



MINUTES

November 12, 2008 - 6:30 PM

**PARKS & RECREATION ADVISORY BOARD
5300 Main Street * Room D
Rowlett, Texas 75088**

PRESENT: Wayne Baxter, Lonnie Cornwell, Debby Bobbitt, Robert Kittrell, Ken Romaine, Norman Tsao, Jeff Jenkins, Karen Scholz, Ron Miller, Sonja Sackor

ABSENT: Norman Scown

VISITORS: Patrick Jackson, City Council

STAFF: Tim Hightshoe, Interim Parks & Recreation Director; Katie Corder, Assistant City Manager; Dianne Zachary, Sr. Administrative Assistant

1. The meeting was called to order at 6:30 p.m. by Chairman Baxter.
2. The Oath of Office and the Statement of Elected/Appointed Officer was administered to the newly appointed members.
3. A motion was made by Robert Kittrell and seconded by Karen Scholz to approve the minutes of the October 8, 2008 meeting. The vote was unanimous in the affirmative.
4. Ron Miller and Sonja Sackor were asked to be voting members in the absence of two members.
5. Deb Shinder, Chair of the Facilities Sub-Committee for the bond election, and her fellow committee members spoke with the Parks Board regarding needed facilities within the Parks & Recreation department. Mrs. Shinder explained her committee actually deals with facility needs of the City, and they need input from the board on the needs of the parks.
 - Tim Hightshoe, Interim Parks Director, explained that the Parks Maintenance Facility has limited space and will need to be moved due to the PGBT 190 construction. No plans have been drawn up for a new facility nor has a location been sited.
 - The Wet Zone needs a new office/snack bar/gift shop building.
 - The committee did tour the RCC today, and has space that can be finished out.
 - Lonnie Cornwell mentioned two concession stands in Herfurth Park need major repairs and new air conditioning.
 - Tim told the committee that a large steel pavilion where the skate zone was previously located is a priority for the Parks & Recreation Advisory Board. This pavilion would also generate revenue, and might cost around \$80,000.
 - Lonnie asked if the old meter shop could be torn down.
 - Norman Tsao suggested buildings are needed at Community Park, such as replacement of the tuff sheds with matching buildings. This would probably fall under the Parks Sub-committee.

- Karen Scholz asked Tim what equipment is included in the PMO facility: 13 vehicles, heavy equipment and mechanic shop.
 - Ron Miller mentioned deferred maintenance should be included for a new parks maintenance building on the bond package.
 - Wayne Baxter told the committee that 8/10ths of 1% of the total budget for the city is spent on parks in Rowlett.
6. Discussion with representative from NTTA regarding the Coyle House. (Tabled until December 12) Tim Hightshoe made a few comments concerning his meeting with Bill Hersch with HNTB. He presented Tim with a set of plans that are being put out for bid (attached). Board members should email questions to Tim for the next meeting. Katie Corder explained that these plans are not final because they have not passed building review.
 7. Staff updates regarding the use of the Skate Zone area, Camp Fear and the new Wet Zone Manager.
 - Tim Hightshoe informed the Board that all Skate Zone equipment has been moved to the Church of the City at Dalrock and Highway 66 per the agreement. A skate park meeting will be held at the church on November 16 at 12:30 pm.
 - Fence is being removed around the Skate Zone and creating a new look. A new pavilion, if approved by Bond, may be built there.
 - Camp Fear had 57 campsites and 271 participates, and \$3,353 in revenues and expenditures without staff being figured in. Expenditures were \$2536.97. Donations and volunteers hours totaled \$5,187.
 - The Wet Zone has a new manager, Kyle Embry who started on November 3.
 8. Certificates of Appreciation for Parks Maintenance staff from the Parks and Recreation Advisory Board will be prepared by Dianne Zachary and presented at a convenient time for the parks staff by Tim and Wayne.
 9. The Wal-Mart Park is now a staging area for construction on neighboring streets. They are to leave it in good or better condition when they vacate. A dog park has been suggested for that park. Wayne asked if pro rata funds could be used for it. A percentage of those funds might be used, and Tim will bring cost estimates. Debbie suggested a kids' park would be good because of the parks close proximity to Wal-Mart.
 10. Wayne asked if the Board wants to have a float in the Holiday Parade. They decided to help with the Parks & Recreation float. Lonnie volunteered to provide any trees or shrubs needed for the float. Ron Miller has a corvette he could drive with the Parks banner if needed.
 11. A possible work session to formulate recommendations for the bond subcommittees was discussed, but Wayne suggested that all agenda items, except the Coyle House Speaker, be postponed for the next meeting on December 10th and use that time to discuss these matters instead due to the busy holiday season.
 12. 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.
 - Howard Marcellus' memorial service will be on Saturday, November 22.
 - Board homework: formulate your ideas for parks from the master plan and prioritize projects
 - Lonnie will host a Christmas party on December 13th at his house.

