



**Parks and Recreation Advisory Board Meeting Minutes**  
**Wednesday, November 11, 2015**  
**7:00 p.m.**

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

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**PRESENT:** Mike DeLatte, Lonnie Cornwell, E.C. Umberger III, Wayne Baxter, Linda Fugitt, Zabrina Martinson, Blake Margolis, Dolores Henning, Kaitlyn Freeman, Bruce Hargrave, Matt Grubisich

**ABSENT:** Rhetta Bowers, Josh Kramer, Ken Romaine

**VISTORS:** Bernadette Hagmeier, Mike Lancaster

**STAFF:** Jermel Stevenson, Parks and Recreation Director; Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Recreation Division Manager; Keith Flournoy, Parks Division Manager; Robbert Bloemendaal, City Council liaison; Elise Bower, Recreation Assistant.

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1. Wayne Baxter, Chairman called meeting to order at 7:00 p.m.
  2. Quorum present.
  3. Consider action to approve the October 14, 2015 minutes.
    - a. Mike Delatte motioned to accept the October 14, 2015 minutes.
    - b. Linda Fugitt seconded the motion.
    - c. Approved 8 -0.
  4. Litter and parks – Charles Patton.
    - a. Jermel Stevenson presented a power point presentation covering various aspects about the department such as CAPRA, Tree City USA, and Playful City USA.
    - b. Other issues reviewed were the board's role, how to get items on an agenda, the board's primary function, when the board meets, what if a citizen asks a question about the parks system and annual reporting.
    - c. Questions asked and answers provided.
  5. Director's Report – Jermel Stevenson
    - a. October 17, 2015 was the groundbreaking ceremony for the new playground at Pecan Grove Park.
    - b. Veteran's Day Ceremony was held earlier today at 11:00am located at the Rowlett Community Centre.
    - c. The Parks and Recreation Department received an award for the Honor Academy at the Texas Recreation and Parks Society Regional Conference. The award was for the category of Excellence Recreation programming competing against communities in population 75,000 and under.
    - d. The work has begun on Katy Railroad Park soccer field's installations
    - e. Flooding occurred at Springfield Park again. This park was designed as a flood plain park to withstand these periodic inundations. Without this design Rowlett would have a very bad flooding situation with these intense rains
    - f. The crews have been preparing to plant wildflowers along Merritt Road.
    - g. Upcoming events: Main Street Fest and Holiday Parade: Saturday, December 12<sup>th</sup> from 3:00pm-7:00pm (Pecan Grove Park).
    - h. W. Baxter expressed special thanks to J. Stevenson for the years of service here and wished him luck with his new employment with the City of Garland. J. Stevenson voiced his gratitude for the board's



support and time in helping with various projects, sustainability, and parks maintenance standards, Fireworks on Main and in helping the department with becoming accredited.

6. No members of the board requested new topics for the next agenda meeting.
7. Kids Kingdom Discussion
  - a. General Information

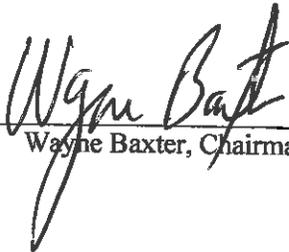
None to report at this time.
  - b. Subcommittee reports.
    - A1. Volunteer Recruitment.
      - aa. K. Flournoy shared Denton's experience with volunteers for their playground build.
      - bb. Received commitment from artist to do the art work on the climbing wall but there are still other
      - cc. Will need to be conservative on how to use youth in volunteer capacity.
      - dd. All volunteer opportunities, including fundraising events, are posted on SignUp Genius and an automatic email is sent to those who sign up.
      - ee. A volunteer rally for November 7<sup>th</sup> was discussed but decided to have a Telephone Town Hall meeting and a Phone-A-Thon to remind volunteers about their commitments for helping with build weeks.
      - ff. Encourage businesses to provide 80 volunteers to cover an entire day and special interest groups.
      - gg. Promote volunteers to attend early in the week to possibly motivate them to return later in the week.
      - hh. Golden Ticket campaign – each child who has a parent volunteer will receive a gold ticket granting the child access to the park before open to the public.
      - ii. Reach out to the schools and the school who has the most volunteers will receive a pizza party or something similar.
    - A2. Fundraising/Finance.
      - aa. Although the fundraising goal is almost met there is still a need because of the extra expenses not anticipated.
      - bb. Z. Martinson submitted a grant application to Kohl's.
      - cc. Not sure on the guidelines for pro-rata but it flows through City Manager and this can possibly be looked at.
      - dd. Reviewing expenses and allocations.
      - ee. Reviewed donations received.
      - ff. Working on a Wells Fargo grant.
    - A3. Public Relations
      - aa. Seeking more information on a contact through Keep Rowlett Beautiful and a meeting will be set scheduled.
    - A4. Food Committee

No updates
    - A5. Tools/Materials
      - aa. Negotiating a price to purchase all of Denton's materials and equipment for the build.
      - bb. Tricon will begin preparations and once they are done the department staff will start drilling holes.
      - cc. K. Flournoy meets with Encore tomorrow about the temporary power needed for the build. Mr. Hagmeier is helping to coordinate this. B. Hargrave will obtain the specs from Hands and Heart for their power connection needed.



- dd. Light towers are being donated.
- ee. Spirit Outfitters is going to donate 500 t-shirts for volunteers.
- A5. Child Care
  - aa. For ages 4 to 13 years old.
  - bb. Volunteers need to pre-register.
  - cc. Volunteers may contact Elise Bowers for required background checks
- c. Phone Bank.
  - Calls were made to individuals who called in on the Telephone Town Hall meeting.

8. Adjourn 8:40 p.m.

  
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Wayne Baxter, Chairman

  
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Angela Smith, Interim Parks & Recreation Director