



## **Parks and Recreation Advisory Board Minutes**

**Wednesday, October 14, 2009**

*Rowlett Community Center*

**5300 Main Street, Room D \* Rowlett Texas 75088**

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**PRESENT:** Wayne Baxter, Lonnie Cornwell, Ron Miller, Karen Scholz, Norman Tsao, Debby Bobbitt, Ken Romaine, Erica Moss, Matt Grubisich

**ABSENT:** Norman Scown, Denise Penn, Sonja Sackor

**VISITORS:** Heath Olinger, Gabriel Palma

**STAFF:** Tim Hightshoe, Parks Division Manager; Dianne Zachary, Sr. Administrative Assistant

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1. The meeting was called to order by the chair at 6:30 p.m.
2. Dianne Zachary, Notary Public, administered the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members Matt Grubisich, Erica Moss, Lonnie Cornwell, Ron Miller & Debby Bobbitt.
3. New Park Board Members Matt Grubisich and Erica Moss were introduced to the Board.
4. Nominations were accepted for the election of Chairman and Vice-Chairman for 2009-2010 Parks & Recreation Advisory Board.

Karen Scholz nominated Wayne Baxter for Chairman and was seconded by Ron Miller. The vote was unanimous in the affirmative.

Ron Miller nominated Lonnie Cornwell for Vice-Chair and was seconded by Ken Romaine. The vote was unanimous in the affirmative.

5. Chairman Baxter selected voting alternates Erica Moss and Matt Grubisich.
6. The minutes of the September 2009 meeting were unanimously approve with one correction following a motion by Karen Scholz that was seconded by Lonnie Cornwell.. Correction: Lonnie was Acting Chair
7. Discussion of the KRB Joint cleanup with the Parks & Recreation Advisory Board revealed they are still working on it, but do not have a date at this time. November is being considered.
8. Members were asked at the September meeting to visit Springfield Park to review the parking situation. Tim explained that parking is a nightmare, and emergency personnel had a problem getting through. Fire lanes have now been marked in upper and lower parking lots. A portion of the parking for Springfield is concrete and part crushed asphalt. It might be more beneficial to "T" another parking area at the end of the current parking lot, and we may be able to get additional crushed asphalt. A rough estimate is \$1500/new spaces. Post and cable should be installed and identify it as a parking lot.

Lonnie suggested building a parking lot toward the homes to build another parking lot and suggested bringing in more dirt to raise the level of the park to prevent flooding. If we can concrete the width we now have plus two more widths, it should hold even in the rainy season. The first hole on the Frisbee golf would have to be relocated. Tim explained that engineering would have to assess the area.

Norman Tsao suggested perpendicular parking spaces on Dexham. Traffic Committee would have to consider his suggestion. Wayne mentioned there is about \$80,000 for the Springfield Park area from the Pro Rata account that could be used for this purpose. Tim will go down to estimate how much it would cost and bring it to the next meeting.

9. Environmental Learning Center subcommittee update.

Lonnie Cornwell distributed a report for their first meeting. The subcommittee is determined to get the approval of the city before putting time into the plan. Greg Craig is a landscape architect who will update the concept drawings for presentation to the City Council. They will meet the last week of every month on Tuesday, Wednesday or Thursday. Matt suggested visiting environmental facilities in Dallas ISD, Grand Prairie, Richardson, Arlington, and Fort Worth to get ideas, take photos, etc. He will send the subcommittee contacts for all those environmental learning centers. Lonnie wants be sure that subsequent administrations do not change the plan once they get started.

10. Rowlett PARDners Foundation update.

Norman Tsao gave an update on the PARDners foundation formed to benefit the parks systems. Wayne Baxter informed the Board that Norm is the Chairman of the Foundation and has done an extreme amount of work on this project. Application for non-profit status was officially received by the State on September 1<sup>st</sup>, but it may take up to 90 days to get the final decision on non-profit status. They are starting by planning a wine tasting event to raise money for the PARDners Foundation. Wayne explained the donation by the Chamber of Commerce Golf Tournament of \$787.50.

11. Discuss sponsorship policy.

Tim Hightshoe explained the sponsorship process. Staff has been challenged to increase revenue. At the direction of the City Manager, staff examined all policies to determine how we can serve our customers better. . As a part of previous policy at the RCC, we did not rent facilities to organizations that were using the rooms for making money. Athletic groups wanted to put up sponsorship banners for which a uniform policy was established. Fees will go to the associations and the city. Tim will verify if they funds go to the parks and email the answer to the board.

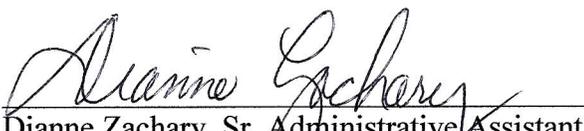
12. Parks and Recreation Department update including recent changes, programs and events.

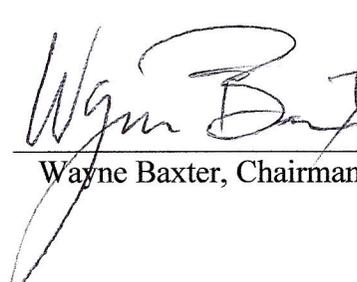
- A. Tim updated the board concerning the search for a new Parks & Recreation Director. Park Board members will be invited to a reception on Monday & Tuesday, November 9 & 10 at the RCC to meet the two final candidates.
- B. Tree mitigation fees will be paid when trees are taken out...not when building begins. The board will be asked to give recommendations and determine top and secondary priorities on tree mitigation at our November meeting.

Tim would like to see a portion of the fees for the maintenance of those trees, build an inventory, use for ELC, etc. placed in a special fund that would be set aside and protected. Wayne suggested a percentage of 75% for trees and 25% for maintenance. 190 constructions will cause a lot of tree planting to be needed. Board will evaluate properties and prioritize to determine a property development plan. Debby explained there was a Tree Board as a part of the Environmental Board, but they were made of part of the Parks & Recreation Department. The Tree Board had actual rights to vote and make decisions according to Debby. Tree mitigation will be assessed when plans are approved.

- C. There have been extensive facility changes at the RCC. Dianne & Jenn will be moving to the RCC.
- D. Shade structures are being installed at Community Park.
- E. The Skate Park at the Church of the City had a soft opening and will have a grand opening in November. Parks Board will be invited to opening.
- F. Jennifer Gomez shared the following:
  - a. Veterans Day – November 11, 3pm at Veterans Park. All veterans are encouraged to attend. Parks Board member Ron Miller is a veteran.
  - b. Holiday parade November 21<sup>st</sup>
  - c. Tree lighting – Dec 3 6:30
  - d. EASTER – MARCH 27 - Main Street
  - e. Mayor’s Diversity Day at RCC – celebrate different cultures and heritages in Rowlett. There will be food, art etc from all cultures.
  - f. Memorial Day Touch-a-Truck – May 29<sup>th</sup>
  - g. Fireworks on Main – July
  - h. Movies on Main – September
  - i. Sponsorship brochures were given to the board for distribution to anyone or any business they contact. Sponsors have the added ability to choose an event that they prefer and give any amount you want through the new Stars and Stripes sponsorship.
  - j. The Tree City USA application will be submitted and an event planned for Arbor Day. Mary Alice Ethridge passed away and had been director of the Chamber for over 25 years. The Chamber would like to have a special tree-planting in her memory. The Board will be kept updated.
  - k. Safe Routes to School grant application has been filed. The grant will fill in spaces where there are no sidewalks, medians.
  - l. Staff will be investigating big belly trash receptacles that are solar powered, evaluating and reworking mowing contracts and electrical fees for associations, and working on a new park website. Tim will be pulling the data from Control Link to determine association costs for electricity.
  - m. Staff has put together work plan, and Tim Hightshoe may do a monthly list for agendas based on this plan.

13. Public Announcement. Members of the Board and/or staff may make announcements of local civic events. No member of the board or commission may discuss nor take any action with regard to the announcements.
- A. Boo Bash – October 23, 2009- \$5 per person, pre-registration encouraged, games, lower gym and downstairs area for haunted hallway. Staff will start setting up at noon on Friday in any volunteers want to assist.
  - B. Garland is having a camp out at Audubon. We have a spring camp on the calendar.
  - C. Ken Romaine announced the Flying Club has requested permission for a December 5<sup>th</sup> Fun Fly and he will email the Board update.
  - D. Wayne – any agenda items should be emailed to Lonnie or Wayne. Maintenance items are handled by Tim Hightshoe.
  - E. The importance of attendance at Board meetings and the effect of absences were explained by the Chair.
  - G. Wayne talked to Councilman Maggiotto about Gabriel Palma being on the park board. He will need to turn in an application. He said he turned it in online, but City Secretary could not find it.
  - H. Wayne will ask Exchange Club if members of the board can help in holiday parade.
14. Members of the Board may request topics for future agenda meetings. No member of the board or commission may discuss any of the requested subjects until such matters have been properly placed on a posted agenda.
- A. Tree mitigation statement of purpose & recommendations.
  - B. Adopt a Spot – Lonnie
  - C. Pecan log from the house move – Lonnie
  - D. Wayne – Senior Board
15. Debby Bobbitt made a motion to adjourn at 8:00 pm that was seconded by Karen Scholz. The vote was unanimous to adjourn

  
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Dianne Zachary, Sr. Administrative Assistant

  
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Wayne Baxter, Chairman