



Parks and Recreation Advisory Board Meeting Minutes
Wednesday, October 9th, 2013
7:00 p.m.

Rowlett Community Centre, Room D
5300 Main Street, Rowlett TX 75088

PRESENT: Mike DeLatte, Rick Helfers, Lonnie Cornwell, Ken Romaine, Rhetta Bowers, Wayne Baxter, Bill Gilbreath, Brownie Sherrill, Erika Holliman, Eric Bonilla

ABSENT: Matt Grubisich

VISTORS:

STAFF: Aaron Cleaver, Community Centre Supervisor; Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Recreation Division Manager

1. The Chairman called the meeting to order at 7:02 pm.
2. Shelly M., notary, administered the Oath of Office and the Statement of Elected/Appointed Officer to newly appointed members: Bill Gilbreath, Rick Helfers, Lonnie Cornwell, Rhetta Bowers, Eric Bonilla, and Erika Holliman.
3. Wayne B. asked new members to introduce themselves and members welcomed Erika H. and Eric B. Wayne B. announced appointed member, William Barber, is unable to accept his board position therefore Rhetta B. will be elevated from an alternate member to a voting member.
4. Announce and introduce City Council staff liaison, Debby Bobbitt. Wayne B. stated Debby B. is unable to be present due to attending a convention.
5. Quorum present
6. Brownie S. motioned to accept the September 11, 2013 minutes. Rick H. seconded the motion. The motion carried with a unanimous vote of those members present. Rhetta B. motioned to accept the September 18, 2013 work session minutes. Rick H. seconded the motion. The motion carried with a unanimous vote of those members present.
7. Rowlett Community Centre (RCC) Policies and Procedures Manual
 - a. Angie S. and Aaron C. presented a hard copy of the revised manual to members as well as a power point view of the manual. Angie S. explained the manual has not been updated since 2009 and was in need of a revision. Angie S. mentioned that Aaron C. researched 15 other community centers in Texas and 5 out of state. The changes made to the manual were reviewed.
 - b. Wayne B. and Rhetta B. asked if the change with the extended hours of being open on Sunday has been worth it. Angie S. answered most definitely.
 - c. Rick H. questioned about the waiver form in regards to not needing a photo ID for the day pass. Aaron C. mentioned the forms are scanned and kept for record but for membership a photo is taken.
 - d. Wayne B. asked if room rentals are at a place for sustainability. Angie S. replied with a yes.
 - e. Lonnie C. asked if the RCC could become profit for the city. Angie S. responded that this is the goal being worked towards but not at this point.



- f. Lonnie C. asked the definition of street clothes as indicated in section 6.2 the fourth information bullet. Angie S. stated they will look further into this to define it more clearly for future purposes.
- g. Angie S. said the next step is to present the revised Policy and Procedure Manual to the City Council for approval.

8. Kids' Kingdom Discussion

- a. Wayne B. revealed that Ken R. made the stands and design for the thermometers. The signs are complete and one is located at City Hall and one at Rowlett Community Centre (RCC).
- b. Ken R. added there is a jug next to the thermometer at RCC to collect donations. He happened to speak with the mayor after a Chamber of Commerce meeting and he said it was okay to leave the jug but realizes Jermel S. will make the final decision. Ken R. continued to state the RCC staff should not be held responsible for making sure any donations placed in the jug are secure.
- c. Wayne B. shared with new board members a brief overview of Kids' Kingdom situation and that the city is providing \$100,000 towards the rebuild. He continued in explaining there was a field trip last weekend to look at Flower Mound's kids' kingdom, fundraisers will be held to garner community support, and the project will probably be done in sections according to the funding.
- d. Wayne B. stated there may be the opportunity of selling bricks with engravings to go in the park. Could possibly raise \$19,000 in selling bricks but not certain of the delivery charge of bricks would be. He noted a newsletter and promotional materials are being organized. The different options will be presented to City Council later in October.
- e. Ken R. passed around the timeline for the rebuild. After reviewing the timeline, Lonnie C. cautioned if expecting to raise \$200-250,000 in just 3-4 months is realistic. Ken R. said this is the goal and this is why the playground may have to be built in sections. Mike D. asserted that the funding is a goal and monumental with the possibility of unrealistic in the time frame set. Ken R. reiterated this is why the playground structure may have to be built in phases.
- f. Wayne B. mentioned this will be a volunteer build. Angie S. commented this park will take a week to build.
- g. Bill G. asked if there has been any decision on the CDBG block grant monies in aspect of going towards the park. No one has heard the status if any will be allocated towards the project.
- h. Wayne B. announced there can be a fundraiser held at Applebee's for a pancake breakfast in a buffet style. The event would last 2 hours and tickets can be from \$8 to \$10. Applebee's will provide the tickets, organization will be charged \$4-5 per person but approximately 10 volunteers will need to be present to help with serving, seating, and cleaning tables and need to sell at least 50 tickets. Wayne B. asked members if this is a fundraiser they will participate and the member consensus was yes. After discussion of possible dates it was decided to focus on it being scheduled November 9th, 16th, 23rd, or 30th. Rick H. voiced since there is community involvement to include the schools. Wayne B. mentioned he will contact Partners because the fundraiser needs to be held through a nonprofit organization. Wayne B. said that Chili's and Cici's Pizza also do similar fundraisers.
- i. Ken R. passed the list of different subcommittees around for members to sign up. Rhett B., Rick H., Brownie S., and Wayne B. will be the fundraising committee. Angie S. took some time to explain each committee to assist members in deciding where one feels he/she can be the most beneficial. Mike D. remarked that this is a huge project and the city has entrusted this board with the project so everyone's efforts and creativity will be needed. Ken R. added that board members will need to set some structure and be an example. Bill G. asked what the role of the board members is and Ken R. explained the role as each member be on a committee, lead that committee, and help recruit others for their committee.



9. Boot Camp – November 2, 2013 from 8:45am – 4:45pm
 - a. Angie S. informed members about the boot camp such as there is usually a tour of specific parks, orientation training, and setting the 2013-2014 goals. The past couple years this has been successful.

10. Appreciation Lunch for Parks Maintenance Crew
 - a. Rick H. recalled last year there was an appreciation luncheon for the parks maintenance crew and board members set this as a goal during the boot camp 2012 for this year. He asked what is envisioned to fulfill this goal. Mike D. said last year the crew shared gratitude about the lunch being indoors and away from the office for the lunch which was at Chili's. Mike D. continued with stating the crew does a tremendous amount of work with little recognition. After discussion between members it was decided to host the luncheon in November and at a location away from the office. Mike D. motioned for this board to host an appreciation luncheon for the parks maintenance crew prior to Thanksgiving 2013 and the board will be the funding source of donations for the luncheon. Lonnie C. seconded the motion. The motion carried with a unanimous vote of those members present. Mike D. added that Rowlett Softball will pay for the remaining balance. Mike D. will check with a couple places such as Applebee's, Royal Buffet, and Dos Charros to see about accommodating a group. He will then speak with Keith F. about confirming a date and time.
 - b. Eric B. asked if anything else could be done to show appreciation for the crew such as new gloves, etc. Mike D. said there are limited things due to policies and money.

11. Open Meetings Act mandatory training – deadline October 28, 2013.

Angie S. informed newly appointed members of this deadline. Shelly M. has sent an email to members with the information on accessing the training and the certificate of completion.

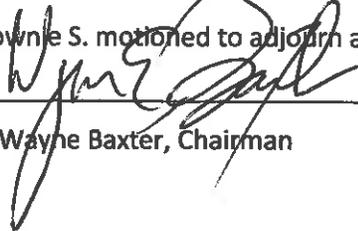
12. Public Announcement. Members of the Board and/or staff may make announcements of local civic events. No member of the board or commission may discuss nor take any action with regard to the announcements.
 - a. Wayne B. passed around a book called A Field Guide to the Birds that was written by Anna Rigodanzo about Paddle Point Park and the kayak trail. This was a Girl Scout project and she won the Eagle Scout Gold Award for her project.
 - b. Wayne B. and Ken R. shared some information about Camp Fear on October 25th and a volunteer sign-up sheet was passed around.

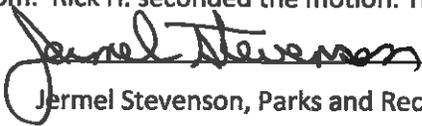
13. Members of the Board may request topics for future agenda meetings. No member of the board or commission may discuss any of the requested subjects until such matters have been properly placed on a posted agenda.

Lonnie C. would like an update from Dave Holl and his activities at Paddle Point Park.

Ken R. would like to review signage at Paddle Point Park.

14. Brownie S. motioned to adjourn at 8:45 pm. Rick H. seconded the motion. The vote was unanimous to adjourn.


Wayne Baxter, Chairman


Jermel Stevenson, Parks and Recreation Director