



City of Las Cruces[®]

Parks and Recreation Advisory Board Agenda

PARKS AND RECREATION ADVISORY BOARD MEETING
WILL BE HELD ON APRIL 21, 2022 AT 6:00 P.M.
CITY HALL COUNCIL CHAMBERS, 700 N. MAIN

Amended

1. Introductions
2. Conflict of Interest

At the opening of each meeting, the chairperson shall ask if any member on the Board or City staff has any known conflict of interest with any item on the agenda.

3. Approval of Agenda
4. Approval of Minutes

Documents:

[PRAB MINUTES 01-20-2022.PDF](#)

5. Public Participation
6. Action Items
 - 6.1. Parks and Recreation Department 2021/2022 Fees & Charges/Facility Use Policy - Sonya Delgado, Parks & Recreation Director
 - 6.2. Park Master Plan Presentations for Branigan Park, Gomez Park, and Frenger Park (Virtual) - Catherine Mathews, Landscape Architect, Emily Rogers & Aaron Zahm, Morrow Reardon Wilkinson Miller (MRWM) Landscape Architects
 - 6.3. Pioneer Women's Park Gazebo Final Design Plan Presentation - Catherine Mathews, Landscape Architect
7. Discussion Items
 - 7.1. Keep Las Cruces Beautiful (KLCB) Update - James Woods, KLCB Program Coordinator
 - 7.2. Water Safety Update - Phil Catanach, Recreation Administrator
 - 7.3. League/Association Agreements - Franco Granillo, Parks Administrator

- 7.4. Butterfield Shooting Range Update - Franco Granillo, Parks Administrator
- 7.5. 2022 Go Bond Survey - Sonya Delgado, Parks & Recreation Director
- 7.6. Letter of Support for Veteran's Park Parking Lot - Sonya Delgado, Parks & Recreation Director
- 7.7. Unidad Park Mementos - Sonya Delgado, Parks & Recreation Director
8. Staff Member Comments
9. Board Member Comments
10. Adjournment

If you need an accommodation for a disability to enable you to fully participate in this event, please contact us 72 hours before the event at 541-2550.

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Posted: April 14, 2022

Parks and Recreation Advisory Board Meeting

January 20, 2022

1 The Parks and Recreation Advisory Board held a meeting on January 20, 2022, at 6:03 p.m. at City Hall
2 Council Chambers, 700 N. Main, Las Cruces, NM.

3 Parks and Recreation Advisory Board Members Present:

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5 Cassie McClure – District 1
6 Stan Engle – District 4
7 Megan Schuller – District 6
8 Eric Montgomery – District 5

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10 Parks and Recreation Advisory Board Members Absent:

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12 Jeff Thompson – District 2
13 Vacant – District 3
14 Vacant – At Large

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16 Others Present:

17 Phil Catanach, Recreation Services Administrator
18 Franco Granillo, Parks Administrator
19 Cathy Mathews, Landscape Architect
20 Hazel Nevarez, Recording Secretary
21 Robert Nunez, Youth Services Administrator,
22 Tony Trevino, Deputy Director/Public Works
23 James Woods, Keep Las Cruces Beautiful (KLCB) Program Coordinator
24 Gregory Shervanick, Public

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26 The Parks and Recreation Advisory Board Meeting of January 20, 2022, at City Hall Council Chambers, 700
27 N. Main, Las Cruces, NM and was brought to order at 6:03 p.m. by Chair McClure and recognized the
28 meeting as having a legal quorum.

29 **1. Introductions**

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31 1.1 Parks and Recreation Advisory Board Members

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33 Board members introduced themselves and stated the district they represent.

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35 1.2 Parks and Recreation Staff

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37 Staff introduced themselves and stated their position.

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39 **2. Conflict of Interest**

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41 No Conflict of Interest.

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43 **3. Approval of Agenda**

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45 Board Member Schuller moved move item 6.2, Board Member Telephonic Attendance, to
46 Discussion Items, seconded by Board Member Montgomery.

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48 Roll Call Vote:

49 Board Member Schuller - Aye

50 Board Member Engle – Aye

51 Board Member Montgomery – Aye

52 Chair McClure - Aye

53 Motion carried unanimously.

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55 **4. Approval of Minutes**

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57 Board Member Montgomery moved to approve minutes of July 15, 2021, seconded by
58 Board Member Schuller.

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60 Roll Call Vote:

61 Board Member Schuller - Aye

62 Board Member Engle – Aye

63 Board Member Montgomery – Aye

64 Chair McClure - Aye

65 Motion carried unanimously.

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67 **5. Public Participation**

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69 No public participation.

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71 **6. Action Items**

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73 **6.1 Direct Email for Parks & Recreation Advisory Board Members – Chair McClure, Parks &
74 Recreation Advisory Board**

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76 Chair McClure said that in discussion with Board Member Engle, they would like to institute an
77 email address for the Parks & Recreation Board and publicize it to the public to hear any requests
78 they have.

79

80 There was discussion among the Board with input from Ms. Delgado about whether it would be
81 one Email for the whole Board, or separate emails for each District, what platform would be used
82 to manage the email, whether there would be any management problems and if this has been
83 discussed with I.T., proposed use of a business card with the email address for Board Members
84 to provide constituents, how would this email address be advertised, and whether both this email
85 and Board Members individual email be posted on the City website.

86

87
88 Board Member Engle moved to direct Parks and Recreation staff to begin the process of
89 determining if it's feasible for the Parks and Recreation Advisory Board to have separate emails
90 for each District or if there should be only one email for the entire Board, seconded by Board
91 Member Montgomery.

92
93 There was no further discussion.

94 Roll Call Vote:
95 Board Member Schuller - Aye
96 Board Member Engle – Aye
97 Board Member Montgomery – Aye
98 Chair McClure - Aye
99 Motion carried unanimously.

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101 **6.2 Board Member Telephonic Attendance – Chair McClure, Parks & Recreation Advisory Board**

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103 This item was motioned and approved (under Agenda approval) to be under discussion items.

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105 **7. Discussion Items**

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107 **6.2 Board Member Telephone Attendance (moved item) – Chair McClure, Parks & Recreation** 108 **Advisory Board**

109

110 Chair McClure explained that pre-approval to allow a Board Member to attend a future meeting by
111 telephone cannot be done because the Board Member needs to be voted in by a quorum at the
112 current meeting and the Board Member being voted in cannot be counted as part of the quorum.

113

114 **7.1 Keep Las Cruces Beautiful (KLCB) Update – James Woods, KLCB Program Coordinator**

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116 Mr. Woods provided the Board with an update on numbers and events that have taken place over
117 the last few months:

118 • Great American Clean Up that was held in April 2021 was scaled back with about 200
119 volunteers and collected three tons of trash along with the roll offs that were stationed
120 there.

121 • Toss No Mas event held in October had about 425 volunteers and collected over five tons
122 of trash along with the roll offs that were stationed there.

123 • Great American Clean Up is coming up in April 2022.

124 • The graffiti team has abated 1,070 locations, averaging 90 to 100 per month. A lot of the
125 graffiti is being seen on the electric boxes, mailboxes, poles, culverts, and ditches.

126 • Team Ups to Clean Ups continue. Some districts have a big turnout and some districts not
127 so big.

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- Bataan Memorial East and West has been on focus. AARP, one of the Adopt a Spot groups, did a cleanup on the frontage road between Rinconada and Sonoma Ranch collecting over 25 bags of trash this month. Americas High School has been doing a Martin Luther King Day community Service over the last four or five years, and this year 30 students collected over 40 bags of trash in this area, East and West.

133 Mr. Woods reported he attended the Keep America Beautiful Conference in November 2021, doing a lot of networking with other communities. He said litter studies show cigarette butts are the number one item of litter, with face masks being the second.

136 In closing, Mr. Woods said the KLCB program is running smooth, navigating through the Covid pandemic.

138 Chair McClure asked if there is anything from the conference that Mr. Woods would like to implement locally. Mr. Woods said the Great American Clean Up, held by Keep America Beautiful, was discussed and the questions brought forward was who you use as a messenger to get volunteers on board, how do you determine which areas of town or City to focus on, with different ideas shared. He said you take different parts of what participants said about their communities and see what works in our community. He added his main take away was who is that messenger, who is going to help him and help the city get everybody on board for these cleanups. Chair McClure suggested utilizing the Youth Advisory Board to help spread the message.

146 **7.2 Go Bond Update – Tony Trevino, Deputy Director/Public Works**

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148 Mr. Tony Trevino, Deputy Director of Public Works, provided a PowerPoint presentation on Parks and Recreation's Go Bond projects. He reviewed with the Board on the following projects reporting on start date to current status, completion or estimated completion, and overall program schedule:

153 Question 1 (Q1)– Hadley Recreation Complex, Parks & Sports Courts, Unidad Park, East Mesa Public Rec Complex, Dog Parks.

155 Question 4 (Q4) – Walking, Jogging, Biking Trails

156

157 Board Member Montgomery said he recalled on the Hadley Complex work being done, there was discussion on one of the restrooms being rehabbed and specifically the ADA access to it would be lost because of how it was getting redesigned, it wasn't going to be quite as wide. Board Member Montgomery asked if this was still targeted for addressing for a future time or on a future Go Bond component. Mr. Trevino reported those items were taken care of and all restrooms have ADA accessibility for their stalls.

164 **7.3 50 Meter Competition Pool Update – Tony Trevino, Deputy Director/Public Works**

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166 Mr. Tony Trevino, Deputy Director of Public Works, provided a PowerPoint presentation providing a project update on the Community Competition Pool reporting from start of contract award to

167

168 current status, floor plan, and project photos as project progresses, and reported project as being
169 15%.

170
171 Board Member Schuller asked since construction has started, is there a built-in cost of inflation
172 for price of materials that is going on currently or how is it anticipated going forward for
173 completion of the project. Mr. Trevino said the route taken for this project was a CMAR,
174 Construction Manager at Risk, which gives a guaranteed maximum price, and so price is set there.
175

176 **7.4 Parks & Recreation Special Projects Update – Catherine Mathews, Landscape Architect**

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178 Ms. Catherine Mathews, Landscape Architect with Parks and Recreation, informed the Board she
179 will be presenting on Capital projects being worked on. She provided the Board with a Special
180 Project Priorities and Status Spreadsheet dated 01-18-2022, which she explained is a tool used on
181 a weekly basis to allow team to keep track of projects, to know where they are going, and to allow
182 team to communicate with each about where each project stands. She informed the Board the
183 projects team consists of herself, Franco Granillo, Parks Administrator, and two Project Specialists,
184 Wilfred Martinez, and Sergio Esparza. Ms. Mathews explained projects are prioritized, the team
185 has a matrix to objectively evaluate projects as they come for the big Capital Improvement Plan
186 that goes into the budget, and the same evaluation tool is used to go through the projects on an
187 individual basis as they are assigned. Ms. Mathews explained the first page of the Special Project
188 Priorities Matrix are the top ten projects being worked on, the second page are the next ten, the
189 third page are On Deck, projects that are coming that have funding identified but aren't being
190 worked on yet. The next page are Supported, where Parks & Recreation serves as the client (the
191 user Department) and the Special Projects team supports those projects. The next page are
192 Parking Lot Items, projects that are coming up that will need small amounts of attention but
193 haven't moved up to the level of being an active on-going project. The next page are Completed
194 Special Projects. The next page are Internal Projects, projects that the Parks Department work on
195 with support from the Special Projects team. The next page are Internal Project On-Deck and
196 Internal Completed Projects, and finally Idle Projects, projects that are moving nowhere but want
197 to be kept in mind for possibly coming up in the future. Ms. Mathews explained this report shows
198 the name of the project in number order, initials of the Lead person working on the project, phase
199 status (planning, design, construction, close out), color codes phase status (green for things going
200 good, orange for projects where things are a little bit stuck, red for effort needed on the project),
201 Consultant/Contractor/Vendor, Contract Status, Budget Amount, Budget Source, PO Number,
202 and notes about the project.

203
204 Chair McClure asked what some of the problems are for projects coded red. Ms. Mathews
205 responded sometimes it is problems getting requests for Proposal (RFP) out since sometimes
206 don't get assistance in a timely manner, or quotes received are out of budget and need to fix
207 scope, or budget is too high.

208
209 Ms. Mathews also did a PowerPoint presentation for Board Members to show locations of some
210 of the top ten projects and report on their status.

211

212 Board Member Schuller asked what has gone on with the dying trees at Pioneer Woman’s Park.
213 Mr. Franco Granillo, Parks Administrator, reported studies were done and a Certified Tree Arborist
214 was hired to go through trees in District One, and were given funding by Council to assess these
215 trees further. He said the hazardous trees are set for removal this coming fiscal year, and it’s a
216 three-year tiered out plan, which discuss the current tree situation if we have another storm like
217 the one this past summer, things that can be done to increase tree canopy, and removal of
218 dangerous trees.

219
220 Chair McClure asked if there is going to be any community input in terms of wayfinding. Ms.
221 Mathews reported absolutely and will also be showcasing the work to the public.

222
223 Board Member Engle asked if the design of the Woman’s Park Gazebo fitting in with the master
224 plan that was presented to the Board in the past. Ms. Mathews responded yes.

225
226 Chair McClure asked who owns the park on Hayner. Ms. Mathews responded this is Branigan Park
227 and a master plan is being done on it. She said there has been a suggestion that the city purchase
228 the area around Branigan Park, and it coincides with the Amador proximo plan which is a guiding
229 document for creating the master plan. Ms. Mathews said that if the city was to purchase the
230 additional land, staff is working with the consultant to come up with ideas on how this would lay
231 out in the master plan. Chair McClure asked how purchase of the land would be initiated? Ms.
232 Mathews said initiating purchase is out of her hands, but staff is taking the idea as expressed in
233 Amador proximo and planning from there to get an idea of a solid layout. Chair McClure asked
234 how this is put into fruition. Ms. Mathews said the master plan would be presented to Council as
235 a Parks and Recreation recommendation about what should be done and representing all public
236 input received, and staff’s ideas and their knowledge of what community needs are. Ms. Mathews
237 says the process is to go to the public first, then consultant comes up with a master plan consulting
238 with public several times, then the plan comes before the Board for recommendation to Council,
239 and then goes to Council for approval. Chair McClure asked when this plan will go to Council. Ms.
240 Mathews said it is anticipated to go to Council by June 2022.

241
242 Board Member Schuller asked what else is on the legislative docket for Parks and Recreation. Ms.
243 Delgado, Director of Parks & Recreation, reported funding for another skate park, more funding
244 for Woman’s Pioneer Park, and Veteran’s Memorial Park parking lot.

245
246 Board Member Engle asked Ms. Mathews if she could give a quick summary of what Downtown
247 Pavers and Trees is under Internal Projects On-Deck is. Ms. Mathews said there is some lifting of
248 the pavers and will have to find a solution. Board Member Engle said across the street on Main
249 Street from Ikard’s, there looks to be a tree that once existed that is no longer there and could be
250 a trip hazard and a liability issue for the City and asked if this could be expedited before someone
251 trips on the hole that is there. Ms. Mathews said will make note of this to address as soon as
252 possible.

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254 **7.5 City of Las Cruces Parks & Recreation Department 2021-2022 Fees & Charges/Facility Use**
255 **Policy/Red Line – Sonya Delgado, Director of Parks & Recreation**

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Ms. Sonya Delgado, Director of Parks and Recreation, informed the Board that before the Covid-19 Pandemic, the Fees and Charges had been reviewed with the Board and since then some additional changes have been made. A copy of the City of the Las Cruces Parks & Recreation Department 2021-2022 Fees & Charges/Facility Use Policy/Red Line had been emailed to the Board to review prior to this meeting. Ms. Delgado went over the additional changes with the Board and let them know action is needed at this time and next month's Board meeting will be used for public input and any questions the Board may have. Ms. Delgado mentioned, while explaining the removal of Fields 11 and 12 from High Noon Soccer Fields, that Parks and Recreation is still actively seeking the lease, and legal is still working on this.

Chair McClure asked what it means to rent a trail. Ms. Delgado said Las Cruces has running groups that like to have runs on a trail, so trail will have to closed off, so Parks & Recreation rents the trail.

Chair McClure asked regarding field lease at High Noon Soccer, if Legal could come to explain their process, as this lease issue has been going on forever.

Board Member Engle asked regarding trail rentals, if there is a minimum number of people needed to rent. Mr. Granillo when a large group comes for use of trails, staff works with Public Works and the Police Department, to come up with a traffic control plan, and they help in determining the minimum and maximums. and from there can determine what portions of trail is required for the event. He added as for the \$2 fee per person, it is easier to place a fee per participant number than put a price per mile.

Chair McClure asked if there is consideration to permit trails during heavy use time. Mr. Granillo said the groups that have come in are not too big. They put an event together based on the size of the trail they want to use and are very well gauged. Mr. Granillo says he has never come across an issue with times or space for an event.

Chair McClure asked if there is publication of trail being used for an event. Mr. Granillo says the biggest advertisements he has seen for these events are on social media. He added he can work with running groups on this.

Board Member Engle said it would be beneficial to let the group wanting to use a trail to be tolerant of other users, if this is something that can be written into the rules. Ms. Delgado said this can be done.

8. Staff Member Comments

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Mr. Phil Catanach, Recreation Services Administrator, informed the Board all the Recreation facilities are open, swimming pools and recreation centers are fully serviced, and programs are running. With Governor allowing opening in July of 2021, staff moved forward with community events – 4th of July, Movies and Music in the Park. He added currently, Adult Indoor Volleyball is

300 going on with 48 teams, over 500 players, playing over 200 matches in the season, and Youth
301 Indoor Soccer with 16 teams, over 160 youth. Mr. Catanach said on Youth Indoor Soccer, staff is
302 teaming up with McArthur Elementary Community School to help them organize teams to
303 participate in our leagues. He said there are three teams at McArthur and out of the thirty-three
304 (33) youth that are playing, thirty (30) of them had never participated in organized sports – a grant
305 was received to pay the league fees. Mr. Catanach said staff will be doing the same with Youth
306 Basketball. Mr. Catanach added staff is getting ready for the summer, with 4th of July, Music in the
307 Park, Movies in the Park. He said he is very proud of staff keeping things going through this Covid-
308 19 pandemic.

309
310 Chair McClure asked if transportation is provided for the youth in the Community school. Mr.
311 Catanach responded yes, they are driven to the games through their school bus, and practices are
312 done at McArthur Elementary.

313
314 Mr. Robert Nunez, Youth Services Administrator, informed the Board the After School Program is
315 currently running, along with the Teen Program, and the Weed & Seed Program. He said there
316 has been fluctuation in numbers within the school sites as School Administration has limited the
317 numbers allowed to attend. He added there have been staffing challenges but have utilized staff
318 from other sections of Parks and Recreation to continue to provide services. Mr. Nunez said over
319 winter break, staff partnered with non-profit groups such as Friends of the Organ Mountains and
320 Cruces Creatives, to provide activities. He said the Weed & Seed Program recently worked with
321 the National Guard from Fort Bragg, who will be going to Africa, and they wanted to see how our
322 programs run so they can try to do something similar in Africa. Mr. Nunez reported the Youth
323 Development Diversion Program is about 10% behind budgetarily with the grant as there has been
324 a reduction in referrals from the Juvenile Probation Office (JPO), who are working remotely for
325 the state. He said staff is trying to come up with some outside the box ideas to get youth into
326 the program. He added there have been challenges in the South – Anthony, Dona Ana, Santa
327 Teresa. Mr. Nunez reported personnel wise, with loss of some staff to other positions, hiring
328 continues. Mr. Nunez said the application for the Youth Board has recently been revised and will
329 be moving forward with this Board once the new Teen Connection Recreation Services Supervisor
330 is hired. Mr. Nunez reported additional funds have been applied through the Keep Las Cruces
331 Program to pursue the Youth Conservation Corp (YCC) grant to rehabilitate murals through out
332 the City.

333
334 Chair McClure asked if Parks & Recreation is experiencing delays in hiring in terms of how long it
335 takes to get somebody on board once someone has been selected for a position. Mr. Nunez said
336 it is at a minimum four weeks, but realistically six to eight weeks. Board Member Schuller
337 informed Mr. Nunez New Mexico State University has an upcoming Career Fair in February.

338
339 Mr. Franco Granillo reported when things shut down in March of 2020, his staff was back within
340 a week because of cleanliness issues at parks and safety issues that came up. He said during the
341 Covid-19 pandemic, things have been normal for the parks section. He said staff is keeping up
342 with maintenance and keeping up with new properties. He said the challenge has been getting
343 leagues back open. He added the leagues did well on following the direction and guidelines

344 provided at the league meeting that was held. Mr. Granillo said hopefully things don't turn back
345 and things can move forward to have a successful park season.

346
347 Ms. Sonya Delgado, Director of Parks and Recreation informed the Board the Department's Peak
348 Business Plan is being updated and incorporating the items from the City's Strategic Plan and
349 Elevate Las Cruces. She also said the Department is in the middle of the budget process and once
350 it is complete, she will bring the budget forward to the Board. Ms. Delgado said staff is looking
351 for a facility for Frisbee Golf and will come before the Board once some places have been
352 identified, and then to Council for a final decision and funding. This was from a request that came
353 from the community through a Councilor. Ms. Delgado said the Department has started the
354 National Recreation and Park Association accreditation process.

355
356 Chair McClure asked if the location for Frisbee Golf, if this is going to look like a golf course. Ms.
357 Delgado said it will function like a golf course but won't look like a golf course. She said natural
358 terrain will be used and could be an existing facility.

359
360 **9. Board Member Comments**

361 Board Member Montgomery said it's great to be back.

362 Board Member Engle said its good to see everybody again and urges everyone to get their shots.

363 Board Member Schuller said she wanted to commend Parks and Recreation during this time. She
364 said it's great to be back in person and it's rewarding to see that Parks and Recreation has not
365 stopped progressing and feels staff doesn't get enough kudos for this. Ms. Schuller said her term
366 ends in March 2022 and if anyone knows of anybody that could replace her, she could relay the
367 information. Ms. Delgado said City Clerk is aware and will notify Councilor Flores.

368 Chair McClure said Parks and Recreation deserves credit because recreation helps mental health
369 and staff has helped people get through on a day-to-day basis. She said the city would not be the
370 same without the staff of Parks and Recreation and to make sure to let staff know this.

371 **10. Adjournment**

372
373 Board Member Schuller moved to adjourn the Parks and Recreation Advisory Board meeting,
374 seconded by Board Member Montgomery.

375
376 Roll Call:

377 Board Member Schuller - Aye

378 Board Member Engle – Aye

379 Board Member Montgomery – Aye

380 Chair McClure - Aye

381 Motion carried unanimously. Meeting adjourned at 7:54 p.m.

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DRAFT