

NOTICE OF SPECIAL MEETING

CITY OF SOUTH PADRE ISLAND

PARKS, RECREATION AND BEAUTIFICATION COMMITTEE

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

A G E N D A

Wednesday, December 1, 2010 at 9:00 am

2ND FLOOR AT 4601 PADRE BLVD., 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 the Parks, Recreation and Beautification Committee relating to agenda or non-agenda items. **Speakers are required to address the committee members at the podium and give their name before addressing their concerns.** [Note: State law will not permit the Parks, Recreation and Beautification 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 Parks, Recreation and Beautification Committee meeting.*
4. Discussion and Action to approve Meeting Minutes from November 10, 2010.
5. Discussion and Action to set Election Terms for Committee Members
6. Discussion and Action of the Lighting Contest for Residential and Commercial Properties. (Conrad)
 - a. Set Rules to Judge the Lighting Contest
 - b. Set Date of the Judging for the Lighting Contest
 - c. Discussion and Action to purchase awards for the Lighting Contest
7. Discussion and Action on pending tasks for upcoming Events (Conrad)
 - a. Lighting of the Island on Friday, November 26
 - b. Christmas Mercado on Saturday, November 27
 - c. Christmas Parade on Friday, December 10
 - i. Discussion and Action on Parade Rules
 - ii. Discussion and Action on Parade Itinerary; Registrations, Grand Marshall, Parade Judges, Volunteers and the Guest Reader at the Award Ceremony.
 - d. Breakfast with Santa at Schlitterbahn on Friday, December 11
8. Discussion and Action on the 12 days of Holiday Celebration (Colwell)
9. Discussion & Action on advertisements of Holiday events (Conrad)
 - a. Discussion and Action of having a vending spot for the committee to sell prepackaged drinks and snacks to help offset the cost of advertising.
10. Next Regular Meeting December 15, 2010
11. Agenda Items for upcoming Meeting

12. Adjourn

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF REGULAR MEETING OF THE PARKS, RECREATION AND BEAUTIFICATION COMMITTEE 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 Wednesday, November 24, 2010 AT 11:20 am AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.


Marta Martinez, Assistant 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 CITY OF SOUTH PADRE ISLAND CITY COUNCIL MAY ATTEND THIS MEETING; IF SO, THIS STATEMENT SATISFIES THE REQUIREMENTS OF THE OPEN MEETINGS ACT.

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

MEETING DATE: Wednesday, December 1, 2010

NAME: Minerva Elizabeth Lopez, Assistant to the City Manager

ITEM

Request to approve Minutes from the November 10, 2010 Meeting.

BACKGROUND

RECOMMENDATIONS/COMMENTS

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

ACTION

MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____

M I N U T E S
CITY OF SOUTH PADRE ISLAND
PARKS, RECREATION & BEAUTIFICATION COMMITTEE
Wednesday, November 10, 2010
2nd Floor, 4601 Padre Boulevard, South Padre Island, Texas

ATTENDEES: COMMITTEE MEMBERS

Sandy Colwell
Jacky Conrad
Alex Grossman
Rob Kniech
Diane O' Leary

STAFF

Darla A. Jones, Assistant City Manager
Minerva E. Lopez

ABSENT COMMITTEE MEMBERS: Annelise Singer & Lucinda Wierenga

I. CALL TO ORDER

Meeting called to order at 10:01 am by Assistant City Manager Darla A. Jones on behalf of the newly appointed Committee Members.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC COMMENTS AND ANNOUNCEMENTS

Assistant City Manager Jones extended an invitation to the City's Veterans Day Event on Thursday, November 11, 2010 at 10 am near the Blue Star Memorial at City Hall.

IV. ELECT CHAIRMAN AND VICE-CHAIRMAN

Assistant City Manager Jones led the election with opening the floor for nominations.

Motion to appoint Jacky Conrad as the Chairman was made by Sandy Colwell and Seconded by Diane O' Leary. The vote was unanimous.

Motion to appoint Alex Grossman as the Vice-Chairman was made by Rob Kniech and Seconded by Diane O' Leary. The vote was unanimous.

V. SET MEETING TIMES AND DATE

Motion to conduct meeting the third Wednesday of each month at 9:00 am was made by Jack Conrad and Seconded by Alex Grossman. The vote was unanimous.

VI. COMMITTEE ORIENTATION

City Secretary Susan Hill reviewed the following items with all the newly appointed Committee Members.

- a. Goals & Committee Responsibilities – Review of Resolution No. 2010-25
- b. Open Meetings Act Training – Request for Certificate from Committee Members and email Committee Members the “Robert Rules of Order” Motions Chart
- c. Video Streaming – Review of equipment and use
- d. Agenda Process – Email “Agenda Request” template

VII. CHRISTMAS PARADE REPORT & WHAT NEEDS TO BE DONE (CONRAD)
Assistant City Manager Jones advised the Committee of the \$8000 allocated under the City's fund 01-572-0558 for their fiscal year events.

✚ NOVEMBER 26 – LIGHTING OF THE ISLAND

Join Santa on Friday, November 26th at the Visitor's Center to kick off the City's official "Lighting of the Island" Event. The City's Christmas tree will be lit along with Christmas caroling and refreshments for all.

All local residents and businesses will be encouraged to participate in the "Lighting of the Island" by lighting their residential or commercial property.

LIGHTING CONTEST – Committee Members discussed and decided that participation by local residents and businesses in the Lighting Contest would be judged on Saturday, December 11th and acknowledged at the Awards Ceremony at City Hall on December 14th from 6-7pm.

Motion to purchase Christmas tree shaped acrylic or glass awards for the Lighting Contest Winners in lieu of cash prizes was made by Rob Kniech and Seconded by Diane O' Leary. The vote was unanimous.

✚ NOVEMBER 27 – CHRISTMAS MERCADO

Start your Christmas shopping on Saturday, November 27th, at the City's 3rd Annual Christmas Mercado to be located across from Louie's back Yard on Laguna Blvd.

EVENT CONTACT – Reserve your space, contact Nancy Marsden at 956.761.2626 or uscbnancy@sbcglobal.net.

✚ DECEMBER 10 – CHRISTMAS PARADE

The City's 26th Annual Christmas Parade is scheduled to begin on Friday, December 10th at 6:15 pm along Padre Boulevard starting at the Post Office on Mars Street towards Campeche Street at the Padre Brewing Company where the parade judging will take place. The Award Ceremony will be held on December 14th on the front steps of City's Municipal Complex at 6-7pm with a guest reading the "Twas the Night before Christmas."

PARADE RULES & REGISTRATION - Chairman Conrad invited interested participants to contact her at spiparade@yahoo.com or visit the City's website or Jolly Days on Facebook to download the Parade's registration form.

CATEGORIES - Float Motorized for Commercial/Business or Club/Organization
Non-Float (walking or marching)
Children (under 14)

AWARD CEREMONY – Awards will be presented to the Parade and the Lighting Contest winners on December 14th at City Hall from 6–7pm along with \$2000 in cash awards for the parade participants.

CURRENT PARADE REGISTRATIONS– Chairman Conrad has received 14 registrations.

GRAND MARSHALL – Nominate a local resident or business owner for the honor of being our Parade’s Grand Marshall! Ballot boxes will be placed at local business or contact Chairman Conrad by November 24, 2010 at spiparade@yahoo.com. Voting of the top three nominees will take place from Nov. 25th – Dec. 1st.

GUEST READER – A volunteer is needed to read “Twas the Night before Christmas” at the Award Ceremony on December 14th at City Hall at 6-7pm.

JUDGES NEEDED – We are seeking 7 parade judges from our local residents and businesses.

START THE PARADE – Vice Chairman Grossman gladly agreed to do.

VOLUNTEERS – Chairman Conrad requested the assistance of Club Padre to lineup vehicles and parade floats. She will be meeting with the City’s Public Works & Police Departments on Dec. 2nd to finalize plans.

 **DECEMBER 11 – BREAKFAST WITH SANTA AT SCHLITTERBAHN**

The City will be hosting their annual “Breakfast with Santa” on Saturday, December 11th at 10:00 am – 12:00 noon at the Schlitterbahn Water Park.

Chairman Conrad reported that \$300 has been allocated for the event. Santa has confirmed his attendance at the event where children under the age of 10 will enjoy a free pancake breakfast with adults paying \$2 to join in the fun. There will be photos with Santa, letter writing to Santa, story-time, making reindeers with Elf Nancy, a coloring center, fishing for toys and face painting for 50 - 250 children.

VIII. DISCUSSION OF THE HISTORY, INVOLVEMENT AND IDEAS FOR THE SOUTH PADRE ISLAND’S JOLLY DAYS AND EVENTS. (CONRAD)

A discussion was held by Committee members on the various events held during “Jolly Days”, “Twelve days of Holiday Celebration” and “Shop the Island” events. Chairman Conrad reported that in previous years, 400 T-shirts had been sold with sponsorship and advertisement space promoting local vendors that help raise additional funds. Committee members agreed it was too late to begin efforts this year; however they will consider this option for the future.

IX. DISCUSSION OF PUTTING TOGETHER A GROUP OF BUSINESS AND COMMUNITY LEADERS FOR THE TWELVE DAYS OF HOLIDAY CELEBRATION. (CONRAD)

Chairman Conrad initiated the Twelve Days of Holiday Celebration Group to help

promote the “Shop the Island” events that encourages local business participation. It promotes purchases of \$20 to enter for an opportunity to win one of two \$200 gift certificates from local businesses. The Twelve Days of Holiday Celebration Group will include Parks, Recreation and Beautification Committee Members Sandy Colwell, Diane O’ Leary and Annelise Singer with the help of local resident Jody Hughes.

Motion to begin the Twelve Day of Holiday Celebration Group was motioned by Sandy Colwell and Seconded by Rob Kniech. The vote was unanimous.

X. DISCUSSION REGARDING ADVERTISING OF EVENTS. (CONRAD)

Committee Members discussed and considered the advertising options due to reduce advertising expenses and they agreed to continue advertising Jolly Days events and the Twelve Days of Holiday Celebration:

- Advertisements in the Port Isabel Press/Island Breeze/Coastal Current
- City’s Website
- Convention Center’s Website
- Facebook
- Local Businesses
- Local Churches
- Local Schools – send flyers home w/children
- Placement of two poster boards at the Island’s entrance
- Press Releases
- Public Calendars

Motion to advertise events as listed above to reduce advertisement costs was made by Sandy Colwell and Seconded by Alex Grossman. The vote was unanimous.

XI. DISCUSSION REGARDING ADDING NON-PROFIT EVENTS TO THE JOLLY DAY’S LIST AND ADVERTISING. (CONRAD)

Committee Members agreed to include the non-profit events into the Jolly Day’s list and advertng efforts.

Motion to include non-profit events with the Jolly Day’s list and advertising efforts was made by Sandy Colwell and Seconded by Diane O’ Leary. The vote was unanimous.

XII. MEETING ADJOURNED AT 11:03 A.M.

A Special Meeting has been scheduled for December 1st at 9:00 am in City Council Meeting room to finalize details for the Jolly Days events. With the conclusion of all agenda items, Chairman Conrad adjourned the meeting.

Minerva Elizabeth Lopez, Secretary

APPROVED _____
Jacky Conrad, Chairman

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

MEETING DATE: Wednesday, December 1, 2010

NAME: Chairman Jacky Conrad

ITEM

Discussion and Action to set Election Terms for Committee Members

BACKGROUND

Resolution No. 2010-25

RECOMMENDATIONS/COMMENTS

Set Committee members term as noted in Section 3 of Resolution No. 2010-25.

The City Council may appoint seven (7) members to serve on the Parks, Recreation and Beautification Committee. The Committee members will have two years staggered terms with the Chairman and Vice-Chairman elected annually by the Committee. Staggered terms will expire on the 30th of September each year. For the initial terms the appointed committee members will draw for term lengths, three of the terms will be for one (1) year and four (4) of the terms will be for two (2) years.

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

ACTION

MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____



RESOLUTION NO. 2010-25

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PADRE ISLAND, TEXAS, CREATING THE PARKS, RECREATION & BEAUTIFICATION COMMITTEE

WHEREAS, it is generally recognized that creating a committee referred to as the Parks, Recreation & Beautification Committee would be beneficial to the South Padre Island community; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SOUTH PADRE ISLAND, TEXAS:

Section 1: The City Council supports and approves the creation of the Parks, Recreation & Beautification Committee.

Section 2: The Parks, Recreation & Beautification Committee shall conduct all its meetings at in a public setting preferably at City Hall and shall follow all of the procedures required by the Open Meetings Act.

Section 3: The City Council may appoint seven (7) members to serve on the Parks, Recreation & Beautification Committee. The Committee members will have two year staggered terms with the Chairman and Vice-Chairman elected annually by the Committee. Staggered terms will expire on the 30th of September each year. For the initial terms the appointed committee members will draw for term lengths, three of the terms will be for one (1) year and four (4) of the terms will be for two (2) years.

Section 4: The Parks, Recreation & Beautification Committee will establish goals annually including the following general objectives:

- Make programmatic recommendations to enhance the beauty and overall appearance of the City of South Padre Island
- Recommend policy to the City Council to protect and preserve the natural beauty of the City of South Padre Island and to ensure its ecological vitality for the future.


- Educate and engage SPI residents and visitors to take responsibility for improving the community environment.
- Work on creating community events that support a high quality of life for the residents of the City of South Padre Island which will create a sense of community.
- Maintain a community park system for the enjoyment of residents and visitors.

Section 5: The Parks, Recreation & Beautification Committee will strive to educate the public regarding the importance of keeping South Padre Island beautiful for the public's enjoyment.


PASSED, APPROVED AND ADOPTED on this the 15th day of September, 2010.

ATTEST:

CITY OF SOUTH PADRE ISLAND, TEXAS



Susan M. Hill, City Secretary



Robert N. Pinkerton, Jr., Mayor



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

MEETING DATE: Wednesday, December 1, 2010

NAME: Chairman Jacky Conrad

ITEM

Discussion and Action of the Lighting Contest for Residential and Commercial Properties

- a. Set Rules to Judge the Lighting Contest
- b. Set Date of the Judging for the Lighting Contest
- c. Discussion and Action to purchase awards for the Lighting Contest

BACKGROUND

RECOMMENDATIONS/COMMENTS

BUDGET/FINANCIAL SUMMARY

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MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____

Minerva Elizabeth Lopez

From: QuickTrophy <website@quicktrophy.com>
Sent: Monday, November 22, 2010 1:24 PM
To: Minerva Elizabeth Lopez
Subject: Order received

Thank you for your recent purchase



Dear City of South Padre Island,

Thanks again for your order. Below is a copy. Please review the details to make sure everything is correct. Please contact us right away if something needs to be changed.

Your Order ID: 103435

ORDER SUMMARY

Order ID: 103435	Sub Total: \$119.94
Customer ID: 49104	Misc. Fee: \$0.00
Order Date: 2010-11-22 13:25:32	Shipping: \$0.00
Ship Date:	Sales Tax: \$0.00*
Ship Via: UPS Ground	Order Total: \$119.94
Tracking Code:	

BILL TO:

City of South Padre Island City
Managers Office
4601 Padre Blvd
South Padre Island, TX 78597

Phone: 956.761.6457
Fax: 956.761.3888
Email: mlopez@southpadretexas.gov

Need By Date:
Comments:

SHIP TO:

Darla A Jones Assistant City
Manager
4601 Padre Blvd.
South Padre Island, TX 78597

Phone: 956-761.6457
Fax: 956.761.3888
Email: mlopez@southpadretexas.gov

PRODUCT SUMMARY

PRODUCT #1

Name: Acrylic Triangle
Quantity: 6
Type: plaques
Style: Logo Acrylic

Previous Orders:
84084,71724,71723

Color: N/A

Using Logo: onFile

2010 SPI Lighting Contest
FIRST PLACE
Commercial Property

2010 SPI Lighting Contest
SECOND PLACE
Commercial Property

2010 SPI Lighting Contest
THIRD PLACE
Commercial Property

2010 SPI Lighting Contest
FIRST PLACE
Residential Property

2010 SPI Lighting Contest
SECOND PLACE
Residential Property

2010 SPI Lighting Contest
THIRD PLACE
Residential Property

NOTES

*Sales tax applicable for state of Michigan

QuickTrophy, LLC

446 E. Crescent Street

Marquette, MI 49855

Toll-Free: 1-866-200-1234

Fax: 906-228-9865

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

MEETING DATE: Wednesday, December 1, 2010

NAME: Chairman Jacky Conrad

ITEM

Discussion and Action on pending tasks for upcoming Events

- a. Lighting of the Island on Friday, November 26
- b. Christmas Mercado on Saturday, November 27
- c. Christmas Parade on Friday, December 10
 - i. Discussion and Action on Parade Rules
 - ii. Discussion and Action on Parade Itinerary; Registrations, Grand Marshall, Parade Judges, Volunteers and the Guest Reader at the Award Ceremony.
- d. Breakfast with Santa at Schlitterbahn on Friday, December 11

BACKGROUND

RECOMMENDATIONS/COMMENTS

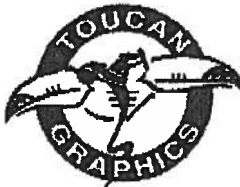
BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

ACTION

MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____



& PROMOTIONAL PRODUCTS

11/19/10

Estimate Number
1321

ESTIMATE

Client Sandy Colwell
Project Bookmarks
Description 2.5 x 8.5 bookmarks, 4/4, 14point, UV Coated

	Unit Cost	Total Cost
500		\$130.00
1000		\$138.00
1500		\$178.00
2500		\$198.00

*Recommended vendor
 due to price, able to produce
 size needed a time frame*

J Conrad

Notes

Each individual price quote is a price for printing one design.
 Quotes are for printing only and do not include any design charges for designing the
 bookmarks.

Estimates do not include tax and freight. Estimates are for PRINTING ONLY and DO NOT include the
 cost of design and layout. Estimates are valid 30 days from estimate date unless otherwise noted.
 ALL PRINT AND PRODUCT ORDERS ARE SUBJECT TO A 10% OVER OR UNDER ON QUANTITY.

204 West Bahama Ste. A • South Padre Island, TX 78597
 (956) 761-1765 • Fax: (956) 761-5070

sh
[Signature]



2600 Padre Blvd., Ste. R • South Padre Island, TX 78597
Phone (956) 761-1182 • FAX (956) 761-4555

FAX COVER SHEET

TO Jackie DATE 11/18/10
 FAX # 210-568-4127 NO. OF PAGES (INCLUDING THIS PAGE) 1
 FROM Cheryl PHONE 761-1182

MESSAGE

Bookmarks 8" x 2 1/2" printed on 14pt Krombake,
4-color, 2-sides with full bleeds. UV coating
on both sides. Includes set-up, printing
& shipping. Must have all info by Nov. 29 for
Dec. 6 delivery.

1,000 = \$179.02

3,000 = \$217.00

Visit Beautiful South Padre Island!

ITEM; bookmark

SIZE; 2.5 x 7

STOCK; 14pt gloss cover

PRINTED 4/4 full color 2 sides

QTY/PRICE; 1000 =111.65

-allow 7 working days form approval date.

-customer to provide camera-ready art, or can be set-up at additional cost.

THANK YOU. please call cell with any questions. alex a.

The Alex Avalos Printing Company

5009 Padre Blvd., Ste;14 S.P.I. TX. 78597

(956) 551-9672 cell

(956) 772-0200 fax

avalon-group@sbcglobal.net (print; orders,quotes)

avalongroup@hotmail.com (general info)

theavalongroup@gmail.com (personal)

Alex can't do 8" bookmark.

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

MEETING DATE: Wednesday, December 1, 2010

NAME: Committee Member Sandy Colwell

ITEM

Discussion and Action on the 12 days of Holiday Celebration

BACKGROUND

RECOMMENDATIONS/COMMENTS

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

ACTION

MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____

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

MEETING DATE: Wednesday, December 1, 2010

NAME: Chairman Jacky Conrad

ITEM

Discussion and Action on advertisements of Holiday events to have a vending spot for the committee to sell prepackaged drinks and snacks to help offset the cost of advertising.

BACKGROUND

RECOMMENDATIONS/COMMENTS

BUDGET/FINANCIAL SUMMARY

COMPREHENSIVE PLAN GOAL

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MOTION: _____ **SECOND:** _____

VOTE: AYES: _____ **NAYS:** _____ **ABSTENTIONS:** _____