Robin Amerine

**CALL TO ORDER**

Mrs. Nye-Salladin arrived at 8:38am.

**1. VISITOR/CITIZENS FORUM:**

Peggy Sechrist of 106 Thunderbird Road, Fredericksburg, Texas 78624 gave a presentation on the Harvest Partners, a Community Garden Program for Kerr County Texas. Mrs. Sechrist stated the mission of this program is to promote and facilitate the development of community gardens throughout Kerr County, Texas, and to improve the well-being of all whom live here through new ways of experiencing nature, food and each other. Mr. Matthews ask that Mrs. Sechrist put together a proposal and submit to him for consideration and staff will schedule an agenda item for next month with a staff recommendation.

**2. APPROVAL OF MINUTES:**

2A. Approval of minutes of the Parks and Recreation Advisory Board Spring Parks Tour held on April 21, 2011. Mr. Gardner moved to approve the minutes. Motion was seconded by Mrs. Cardwell and passed 6-0.

**3. INFORMATION AND DISCUSSION:**

3A. Election of Officers. Mrs. McMahon moved to postpone the election and the members present concurred with the motion passing 6-0.

3B. Discussion of a City Naming Policy for City Facilities, Parks, and Streets. Mr. Matthews distributed the handout Consideration for Naming/Renaming Policy for City Parks, Facilities, and Streets. Mr. Matthews discussed and requested feedback on the following items:

- 1) Purpose – establish consistency and fairness in handling requests, allow an opportunity for staff, City Council, and others to perform due diligence/research, minimize the emotional situation that can be created, allow the public an opportunity to

voice an opinion, weigh any economic or other hardships that may result, consider other options, and the ability to reject the request.

- 2) Common Practice – Mr. Matthews explained that most governmental entities have established policies to handle these requests. These policies range for the simple to the complicated. Examples of other cities stipulations include the requirement that the naming request be for an individual that has made a significant contribution to the community.
- 3) Current Conditions - Mr. Matthews stated that the naming of streets in Kerrville is provided by real estate developers during the platting process. Each name is then submitted to the County 911 office to ensure there are no conflicts with existing names. This is the only current practice involving naming of any public property.
- 4) Items to Consider – Discussion was held to include a review by staff and input from the public, establish a consistent message and process for all considerations, identify any differences between an initial naming process, identify any specific limitations, determine if there is to be a different process for parks, facilities, or streets, complete renaming research within reason, define the role of the requestor regarding historical and background information, determine who will cover any costs, determine which agencies and departments are to be included in the review process, determine how property owners and the general public are to be notified, determine what information is to be provided in a public notice, establish a provision to allow written public comment, determine what donation amount warrants naming/renaming, a limitation on what can be renamed, determine a time frame for each request, and Council's ability to bypass review.
- 5) Recommendations – Mr. Matthews gave the following recommended actions to the Parks and Recreation Advisory Board for consideration - prepare a preliminary discussion for City Council consideration; establish a policy that includes a formal request to the City; if adopted, allow the City Council the right to bypass the policy, if the situation is deemed necessary; and leave the current process for initial street naming's as is.

Robin Amerine, Executive Director with the Library Foundation, and Kim Meismer, Director of General Operations, both expressed interest in naming of rooms in the Library, especially when donations are involved. An update on policy details will be presented to the Board prior to presentation to the City Council.

**4. ITEMS FOR FUTURE AGENDA:**

- 4A Election of Officers.
- 4B Discuss proposal for the Harvest Partners "Together We Grow" program.
- 4C Approval of minutes for Parks Board Meeting held on February 17, 2011.

**5. ANNOUNCEMENTS OF COMMUNITY INTEREST:**

- 5A Mr. Matthews gave an update on Parks and Recreation summer programs; registration began May 1, 2011 with programs scheduled to begin June 1<sup>st</sup>. Residents can find the summer program guide on our official website. July 4<sup>th</sup> on the River plans are ongoing.

Mrs. McMahon announced the Butterfly Garden at the Kerrville Schreiner Park will be having a memorial dedication today May 19<sup>th</sup> at 10:am for longtime volunteer Don Robinson.

6. **ADJOURNMENT:**

Mrs. Nye-Salladin moved to adjourn; motion was seconded by Mr. Gardner and passed 6-0. Meeting adjourned at 9:45 a.m.

APPROVED:  \_\_\_\_\_ DATE: 6-16-11

Rustin Zuber, Chairperson

ATTEST:  \_\_\_\_\_  
Malcolm Matthews, Director of Parks & Recreation