



## **Leon Valley Park Commission Meeting Minutes**

**The Park Commission of the City of Leon Valley, Texas met on the 10th day of November 2022, at 7:00 p.m., at the Leon Valley Conference Center, 6421 Evers Road, Leon Valley, Texas, 78238 for the purpose of the following business, to-wit:**

---

### **1. Call to Order, Pledge of Allegiance, and Determine if Quorum is Present.**

Park Commission Chairman Roger Christensen called the meeting to order at 7:00 p.m., with the following members in attendance: Vice-Chairwoman Danielle Bolton and Commissioners Elaine Valdez, Evan Bohl, Julie Carreon-Martinez, and Nancy Marrufo. Absent was Commissioner Diane Frazier.

Also present at the meeting was Staff Liaison Melinda Moritz and resident Mr. Sawyer.

### **2. Review and Approval of the October 13, 2022, Park Commission Minutes – (Commissioners)**

Vice-Chair Bolton moved to approve the minutes with a correction to the spelling of Commissioner Marrufo's name. Commissioner Valdez seconded the motion, and the motion carried unanimously.

### **3. Citizens to Be Heard**

There were no citizens wishing to speak at the meeting. Chairman Christensen asked each of the members to introduce themselves and give the other members a brief autobiography, which they did.

### **4. Reports - Activities or Events that Impact Parks and/or Access to Parks:**

#### **A. Discussion and Action – Park Commission Meeting Time and Day (R. Christensen)**

Chairman Christensen opened the conversation by noting that for many years, the Park Commission had met on the second Thursday of each month at 6:00 pm. He noted that when one member of the Commission had a conflict with another Board meeting time, the Commissioners voted to move the time of the meeting to 7:00 pm. He then explained that the conflict no longer existed and asked if the Commissioners would be amenable to moving the meeting time back to 6:00 pm.

Vice-Chair Bolton stated that she may not be able to meet at that time, as it conflicted with her children's school activities schedule. A general discussion was held, with Vice-Chair Bolton stating that the Commissioners could go ahead and move the time, but that she would let the Chairman know if she was unable to attend any of the meetings. By consensus, the time was changed from 7:00 pm to 6:00 pm on the second Thursday of each month.

**B. Discussion and Recommendation – Skate Park Design at Shadow Mist Park (Commissioners)**

Ms. Moritz continued the discussion from the previous meeting, explaining the purchasing procedures of the city to the Commissioners, and noting that for a facility like a skate park, she recommended using the design-build method, as this would allow the public to give their ideas on the design of the park. After a general discussion, Vice-Chair Bolton made a motion to use the design-build method and to set a budget of between \$300,000 and \$500,000 for the construction of a skate park. The motion was seconded by Commissioner Marrufo, and the motion carried unanimously.

**C. Discussion and Recommendation – Holiday Meeting Schedule (Commissioners)**

Chairman Christensen explained that the Park Commission typically cancelled their December meeting, as everyone was getting ready for vacations and the holidays. He further explained that the Commission also typically cancelled a meeting during the summer months for the same reason. He noted that they had trouble gathering a quorum during these times. Chairman Christensen stated that if all Commissioners agreed, they would cancel the December meeting and revisit a summer cancellation in the spring. He also noted that meetings in the spring are typically held at one of the parks. A motion was made by Commissioner Valdez to cancel the December meeting, which was seconded by Commissioner Marrufo. The motion carried unanimously.

**D. Discussion – Holiday Lighting Events (M. Moritz)**

Ms. Moritz explained the holiday events planned for December in the Veteran's Park area, the Community and Conference Centers, and at the library, and encouraged everyone to attend.

**5. Commissioner and Staff Comments.**

Vice-Chair Bolton noted that John Marshall High School was holding a hygiene drive for kids care bags and asked that anyone wishing to donate drop the items off at the school or to call her and she would pick them up.

Commissioner Bohl explained that the City Council had decided not to dedicate the Veteran's Park area as an official park.

Chairman Christensen thanked everyone for their time and commitment to the Commission and wished everyone a happy holiday.

**8. Adjourn.**

Chairman Christensen asked for a motion to adjourn. Commissioner Bohl made a motion to adjourn the meeting, which was seconded by Vice-Chair Bolton. The motion carried unanimously. The meeting was adjourned at 7:48 p.m.

  
\_\_\_\_\_  
Roger Christensen, Chairman

  
\_\_\_\_\_  
Date