

**NOTICE OF REGULAR MEETING
CITY OF SOUTH PADRE ISLAND
Park, Recreation & Beautification**

NOTICE IS HEREBY GIVEN THAT THE PARKS, RECREATION AND BEAUTIFICATION COMMITTEE OF THE CITY OF SOUTH PADRE ISLAND, TEXAS, WILL HOLD A REGULAR MEETING ON:

WEDNESDAY SEPT. 21, 2016
9:00AM AT THE MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS, 2nd FLOOR
4601 PADRE BOULEVARD, SOUTH PADRE ISLAND, TEXAS

1. Call to order.
2. Pledge of Allegiance.
3. **Public Comments and Announcements:** *This is an opportunity for citizens to speak to PR&B relating to agenda or non-agenda items. Speakers are required to address Committee at the podium and give their name before addressing their concerns. [Note: State law will not permit the Committee to discuss debate or consider items that are not on the agenda. Citizen comments may be referred to City Staff or may be placed on the agenda of a future PRBC meeting]*
4. Approval of Minutes from August 17, 2016 regular meeting.
5.
 - a. Approve excused absence for Member Carol Bolstad for the regular meetings July 20, August 17, & Sept. 21.
 - b. Approve unexcused absence for Member Stormy Wall from the August 17, 2016 regular meeting.
6. **John L. Tompkins Park**
 - a. Discussion regarding Ribbon Cutting on Oct. 5, 2016 (Hancock)
 - b. Discussion & possible action to form a subcommittee to plan JLT Park Grand Opening (Party in the Park) (Huffman)
7. **SPI Community Center.**
 - a. Update, discussion & possible action regarding fee schedule. (Scamen)
 - b. Discussion and possible action regarding Community Center Grand Opening (Huffman)
 - c. Update regarding newly installed photographic murals (Huffman)
8. Update & discussion regarding Holiday Parade (Rasmussen)
10. Set new meeting date/agenda items for next meeting.
11. Adjourn

DATED THIS THE 14TH DAY OF SEPTEMBER 2016



Susan Hill, City Secretary

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF SOUTH PADRE ISLAND, TEXAS IS A TRUE AND CORRECT COPY OF SAID NOTICE AND THAT I POSTED A TRUE AND CORRECT COPY OF SAID NOTICE ON THE BULLETIN BOARD AT CITY HALL/MUNICIPAL BUILDING ON SEPT. 14, 2016 AT/OR BEFORE 5PM AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.





Susan Hill, City Secretary

THIS FACILITY IS WHEELCHAIR ACCESSIBLE, AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT BUILDING OFFICIAL, JAY MITCHIM; ADA DESIGNATED RESPONSIBLE PARTY AT (956) 761-1025.

NOTE: One or more members of the South Padre Island City Council may attend this meeting; if so, this statement satisfies the requirements of the Open Meetings Act.

PARKS, RECREATION & BEAUTIFICATION COMMITTEE
MINUTES
REGULAR MEETING
Wednesday, August 17, 2016 at 9:00 am
2nd Floor, 4601 Padre Boulevard, South Padre Island, Texas

Committee Members Present:

Debbie Huffman, Chair
Kerry Schwartz
Stormy Wall
Will Greenwood
Sally Scaman

Members: Carol Bolstad was not present, with notice. Stormy Wall not present with no notice.

Staff Present: Sungman Kim, Development Director, Darla Jones, Interim City Mgr.,

1. Call to order

Meeting called to order at 9:00 am by Chairman Huffman.

2. Pledge of Allegiance

3. Public Comments and Announcements

Public comments and announcements were given at this time.

4. Approval of Minutes for Regular Meeting July 20, 2016.

Motion to approve by Sally Scamen, second by Will Greenwood. Motion passed unanimously with one abstention from Kerry Schwartz.

5. Approve excused absence for Committee Member Kerry Schwartz from the July 16, 2016 meeting.

Motion to approve by Will Greenwood, second by Sally Scamen. Motion passed unanimously.

6. Update, discussion & possible action regarding John L. Tompkins Park. (Jones)
No action taken on this item.

7. Discussion and possible action regarding the SPI Community Center

a. Construction project. (Jones) No action taken on this item.

b. Choosing photo murals for inside walls (Huffman)

Subcommittee will continue working in choosing photos and make arrangements for installation.

8. Discussion & action regarding the Eagle Scout Project/Butterfly Park. (Hancock)

Devin Alvarado presented plans for shade structure and cost analysis for his fundraising. No action taken on this item.

9. Discussion and action regarding the enhancements for Turtle Park (Hancock/Huffman) No action taken at this time.
At this time Dr. Kim reviewed a letter regarding the monarch butterfly pledge for Cities. Committee will revisit at the next meeting.

10. Set new meeting date / agenda items for next meeting.

Next meeting scheduled for Sept. 21, 2016 / items to be drafted by staff.

12. Chairman Huffman adjourned at 9:32.

• **APPROVED:**

Debbie Huffman, Chair

ATTEST:

Mary K. Hancock

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: Sept. 21, 2016

NAME & TITLE: Mary K. Hancock, Parks & Recreation Program Manager

DEPARTMENT: Parks & Recreation & Beautification

ITEM

1. a. Approve excused absence for Member Carol Bolstad for the regular meetings July 20, August 17, & Sept. 21, 2016

- b. Approve unexcused absence for Member Stormy Wall from the August 17, 2016 regular meeting.

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

Sent to Legal: YES: _____ NO: _____
Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: Sept. 21, 2016

NAME & TITLE: Debbie Huffman, Chair

DEPARTMENT: Parks & Recreation

ITEM

John L. Tompkins Park

a. Discussion regarding Ribbon Cutting on Oct. 5, 2016 (Hancock)

b. Discussion & possible action to form a subcommittee to plan JLT Park Grand Opening (Party in the Park) (Huffman)

ITEM BACKGROUND

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RECOMMENDATIONS/COMMENTS

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: Sept. 21, 2016

NAME & TITLE: Debbie Huffman, Chair

DEPARTMENT: Parks & Recreation

ITEM

SPI Community Center.

- a. Update, discussion & possible action regarding fee schedule. (Scamen)
- b. Discussion and possible action regarding Community Center Grand Opening (Huffman)
- c. Update regarding newly installed photographic murals (Huffman)

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Comments:

**SOUTH PADRE ISLAND COMMUNITY CENTER
FACILITY USE APPLICATION**

A VALID ID IS REQUIRED UPON SUBMISSION OF APPLICATION.

1. **\$25 NON REFUNDABLE ADMINISTRATIVE FEE** FOR A STANDING RESERVATION UNDER 25 PEOPLE
2. **\$100 NON REFUNDABLE ADMINISTRATIVE FEE** FOR ANY SINGLE EVENT RESERVATION OVER 25 PEOPLE
3. **\$100 REFUNDABLE DEPOSIT** FOR ALL APPROVED APPLICATIONS
4. **\$25/HR. AFTER HOUR RENTAL RATE**
4. **\$200-\$500 REFUNDABLE DEPOSIT** REQUIRED WITH APPROVED APPLICATIONS INVOLVING *ALCOHOL.
This fee will be based on proposed attendance (* LIMITED TO BEER & WINE ONLY)
***SPECIAL EVENTS INVOLVING ALCOHOL, WITH OVER 25 PEOPLE THE CITY RESERVES THE RIGHT TO RETAIN DEPOSIT BASED ON FINAL INSPECTION OF THE FACILITIES.**

DATE OF APPLICATION _____

APPLICANTS NAME _____ DOB _____

ORGANIZATION _____

NON PROFIT YES ___ NO ___ Documentation required.

MAILING ADDRESS _____

EMAIL _____ CELL PHONE _____

TYPE OF FUNCTION (PURPOSE) _____

DATE(S) REQUESTED _____

ALTERNATE DATES FOR CONSIDERATION _____

HOURS REQUESTED _____

ESTIMATED ATTENDANCE: Adults _____ Children under 18 _____

*ARE ALCOHOLIC BEVERAGES TO BE SERVED? YES ___ NO ___ (Pre-approval required)

*Limited to beer & wine only *Sale of alcoholic beverages is strictly prohibited.

CANCELLATION POLICY

If rental is cancelled with notification less than 5-7 business days before the date stated on the rental agreement, rental fee will be kept and deposit returned.

Amendments (date change, time extension, time subtraction, etc.) to the Rental Agreement must be made in person at the SPI Community Center at least five working days prior to the date stated on the Rental Agreement.

The above named individual or organization agrees to follow the facility use policies detailed with this application.

SIGNATURE _____ DATE _____

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

We agree to hold harmless, indemnify and defend the City of South Padre Island from and against any and all claims, damages, liabilities, obligations, judgments, charges, costs, expenses and fees, including but not limited to personal injury and property damage or theft, arising from our use of the South Padre Island Community Center.

SIGNATURE _____ Date _____

SOUTH PADRE ISLAND COMMUNITY CENTER RESERVATION POLICY

Facility Hours: 8am-5pm, Monday – Friday

NOTE: Weekend hours, subject to approval by City Staff for Community Events.



Occupancy limit: 125 people

*Building may be unavailable on all recognized City holidays as follows:

Veterans Day, Thanksgiving (Thurs.-Fri.), Christmas Eve & Day, New Year's Eve & New Year's Day, President's Day, Memorial Day, July 4th & Labor Day.

1. The SPI Community Center accepts reservations on a first come first serve basis. **All requests for reservations are subject to approval by the City Manager or his designee.** Each applicant must provide payment in full by cash, check or credit card with a signed application.
2. Reservations should be made a minimum of two weeks prior to requested date.
Time limits for reservations must include set-up and clean-up.
3. Reservations are available to South Padre Island & Laguna Madre residents & organizations serving the community.
Standing reservations will be considered on a case by case basis.
4. The Community Center may not be used for the following: private events, commercial purposes, profit purposes, religious purposes, or partisan political events.
5. City sponsored meetings and events will take precedence. The City of South Padre Island has the right to cancel, move or reschedule a reservation at any time. This shall include the right to terminate a reservation during the activity if conditions so warrant.
6. The approved activity must be under the on-site supervision of the person making the reservation.
Young adult groups, under 25 years of age, must have appropriate supervision by parents or guardian.
7. All reservations are required to clean and return the building to the condition that it was previously in at the beginning of the scheduled reservation. Deposits will be held until final inspection of the facility.
8. Groups must remove all equipment, supplies, and bag trash at the end of their reservation time period. The City will not be held responsible for any property and equipment left after the conclusion of a reservation.
9. Limited preparation and reheating of food is allowed within the kitchen. The use of any other cooking equipment must be approved inside or outside building.
10. Alcohol (limited to beer & wine) may be served with preapproval of application but may not be sold.

*NOTE: On site security may be required on events involving alcohol with over 25 people in attendance.
11. Nails, push pins, tape etc. must never be used to attach signage or decorations to the walls.
12. Smoking is not allowed inside the building as per City Ordinance.
13. **ANYONE USING SPI COMMUNITY CENTER MUST ADHERE TO ANY POSTED OPERATIONAL RULES PROVIDED BY CITY STAFF.**

**CITY OF SOUTH PADRE ISLAND
Parks, Recreation & Beautification
Committee
AGENDA REQUEST FORM**

MEETING DATE: Sept. 21, 2016

NAME & TITLE: Pat Rasmussen, Member

DEPARTMENT: Parks & Recreation Committee

ITEM

Update & discussion regarding Holiday Parade (Rasmussen)

ITEM BACKGROUND

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

LEGAL REVIEW

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Approved by Legal: YES: _____ NO: _____

Comments:

RECOMMENDATIONS/COMMENTS