



Parks and Recreation Advisory Board Meeting Minutes
Wednesday, October 8, 2014
7:00 p.m.

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

PRESENT: Mike DeLatte, Wayne Baxter, Ken Romaine, Matt Grubisich, Lonnie Cornwell, Zabrina Martinson, E. C. Umberger, Michael Moreno, Bruce Hargrave

ABSENT: Linda Fugitt, Rhetta Bowers, Eric Bonilla

VISTORS: Nancy 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; Todd Gottel, Mayor; Elise Bowers, Recreation Assistant.

1. The Chairman, Wayne Baxter, called the meeting to order at 7:04 pm.
2. Quorum present. W. Baxter began introductions and others followed suit.
3. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
4. Elect Chairman and Vice-Chairman for 2014 – 2015.
 - a. Mike Delatte nominated Ken Romaine for Vice Chair. Matt Grubisich seconded the nomination. Approved 7 – 0.
 - b. M. Grubisich nominated W. Baxter for Chairman. M. Delatte seconded the nomination. Approved 7 – 0.
5. Lonnie Cornwell motioned to accept the September 10, 2014 minutes. Mike Delatte seconded the motion. The motion was unanimous for approval by those members present.
6. New member orientation – Jermel Stevenson

The presentation focused on the primary functions of the Parks and Recreation Advisory Board and their role within the city. Operational guidelines, how to request items on agenda, sharing ideas, and what if a citizen asks a question about the city were reviewed. J. Stevenson's contact information was provided in the event any board member wants to request an agenda item or if there is a need to discuss future agenda topics. The most updated information about the city and ongoing projects will be provided.
7. Arbor Day event – Keith Flournoy
 - a. Arbor Day is the first Friday in November so it will be celebrated on November 8, 2014 at 10:00am. This is the 12th consecutive year of being part of Tree City USA. Parks is looking at planting at Isaac Scruggs Park. He requested for members to assist with the planting. There have already been 50 trees planted along Merritt Road. M. Grubisich requested for details to be emailed to members.
8. Kids Kingdom Discussion
 - a. J. Stevenson summarized that board members recommended for arrangement to be made for playground vendors to present to this board in order to obtain information and so that questions can be asked. Two presentations have occurred by Leathers and Associates and Play by Design. He added the department is working with Purchasing on the specks for the RFQ. This process was briefly discussed.



- b. K. Flournoy continued to share he is reaching out to nearby cities to find out what their process for a community build park was. He thinks the RFQ will be ready by the November meeting.
- c. M. Grubisich requested a summary of the two companies to be able to make a comparison since the presentations were similar. He expressed he would like to see this move forward.
- d. W. Baxter shared he spoke with the Rowlett Exchange Club and this year the Christmas Parade theme is Playground Christmas. Half of the proceeds will go towards Kids Kingdom. The entry fee is \$35 therefore \$17.50 will be donated for Kids Kingdom. He asked for members to encourage people to participate in the parade. He hopes this will help bring awareness for replacing the playground for the community.
- e. W. Baxter stated a couple meetings have been held with the Mike Delatte, K. Romaine, and Zabrina Martinson regarding fundraising.
- f. Members discussed goals and plans in relation to fundraising, design day, and choosing the playground company.

9. Director's Report – Jermel Stevenson

- a. October 13, 2014 the department is expecting to receive a formal announcement from CAPRA on receiving national accreditation. Board members are invited to the City Council meeting on October 21, 2014 at 7:00pm to be present for the formal presentation of national accreditation to the Parks and Recreation Department.
- b. Camp Fear will be held October 24th – 25th. Details about the event were mentioned.
- c. Veteran's Day Ceremony is to take place on November 11th at 11:00am at Veteran's Park. The ceremony will feature John C. Gray, who served 39 years in the U.S. Air Force, from Plano, Tx as the keynote speaker.
- d. Diversity Day was held on October 4th at the Rowlett Community Centre and the theme was "Health and Fitness from Around the World". Vendors included Palio's Pizza, Fuzzy's Tacos, Kyoto's, Freedom Place Church, De'lectable De'signs by De', and OPA.
- e. The Parks and Recreation Department has been selected to receive an "Excellence in Programming" award from the Texas Recreation and Park Society (TRAPS) for the Angel Swim Program offered at Wet Zone Waterpark. The award will be presented at the 2014 Regional Conference which will be held in Grand Prairie in November.
- f. Parks Maintenance Worker, parks staff replaced the trail signs at Springfield Park located off of Dexham and the one located at the entrance to the park. The signs were replaced during a park inspection in which a staff member discovered that the signs were worn and needed to be replaced.
- g. On September 27th Pecan Grove Park played host to the annual Duck Creek District Boy Scout "Cub Fun Day". The event is held annually to allow scouts to gather, have fun and earn badges. This is the second year the event has taken place at Pecan Grove Park. There were approximately 250 attendees that participated in tug of war, BB gun safety and archery among other activities.
- h. Brian Norton, Athletic Aquatic Supervisor, and Angie Smith, Recreation Division Manager, attended the 92nd Annual Texas Amateur Athletic Federation Conference in September. Brian is the incoming Region 7 Regional Director and serves on the youth basketball committee and Angie serves as chair of the Education Committee, a member of the Scholarship Committee and as the Region 7 Track Commissioner. The Texas Amateur Athletic Federation is a nonprofit organization established in 1925 to promote, organize and conduct amateur athletics in the state of Texas. Currently the membership consists of over 140 organizations with over 210,000 individual participants.



- i. The Parks and Recreation Director, Jermel Stevenson, has completed his first term as President of the DFW Parks and Recreation Director's Association. This association is composed of Directors of park systems as well as parks and recreation academic personnel throughout the Metroplex. He mentioned some of the highlights from his term. He has been reelected to serve another term beginning in October.
- j. The Parks and Recreation Director, Jermel Stevenson, has been appointed by the Commission for Accreditation of Parks and Recreation Agencies to serve as agency compliancy visitor. This involves serving on a national visitation team that reviews parks and recreation system's records, standards and practices for national accreditation. It also equips the department with staying up to date and bringing back national standards from other park systems throughout the country. The minimal requirements to be appointed were mentioned.
- k. Upcoming events are Camp Fear on October 24th, Veteran's Day Ceremony on November 11th, and Main Street Fest and Holiday Parade on December 6th.

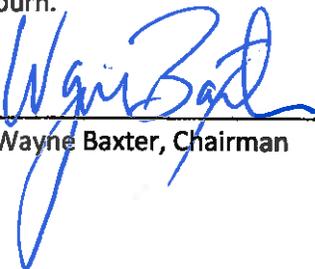
10. Public announcements by members of the Board and/or staff.

- a. W. Baxter expressed appreciation to Keep Rowlett Beautiful for all their support.
- b. L. Cornwell shared that Keep Rowlett Beautiful will hold their Great American Clean-Up event on October 11, 2014 and on October 25, 2014 will be Electronic Recycling Roundup and Document Shredding event.
- c. Shelly Monroe reminded members of the Open Meetings Act training to be completed by October 31, 2014 and that a printed certificate is needed.
- d. K. Flournoy announced the parks division is working with KRB on arrangements for the Great American Clean-Up. A couple areas of focus will be Kenwood Park, Sunset Park, and Scenic Point Park.
- e. K. Flournoy shared that the parks division is working with KRB in planting 5,000 daffodils in honor of those who died on 9/11. Some places of interest for the planting is Veteran's Park, each fire house, and police department. He announced they will need volunteers to assist with the planting.

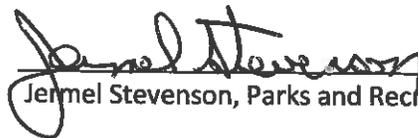
11. Any member of the Board may request topics for future agenda meetings.

- a. M. Grubisich asked for a summary of the two playground companies, Leathers and Associates and Play By Design, so the board can make a good choice decision. He also requested this summary be provided to members at least 1 week prior to the regular meeting so members have time to review the information.
- b. Goals for 2014 - 2015

12. M. Grubisich motioned to adjourn at 8:28 p.m. M. Delatte seconded the motion. The vote was unanimous to adjourn.



Wayne Baxter, Chairman



Jermel Stevenson, Parks and Recreation Director