



Locust Park Advisory Board

Meeting Minutes

Joel Huneycutt Community Room

6:00 PM

October 7, 2024

Parks & Rec Director

Emily Jones

Board Members

Kara Finch, Blair Dover, Kerry Sanford,
and Lucia Downer

1. Call to Order

Oaths were given to Kara Finch, Kerry Sanford, Blair Dover and Lucia Downer by City Clerk Amy Furr

Meeting was called to order at 6:01pm

2. Adopt Agenda

M/S/A Board Members Blair Dover and Kerry Sanford (4-0)

Motion to adopt agenda as presented

3. Board Structure

Parks Director Emily Jones went over the rules of procedure and bi-laws and asked for them to be adopted. She also explained the duties of the chairperson and vice chairperson and entertained nominations or volunteers for those roles. She also made known that the City Manager Cesar Correa is putting together a policy manual for appointed boards that will be available hopefully be available by the next meeting and also explained to the board their roles and that they now represent the City. The agenda format was reviewed.

M/S/A Board Members Kerry Sanford and Lucia Downer (4-0)

Motion to adopt rules of procedure and revised bi-laws

M/S/A Board Members Blair Dover and Lucia Downer (4-0)

Motion to elect Kara Finch as Chairperson

M/S/A Board Members Blair Dover and Kerry Sanford (4-0)

Motion to elect Lucia Downer as Vice Chairperson

Rules of Procedure

Election of Chairperson and Vice-Chairperson

Board Handbook

4. Chairperson's Report

Nothing to report at this time

5. Director's Report

Parks Director Emily Jones introduced Hunter Williams, Athletic Coordinator and Jessica Honeycutt, Program Coordinator and allowed them to give a brief overview about themselves and their roles and responsibilities in the Parks Department with the City of Locust. She, herself, also gave a brief introduction of herself and her roles and responsibilities with the City of Locust. City Clerk Amy Furr and City Manager Cesar Correa also gave brief introductions of themselves and their roles and responsibilities. City Manager Cesar Correa explained the needs of the City and the direction in which the City would like to see the parks department to go in and thanked the board members for their willingness to serve, and we are all excited to see what transpires. Parks Director Emily Jones reviewed the growth of the participation in the park events and athletics for the last few years. She then reviewed the September monthly report in depth, highlighting for the board the differences between the resident and non-resident fees, the reason behind that fee and the need for the multi-child discount which is new this year. There was discussion by the board over some concerns with the accessibility and the condition at the soccer fields and also concerns brought up about lighting in the parking lot off of Lions Club Dr.

Introduction of staff and review of Parks and Recreation Department (10 minutes)

- 1. Athletics**
- 2. Programs & Special Events**
- 3. Facilities**
- 4. Park Master Plan**

September Report

6. Sub-Committee Reports

Park Director Emily Jones reviewed the current subcommittees that the staff currently participate in and that there is nothing to report on at this time.

7. Unfinished Business

Nothing to report on at this time

8. New Business

Parks Director Emily Jones reviewed and opened discussion on the Park Master Plan to identify projects that the Board would like to see come to fruition and what grants may be available. She spoke on the Park Accessibility Grant, which is a 20% matching grant and the deadline to apply is March 1, 2025. She reviewed the steps needed to complete the grant. She then spoke about specific items that can be identified to complete projects with the grant funds. Board Chair Kara Finch made a suggestion to create a flyer and distribute it to local schools to have those families who represent families with disabilities to participate in meetings to identify what we can do to create an environment that is inclusive. The board identified a couple of needs, including soccer goals, lights for parking, additional parking, and gates at the road on Lions Club Dr. Program

Coordinator Jessica Honeycutt identified that the Parks Department would like a facility for programming needs.

Board Chair Kara Finch asked if there was a way for there to be some training for coaches regarding dealing with participants in programming or athletics who have special needs or have experienced trauma. Maybe a coaches banquet to offer training to the coaches who volunteer.

Program Coordinator Jessica Honeycutt gave an overview of the upcoming events and Park Director Emily Jones gave an overview of upcoming athletics.

Park Director Emily Jones gave a brief overview of the budget process.

Next meeting is November 4, 2024

There is one vacancy on the Parks Advisory Board and Park Director Emily Jones asked the Board to review the applications to make a recommendation to the Council at the next Parks Advisory Board meeting and that maybe re-open the applications to see if any new volunteers apply for the board.

- **Identifying and prioritizing park projects**
- **Upcoming Special Events**
- **Upcoming Athletics**
- **P & R Budget for FY24-25**

9. Closing Comments & Adjourn

Each board member took a moment to introduce themselves to each other and spoke a little about their backgrounds.

M/S/A Board Members Kara Finch and Blair Dover (4-0)
Motion to adjourn at 8:28pm

Emily Jones, Parks & Rec Director

Kara Finch, Board Chair