



Parks and Recreation Advisory Board Meeting Minutes
Wednesday, June 13th, 2012
7:00 p.m.

Wet Zone Water Park
5304 Main Street, Rowlett TX 75088

PRESENT: Wayne Baxter, Lonnie Cornwell, Mike DeLatte, John Macatee, Rick Helfers, Debby Bobbitt, Matt Grubisich, Ken Romaine, Brownie Sherrill, Tien Nguyen, Madeleine Palma

ABSENT: Rhetta Bowers

VISTORS: Councilman Ron Miller

STAFF: Jermel Stevenson, Director of Parks & Recreation, Sebrena Smith, Senior Administrative Assistant, Parks & Recreation, Angie Smith, Recreation Division Manager

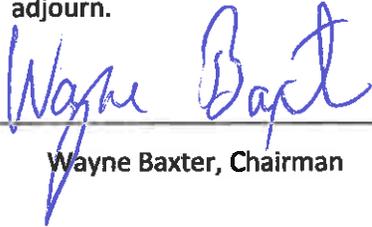
1. The Chairman called the meeting to order at 7:12 pm.
2. Quorum was present.
3. Lonnie C. motioned to approve minutes from April 11th meeting. Brownie S. seconded motion, 6-0 approval.
4. Matt G. updated the board concerning Realize Rowlett 2020.
 - a. June 23rd, 9 am – 3:30 pm will be the final time for the public to give their input.
 - b. Meeting on June 25th @ 6:00 pm will be a meeting concerning the downtown area.
 - c. Matt stated there will be a meeting in July to look at the development area—this will help to put together a master plan. We will meet from 8:30 until 6:00 pm. Matt shared that they are spending a lot of time on buildings, trees and green space.
 - d. Matt shared that he is really impressed with the City Manager and how she understands this process and is very involved.
 - e. Wayne requested Matt G. to ask about “way finder” signs that resemble ones Wayne has seen in Farmer’s Branch. Jermel S. stated that he believes the planning division has already been addressing this issue.
 - f. Lonnie asked about the planning process in new construction concerning the removal of trees and about who is responsible for this in the city. Lonnie stated recently two trees were removed on Dalrock at a business.
5. Dog Park update:
 - a. Wayne and Rick shared information discussed at last dog park meeting.
 - b. Wayne gave highlights of topics to be discussed at the next meeting, such as budget, design of the park, and water sources.

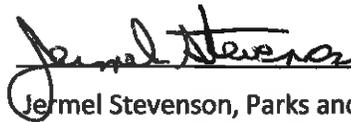


- c. Debby B. shared that she has visited several veterinarians that are interested in the park and knowing more about it.
 - d. Wayne stated that he would make another visit to Pet Smart to solicit their support as a sponsor for the dog park.
 - e. Site for the park is already in the Parks and Recreation Master Plan and this site is Community Park.
 - f. Wayne asked for everyone's thoughts about charging a subscription to use the park. Lonnie shared that this would depend on needs of community and how they react to it. Wayne stated this would help to raise the money needed for fence and other amenities for the park.
 - g. Matt G. stated that we have to look at the ongoing maintenance needs and determine what we should charge. This should go through the Pardners Foundation.
 - h. Mike D. stated that we could give them something for a return on their investment such as coupons for veterinarian services, grooming, or something free. This would be great advertising for Pet Smart or the local veterinarians. This would get more merchants involved.
 - i. Ken suggested this could be a set fee per family, not per dog.
 - j. Rick shared that this park is not just for the residents of Rowlett. It will be for others as well in the surrounding areas.
6. Scenic Point Park consent item:
- a. Jermel shared about the joint session that was held a couple of weeks ago with the City Manager's Office, Keep Rowlett Beautiful, Parks and Recreation Department, and the Environmental Learning Center. This meeting was held in regards to the finalization of the master plan for Scenic Point Park. Jermel shared that they are finished with the public input meetings and now we bring this to the Parks Board for your approval. This is a consent item that will be reviewed at our next City Council meeting. If this is approved we will start after July 3rd on the bid documents. Jermel shared that every delay in this project makes it more expensive to fulfill.
 - b. Lonnie brought forth motion to approve the consent item for Scenic Point Park; Mike D. seconded motion, 7-0 in approval.
7. Staff appreciation lunch:
- a. Mike D. asked for a date when the Park Division maintenance workers would be available for an appreciation luncheon hosted by us, the Parks Board members. This luncheon is something to show our appreciation for all the hard work they do throughout the year to support this board and this department. Recommendations for the location would be Community Park concessions area or the Community Centre.
 - b. Jermel stated he would send a date and Mike D. stated he would prepare hamburgers & hot dogs, chips, and drinks. We can keep it small in the beginning and add to it each year.
 - c. Wayne suggested that the Pardners Foundation would like to pick up the cost of the food and that it should be catered. Debby B. stated she would order the food and help with the set up.
 - d. Lonnie asked if there is going to be a presentation or are you going to present something to them?



- e. Suggestions were brought forth to let them go home after the luncheon.
8. Jermel gave an update on the Accreditation Process:
 - a. The process is going well and in the next month we will be planning a trip to Coppell. Training internally will also be coming up in the future. At this time in the process we are focusing in on safety, dealing with the police department. Jermel stated that next year's work plan will also have a focus on the CAPRA process.
 9. Jermel gave Director's Report:
 - a. Fireworks on Main will be held on Wednesday, July 4th in the downtown area. The JD Cobb band (Southern Rock and variety) and Blaze of Glory (Bon Jovi cover band) are scheduled to perform beginning at 5:00 pm. Activities will include food vendors, bounce houses, a Euro bungy, face painting, vendor booths and a fireworks show beginning at approximately 9:30 pm.
 - b. Father's Day Breakfast was held at the Community Centre on Tuesday, June 12th for seniors. There were approximately 50 participants.
 - c. The Parks Department and Public Works Department met with Parkscape and Schrickel, Rollins and Associates on Wednesday, May 23rd to discuss the start of the construction of Kay Park. Parkscape, the firm awarded the construction project started notifying the neighborhood June 1st. The working shift for the project is slated to be 7am- 5pm Mondays through Fridays. The tentative completion is mid November.
 - d. Pecan Grove Park is an official American Heart Association trail in the City.
 10. 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. July 3rd City Council meeting – Scenic Point Park presentation.
 11. 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.
 12. Matt G. motioned to adjourn at 8:13 pm. Mike D. seconded the motion and the vote was unanimous to adjourn.


Wayne Baxter, Chairman


Jermel Stevenson, Parks and Recreation Director