



**Parks and Recreation Advisory Board Meeting Minutes**  
**Wednesday, July 9, 2014**  
**7:00 p.m.**

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

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**PRESENT:** Mike DeLatte, Wayne Baxter, Linda Fugitt, Ken Romaine, Eric Bonilla  
**ABSENT:** Erika Holliman, Bill Gilbreath, Matt Grubisich, Lonnie Cornwell, Rhetta Bowers, Brownie Sherrill  
**VISTORS:** Nancy Lancaster and Mike Lancaster  
**STAFF:** Jermel Stevenson, Parks and Recreation Director; Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Recreation Division Manager; Keith Flournoy, Parks Division Manager; Debby Bobbitt, City Council liaison.

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1. The Chairman called the meeting to order at 7:02 pm.
2. Quorum present.
3. Mike Delatte motioned to accept the June 11, 2014 minutes. Linda Fugitt seconded the motion. The motion was unanimous for approval by those members present.
4. Update on City Council's work session and Kids Kingdom location.
  - a. Jermel Stevenson summarized the results from the work session that involved Herfurth Park Master Plan and Kids Kingdom in that City Council went along with this board's recommendations to place Kids Kingdom back at Pecan Grove Park. He continued in saying coordination will continue with PARDners to set a timeline.
  - b. Wayne Baxter asked for M. Delatte and Ken Romaine to plan a meeting in order to start their committee's next steps.
5. Park and Recreation Operating Ratio & Geographic Information System (PROGRAGIS)
  - J. Stevenson expressed the department has been working on entering information in this system for a couple years. The system provides information on how the department impacts the city. He asked for this agenda item to be placed on the August agenda because he wants to explain the process and information more thoroughly to board members.
6. Update on Scenic Point Park.
  - K. Flournoy reported that all the necessary approvals and permits from the City of Dallas have been obtained in order to move forward with this project with one exception of needing City Councils approval for a change order in the amount of \$115,000. The change order was necessary due to the type of wood that the City of Dallas is requiring to be used in the take line. The original plans called for treated lumber for the bridge pilings which was rejected by Dallas. The approved piling, Greenheart or Ipe Wood is imported from South America and will cost an additional \$115,000 and requires City Councils approval. Once approved a Notice to Proceed will be issued to York Bridge Company (YBC). Once the Notice to Proceed is issued, YBC will have ten (10) days to mobilize and 180 days to complete the project. We are projecting start the project in late July or early August.

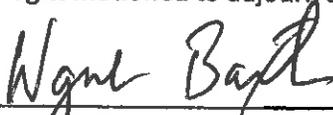


7. Annual Boards and Commission Volunteer Fair July 24, 2014 at 7:00pm
  - J. Stevenson reminded members this is an opportunity to recruit new members and requested a couple volunteers to assist at the table for this board. J. Stevenson mentioned he believed Rhetta Bowers said at the last meeting she could be available to help and then W. Baxter and L. Fugitt said they will be there to assist.
8. Update on department accreditation
  - a. J. Stevenson expressed excitement while announcing the department has been approved to move forward in the accreditation process. Final Commission Self-Assessment review was completed in May 2014. The CAPRA Site Visit Team will be in Rowlett August 3 – 6, 2014 for final review of the Self-Assessment and backup documentation. The team will arrive on Sunday, August 3rd and will be given a site tour of the Community Centre and area parks and facilities, will review documentation on Monday and Tuesday and provide a final wrap up on Wednesday, August 6<sup>th</sup>. The team will visit with department heads, CAPRA Parks and Recreation Accreditation Team and board members during their visit. A final assessment will be provided to the Parks and Recreation Leadership team on Wednesday, August 6<sup>th</sup>. Provided the department meets all standards, accreditation will be granted at the National Recreation and Parks Society Congress in October 2014.
  - b. J. Stevenson asked for board members assistance in planning the social for the CAPRA site visit team. M. Delatte and W. Baxter volunteered. J. Stevenson will get them more information for their planning.
9. Director's Report – Jermel Stevenson
  - a. July has once again been officially proclaimed as National Parks and Recreation Month by the Rowlett City Council. Parks and Recreation Department staff gathered at the City Council meeting on July 1<sup>st</sup> to accept the proclamation. Parks and Recreation Month will kicked off with the biggest party of the year Fireworks on Main on July 4<sup>th</sup>. The theme for 2014 is Out is In and the department staff will focus all month long on getting our citizens out of the house, into parks and involve in healthy recreation activities.
  - b. Fireworks on Main was held on July 4<sup>th</sup>. Approximately 28,000 were in attendance to see Sheena Easton take the stage as the headliner performer for our City's largest event of the year. Ms. Easton and her band put on a spectacular show for the crowd. A local cover band, Time Train, kicked off the evening at 6:00pm and set the tone for Ms. Easton. A twenty-one minute firework display followed the performances after the rain subsided. This was a free event for the entire family that also featured several vendors selling goods and delicious food. The children's area had bounce houses, arts and crafts as well as a game truck for the older kids.  
Event sponsors included: Arcadia Realty, Quest RV of Rockwall, Hilton Dallas/Rockwall Lakefront, Park Cities Transportation, 103.7 KVIL and Stillwater Community Church. DART was the "official transportation sponsor" for the event.  
Downtown Event Series sponsors included: Lake Pointe Medical, Jason's Deli, Chick-fil-A, Palio's, First Rowlett UMC, Congressman Pete Sessions, Waste Management and American National Bank of Texas.
  - c. The SOAR Summer Program has now finished week four of the ten week program. The program is averaging 20-25 participants per day and a great time is being had by all. Whether playing an afternoon game of air hockey, playing capture the flag along the trail at Pecan Grove Park or building and flying their own kites, the 11-14 year old participants always have a smile on their face and according to the parents are going home tired. The purpose of the camp is to engage our pre-teen and teenage crowd to get involved in active recreation opportunities and out of the front of the TV for the summer.
  - d. The Park Maintenance Plan that has been reviewed at a previous meeting will be presented to City Council July 15<sup>th</sup> as part of the 1 cent tax for the department. He welcomed board members to



attend to show support. The 1 cent tax will help with the funding for the maintenance policies adopted.

10. Public announcements by members of the Board and/or staff.
  - a. K. Flournoy expressed special thank you to board members who assisted with the Fireworks on Main event. Debby Bobbitt on behalf of City Council expressed thanks to the department and Adam Richter for their hard work on a successful Fireworks on Main event.
  - b. Rockwall Open Space County Alliance t-shirts were distributed to members present to help bring awareness for the alliance.
  - c. W. Baxter reported he spoke with Mayor Gottel about a pep rally being held to kick off the fundraising for Kids Kingdom and having the television stations and Dallas Morning News be present for coverage.
  - d. W. Baxter announced Rick Helfer's resignation due to him accepting a new job and moving from Rowlett.
11. No members of the Board requested topics for future agenda meetings.
12. L. Fugitt motioned to adjourn at 7:30 p.m. M. Delatte seconded the motion. The vote was unanimous to adjourn.

  
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Wayne Baxter, Chairman

  
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Jernel Stevenson, Parks and Recreation Director