

CITY OF LOVINGTON
PARKS AND RECREATION ADVISORY BOARD MEETING

TUESDAY, JUNE 25, 2013 @ 4:00 P.M.
TO BE HELD AT 214 SOUTH LOVE STREET

AGENDA

Notice of this meeting has been given to the public in compliance with Section 10-15-4 NMSA 1978

OPEN MEETING

Call to Order	
Roll Call	
Election of Chairperson and Vice-Chairperson	TAB 1
Approval of Agenda	

NON-ACTION ITEMS:

Review of Ordinance 507 – Lovington Parks and Recreation Advisory Board	TAB 2
Review of the parks inventory for Avenue D Park and Chaparral Park	TAB 3
Discussion of recent improvements to the parks and recreation system	TAB 4
Discussion of parks and recreation rules	TAB 5

ACTION ITEMS:

Discussion of the 2013-2014 Parks Department capital outlay budget	TAB 6
Discussion of public restrooms at Runnels Ballpark	TAB 7

PUBLIC COMMENT

ADJOURNMENT

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the City Clerk at 575-396-2884 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk at 575-396-2884 if a summary or other type of accessible format is needed.

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Chairperson and Vice-Chairperson
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

As per Ordinance 507, the Board is required to elect a Chairperson and Vice-Chairperson. The Chairperson will be responsible for conducting Board meetings. The Vice-Chairperson will conduct Board meetings in the absence of the Chairperson.

FISCAL IMPACT:

N/A

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

N/A

RECOMMENDATION:

N/A

Department Head

City Manager

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Ordinance 507
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

Ordinance 507 was approved at the May 28, 2013 City Commission meeting. This legislation created the Parks and Recreation Advisory Board and provided general bylaws for the Board to follow. Staff thought it would be appropriate to distribute the ordinance for the Board to review and ask questions.

FISCAL IMPACT:

N/A

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

Ordinance 507

RECOMMENDATION:

N/A

Department Head

City Manager

ORDINANCE NO. 507

An ordinance of the City of Lovington, New Mexico, enacting a new Chapter of Title 2, Division V, Chapter 2.90 creating the Lovington Parks and Recreation Board, the membership thereof and providing rules and regulations for the conduct of business of such board, and defining the powers and the duties thereof.

WHEREAS, the City of Lovington provides parks and recreational facilities for the citizens of our community; and

WHEREAS, the input of our citizens in regards to such facilities is valued.

NOW, THEREFORE, BE IT FURTHER ORDAINED BY THE GOVERNING BODY OF THE CITY OF LOVINGTON, NEW MEXICO, that:

Chapter 2.90 Parks and Recreation Board of the Lovington Municipal Code of the City of Lovington, New Mexico, in the following form, is hereby enacted:

2.90.010 Intent

It is the intent of the City that the Parks and Recreation Advisory Board, hereinafter referred to as the "Board", shall:

- A. Represent the community at large and not any specific recreational organization; and
- B. The Board shall keep itself informed of City parks and recreation needs and to serve as a forum for public discussion; and
- C. To encourage the general use of parks and recreation programs including cooperation with other agencies and organizations that are involved in providing recreation services for the public good.

2.90.020 Membership and Appointment

The Board shall consist of seven (7) members, one of whom shall be a duly elected and qualified member of the City Commission. The Mayor, with the approval and consent of the City Commission, shall appoint the remaining six (6) from citizens. Three (3) shall reside within the City limits of Lovington, one (1) within the Lovington Extraterritorial Zone, and two (2) members between the ages of fifteen (15) and twenty (20). The Mayor, recreation director, parks director, and superintendent of the Lovington Municipal Schools shall be ex officio members of the Board, but shall have no vote in any of its proceedings.

2.90.030 Terms of Office

Initially, the Mayor shall appoint to the Board three (3) members for one (1) year, two (2) members for two (2) years and one (1) member for three (3) years. The City Commission member so appointed shall serve for a term concurrent with their duly elected term as a member of the City Commission. Thereafter, the terms of all Board members, except the member who is a City Commissioner, shall be for three (3) years, and until their successors shall be appointed and qualified.

2.90.040 Vacancies

Vacancies occurring in the membership of the Board by reason of death, resignation, termination of residence in the city or removal from the Board for cause shall be filled by appointment by the Mayor, with the approval of the City Commission, for the unexpired part or portion of the vacant membership.

2.90.050 Compensation

Members of the parks and recreation board shall serve without compensation.

2.90.060 Organization

The Board members, when appointed, shall meet within fifteen (15) days after their appointment to organize by the election of one of their members as chairperson and one as vice chairperson. The terms of the officers so elected shall be for one year and until their successors are elected by an annual election of the membership of the Board.

2.90.070 Meetings

The Board shall hold a regular meeting at least once per quarter and convene such specially called meetings as it may deem appropriate. The Board meetings will comply with the New Mexico Open Meetings Act and reasonable notice shall be provided to the public. Minutes shall be kept of all Board meetings.

2.90.080 Removal From Office

Any member of the Board provided in this chapter may be removed by the City Commission. Any member of the Parks and Recreation Board who fails to attend three consecutive regular meetings of the Board, without valid reason approved by the Board, shall be deemed to have resigned his/her office, and upon notice of such resignation, the Mayor, with the approval of the City Commission, shall appoint someone to fill out such member's term.

2.90.090 Duties

The Board shall:

- A. Carry out the policies of the City Commission and receive, study and recommend to the City Commission all requests by individuals or groups in reference to the activities, programs and plans of the commission.
- B. Advise and consult with the City Commission on public reaction to the activities of the Board.
- C. Make recommendations as to priority for additions to or construction of parks or recreation facilities.
- D. Have no power to make any final determination upon any of the foregoing matters and shall have advisory powers only.

Passed, adopted and approved this ____ day of _____, 2013.

CITY OF LOVINGTON

DIXIE DRUMMOND, Mayor

ATTEST:

CAROL ANN HOGUE, City Clerk

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Parks Inventory
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

On June 13, 2013, an inventory was taken at Avenue D Park and Chaparral Park of all park amenities, such as shelters, picnic tables, and trash receptacles. The information was collected to provide a starting point for the discussion of park facilities.

FISCAL IMPACT:

N/A

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

Parks Inventory

RECOMMENDATION:

N/A

Department Head

City Manager

Parks Inventory

Avenue D Park

- 2 benches
- 4 trash cans
- 2 playground areas
- 3 swings
- 30 trees
- 5 general lights

Chaparral Park

- 33 benches
- 31 picnic tables
- 38 trash cans
- 2 dumpsters
- 3 playground areas
- 3 bathrooms
- 2 swings
- 220 trees
- 16 shelters
- 13 grills
- 3 volleyball courts (2 sand, 1 concrete)
- 1 basketball court
- 1 softball field
- 1 lake, with 2 pedestrian bridges
- 80 general lights
- 34 field/court lights
- 3 park rule signs
- Frisbee golf course
- 6 exercise stations (1 sit-up, 1 push-up, 1 monkey bars, 1 dip bars, 2 miscellaneous)

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Parks and Recreation Improvements
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

Over the past few months a number of improvements have been made to the parks and recreation system. These include the following:

- *Landscaped the interior of the Lovington Aquatic Center
- *23 new trees were planted at Chaparral Park with watering bags
- *Over 100 dead trees were removed from Chaparral Park
- *Two parks employees received their herbicide license
- *All shelters at Chaparral Park were repainted
- *Little league baseball infields were reworked

FISCAL IMPACT:

N/A

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

Pictures of the improvements to the shelters, tree watering bags, and landscaping at the Lovington Aquatic Center.

RECOMMENDATION:

N/A

Department Head

City Manager

Parks and Recreation Improvements

Lovington Aquatic Center



Chaparral Park



CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Parks and Recreation Rules
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

Attached are the rules for Avenue D Park, Chaparral Park, Chaparral Lake, Lovington Aquatic Center, and Runnels Ballpark. Currently, these are the only parks and recreation facilities with posted rules. With the creation of this Board, staff thought it would be an opportune time to give the rules a thorough review and propose changes (if any) to the City Commission.

FISCAL IMPACT:

N/A

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

Parks and Recreation Rules

RECOMMENDATION:

N/A

Department Head

City Manager

Parks and Recreation Rules

Avenue D Park

1. No vehicles allowed on grass or other areas not specifically designed for automobiles or for parking.
2. Unlawful to deface or destroy equipment, furniture, structures, trees, shrubbery or signs.
3. No alcoholic beverages allowed in park area or parking area adjacent thereto.
4. It shall be a misdemeanor to violate regulations.
5. All pets must be on a leash.
6. No firearms allowed.
7. Fires only on grills.
8. No tents allowed.
9. Do not litter.

Chaparral Park

1. No vehicles allowed on grass or other areas not specifically designed and constructed for vehicles or vehicular traffic.
2. No alcoholic beverages allowed in park area or parking area adjacent thereto.
3. Fires only in grills.
4. Unlawful to deface or destroy equipment, furniture, structure, trees, shrubbery or signs.
5. Turns lights at shelter and courts off as you leave.
6. Do not litter
7. No tents allowed.
8. No firearms allowed.
9. No swimming or wading in fountain.

Chaparral Lake

1. Trout validation stamp required Nov. 1 through Mar. 31
2. All pets must be on a leash and under control.
3. State fishing license required.
4. Unauthorized fish not allowed to be put in lake.
5. No boats of any kind allowed in lake.
6. No vehicles allowed on grass or other area not specifically designed and constructed for vehicles or vehicular traffic.
7. No swimming or wading in lake.
8. No trout or throw lines.
9. No firearms allowed.
10. No alcoholic beverages allowed in lake area or parking area adjacent thereto.
11. Fires only in grills.
12. No tents allowed.
13. Do not litter lake.

Lovington Aquatic Center

1. Animals are not allowed in pool area.
2. Any person having an infection or communicable disease is prohibited from using a public pool.
3. All children under age 8 must be accompanied by a parent or responsible adult supervisor.
4. Persons having open blisters, cuts, etc. are advised not to use the pool.
5. Running, pushing, boisterous or rough play, or excessive noise is forbidden in the pool area, shower or dressing room.
6. Spitting, spouting water, blowing nose or discharging wastes in the pool is strictly prohibited.
7. No glass or gum allowed in or around pool area.
8. All babies must wear swim diapers.
9. No street clothes – all entering must buy a ticket.

Runnels Ballpark

“For the protection of spectators and participants, bicycles, scooters, fighting, alcoholic beverages and dogs are not allowed in the park. No exceptions and any violations will result in immediate closure of the park.”

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Parks Department Capital Outlay
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

The 2013-2014 capital outlay budget provides \$20,000 for the purchase of two new swing sets. Since this was approved prior to the establishment of the Board, staff thought it would be appropriate to solicit Board input and offer a recommendation to the City Commission. These funds may be used for any capital improvements to the parks.

FISCAL IMPACT:

REVIEWED BY:

(Finance Director)

This expenditure was included in the 2013-2014 Budget.

ATTACHMENTS:

Parks Department Budget

RECOMMENDATION:

N/A

Department Head

City Manager

CITY OF LOVINGTON
STAFF SUMMARY FORM



MEETING DATE: 06/25/13

TYPE: RESOLUTION ORDINANCE PROCLAMATION INFORMATION OTHER ACTION

SUBJECT: Public Restrooms at Runnels Ballpark
DEPARTMENT: Executive
SUBMITTED BY: Jared Cobb
DATE SUBMITTED: 06/17/13

STAFF SUMMARY:

The 2013-2014 Recreation Department capital outlay budget provides \$150,000 for the construction of restrooms at Runnels Ballpark. Several configurations are attached for your review. In addition, staff would like input regarding the location of additional restrooms at other parks and recreation facilities.

FISCAL IMPACT:

This expenditure was included in the 2013-2014 Budget.

REVIEWED BY:

(Finance Director)

ATTACHMENTS:

Recreation Department Budget and Restroom Plans

RECOMMENDATION:

N/A

Department Head

City Manager

Runnels Ballpark Restrooms

Model #2044

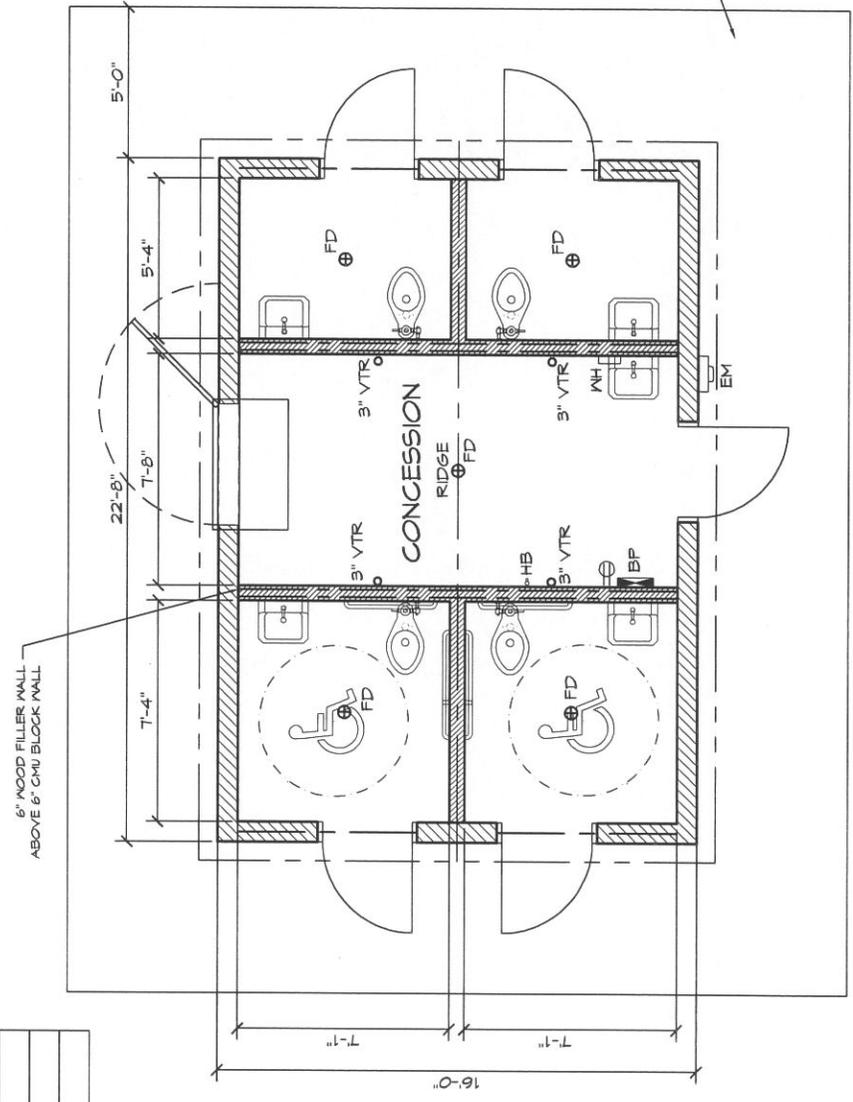


Model #2064



WALL TYPE SCHEDULE

-  8" DRY STACK CMU WALL REINFORCED & GROUT FILLED
-  6" DRY STACK CMU WALL REINFORCED & GROUT FILLED



LEGEND	
SYMBOL	DESCRIPTION
---	GABLE VENT
	EXTERIOR WALL LIGHTS
	INTERIOR WALL LIGHTS
	INTERIOR CEILING LIGHTS
⊕	ELECTRICAL OUTLET
⊙	FLOOR DRAIN



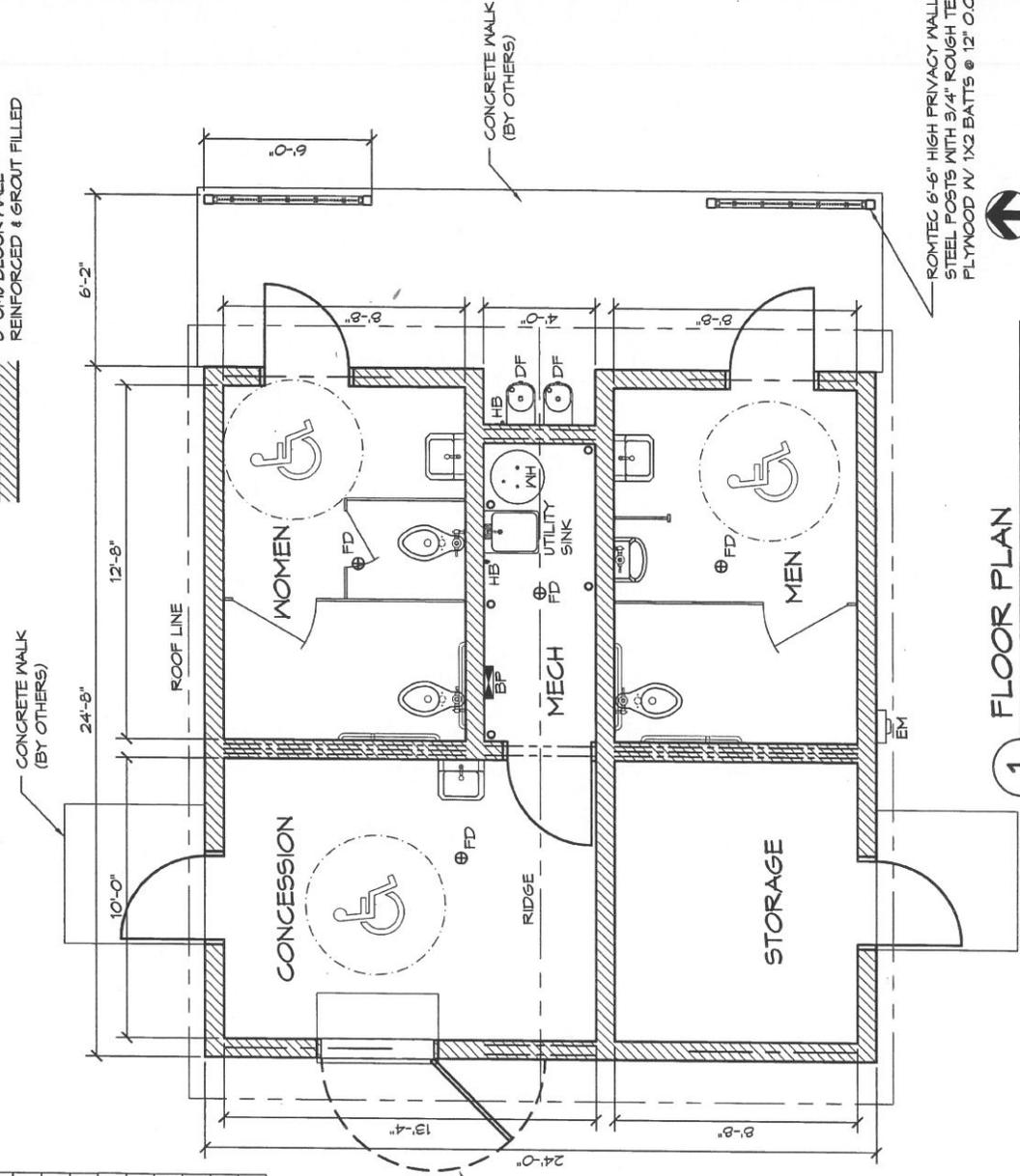
1 FLOOR PLAN
 SCALE: 1/4" = 1'-0"

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WALL TYPE SCHEDULE

8" CMU BLOCK WALL REINFORCED & GROUT FILLED



ROMTEC 6'-6" HIGH PRIVACY WALL STEEL POSTS WITH 3/4" ROUGH TEX PLYWOOD W/ 1X3 BATTIS @ 12" O.C.



PLAN NORTH

FLOOR PLAN

SCALE: 1/4" = 1'-0"

LEGEND	
SYMBOL	DESCRIPTION
---	GABLE VENT
---	RIDGE VENT
---	RIDGE WINDOW
---	2x8 WOOD FILLER WALL
---	EXTERIOR WALL LIGHTS
---	INTERIOR WALL LIGHTS
---	INTERIOR CEILING LIGHTS
⊙	FLOOR DRAIN
⊕	ELECTRICAL OUTLET

1