



**Parks and Recreation Advisory Board Meeting Minutes**  
**Wednesday, October 14, 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, Ken Romaine, Linda Fugitt, Zabrina Martinson, Blake Margolis, Dolores Henning, Jason Kramer, Kaitlyn Freeman

**ABSENT:** Rhett Bowers, Bruce Hargrave, Matt Grubisich

**VISTORS:** Christy and Ethan Margolis

**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

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1. Wayne Baxter, Chairman called meeting to order at 7:03 p.m.
  2. Introduction of new members. Administer the Oath of Office and the Statement of Elected/Appointed Officer to the newly appointed members.
  3. Quorum present.
  4. Elect Chairman and Vice-Chairman for 2015-2016.
    - a. Bruce Hargrave was nominated for Vice-Chair. Approved 8 – 0. Contact will be made with B. Hargrave to confirm he accepts the nomination.
    - b. W. Baxter was nominated for Chair. Approved 8 – 0.
  5. Mike Delatte motioned to accept the September 9, 2015 minutes. Linda Fugitt seconded the motion. The motion approved 8 -0.
  6. Orientation for newly appointed members.
    - 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.
  7. Review of the board description as outlined in the Boards and Commission Handbook and make recommendation of change if necessary.
    - a. The description was reviewed and after some discussion this resulted in members to further study the description and place this as an agenda item for the next meeting.
    - b. J. Stevenson will connect with Economic Development Department to obtain further information on the noise and graffiti ordinances in relation to this board's role.
  8. Review of Goals and Successes/Board establishes goals for 2015-2016.
    - a. J. Stevenson reflected on last year's goals then explained the department's work plan is usually connected to the goals. At this point in time the work plan is not complete to present to this board.
    - b. Zabrina Martinson suggested the new goals be in correlation to the CIP/Bond projects.



- c. Dialogue resulted in the goals to be 1. Rebuild Kids Kingdom, 2. Support Scenic Point Park Design and Build Process, 3. CIP/Bond projects and 4. Help Market the Parks and Recreation Department by Volunteerism at Special Events.

#### 9. Update on Scenic Point Park

- a. Keith Flournoy reported the boardwalk is open to the public and people are using it. The department will monitor the usage and continue to plan with other city departments.
- b. J. Stevenson added this boardwalk was never designated to be a community park but trying to find solutions for temporary parking. There will be a ribbon cutting ceremony once more of the project is completed.
- c. Questions were asked and answers provided.

#### 10. Arbor Day event – Keith Flournoy

- a. An Arbor Day event will be held November 7, 2015 beginning at 9:00am with the first location as Isaac Scruggs Park followed by Shorewood and Twin Star parks.
- b. This year due to the Kids Kingdom rebuild the daffodil project is on hold until next year. The Parks Division is working with Matt Grubisich on securing some trees.

#### 11. Kids Kingdom Discussion

- a. General Information
  - A1. No meeting was held October 5, 2015. Playground Committee meetings will continue to be held every Tuesday.
  - A2. A temporary fence has been placed around the area for the playground.
  - A3. There is a design change with the playground. The tot swings need to be moved to a different location. The pavilion will be removed due to grating purposes and drainage but another pavilion will be built in the springtime. Two trees will need to be removed.
- b. Subcommittee reports.
  - A1. Volunteer Recruitment.
    - aa. Contact made with school principals in order to have flyers delivered for distribution on the groundbreaking event.
    - bb. Received commitment from artist to do the art work on the climbing wall but there are still other features enhancement aspects such as the train and castle, donor wall, playhouse that need art work. Looking at initiating contact with the high school art teacher for suggestions and/or assistance.
    - cc. There is still a huge need to recruit volunteers because of all the various tasks.
    - dd. All volunteer opportunities, including fundraising events, are posted on SignUp Genius and an automatic email is sent to those who sign up.
    - ee. Phone-A-Thon will be held November 16<sup>th</sup> and 23<sup>rd</sup> to remind volunteers about their commitments for helping with build weeks.
  - A2. Fundraising/Finance.
    - aa. Restaurant fundraisers continue. One was held at Joe Willy's Market and Grill on September 28, 2015. Spirit nights at Cici's Pizza and Chili's were held. A pancake breakfast will be held at Applebee's on October 24, 2015 and tickets need to be sold. Some of the restaurants allow for the picket sales, can hand out flyers at some places.
    - bb. Donations in the amount of \$4,500 have been raised to help with the food for the volunteers for pre-build and build week.
    - cc. 60% of the fundraising goal has been met for the playground equipment.



- dd. Reviewing expenses and allocations.
  - ee. Still seeking to find a new Fundraising Chair for this sub-committee.
  - ff. Working on a Wells Fargo grant.
  - gg. There are pledges in need of follow up.
  - hh. Picket sales continue to be an item of planning and creating ways to sell. There ended up being not enough time to involve PTA for a promotional sale. As of October 13<sup>th</sup> 686 pickets have been sold. Pickets should be delivered mid-November. Pickets will be placed in chronological order by date purchased.
  - ii. As of October 8<sup>th</sup> \$71,931 has been raised.
- A3. Public Relations
- aa. Members participated in National Night Out on October 6<sup>th</sup>, Covington's Fall Festival on October 10<sup>th</sup>, and Methodist Fall Festival on October 24<sup>th</sup> to educate and recruit.
  - bb. The groundbreaking will be held October 17, 2015 at 3:00pm.
  - cc. On Facebook programming needs to be set up to send things out on a regular basis and need items to be "shared" rather than "liked".
  - dd. Debated using yard signs but declined due to the expense.
  - ee. A calendar for members to stay up-to-date on the activities was devised.
  - ff. Considering the idea of purchasing stickers for the kids to wear.
  - gg. A builder celebration will be held on the Sunday after the playground is completed. Things to possibly include are slide show with pictures of the old playground, pictures of the build and pictures of the new playground; banner with sponsor logos, tent for Milestone Electric, and photo op for Mayor Gottel and Milestone Electric.
  - hh. Discussed selling t-shirts during the build to possibly include sponsor logos on the back.
- A4. Food Committee
- A meeting was held with Hands and Hearts and a commitment letter is still needed in order for them to be provide services.
- A5. Tools/Materials
- aa. Still coordinating with Home Depot with a grant application that may provide funds ranging from \$2,000 to \$10,000. Proof of volunteer insurance through the City of Rowlett was obtained.
  - bb. Pursuing other donors such as ACE Hardware, Lowes, and Harbor Freight for the items not on Home Depot list.
  - cc. Contact made with Keep Rowlett Beautiful to request them receiving the grant monies.
  - dd. Tricon has agreed to perform the ground work and will provide the crane.
  - ee. Home Depot has provided a quote for materials and this needs some follow up.
- A5. Child Care
- aa. In need of a new sub-committee chair.
  - bb. Members are having discussions as to when child care should be held during pre-build week and build week.
  - cc. Need to brainstorm ideas for ways kids can help but will need to be strategic with plans.
  - dd. Conversed about a designated fence area for the children and whether background checks are needed for volunteers assisting.



12. Director's Report

- a. While You Wait started a new year with Honor Academy and hit the ground running with their first lesson. Students worked through the lesson with Honor Academy staff as well as City Council Member, Debby Bobbitt. The first attribute that students will learn is Character.
- b. Diversity Day was held Saturday, October 3<sup>rd</sup> from 12:00pm – 4:00pm at the Rowlett Community Centre. This year's theme was "Food, Fun, Dance, and Fitness from around the world." About 250 people were in attendance throughout the day for performances that included a hula dancer, bagpiper, reggae music, jazz fusion, and more.
- c. The third and final installment of Movies at Pecan Grove Park wrapped up this last month with the showing of Big Hero 6. The weather was ideal and the turnout was excellent. About 325 people were in attendance for the movie, magician, bounce houses, free snacks and more. An estimated 750 people showed up over the three weeks the movies were held.
- d. The repairs are being made at the baseball complex at Community Park. The under carriage has been repaired with new lumber and the roof has been painted with water sealer. The work is still in progress and should be completed within the next two weeks.
- e. Upcoming events: Veteran's Day Ceremony: Wednesday, November 11<sup>th</sup> at 11:00am (Rowlett Community Centre); Main Street Fest and Holiday Parade: Saturday, December 5<sup>th</sup> from 3:00pm-7:00pm (Pecan Grove Park).

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

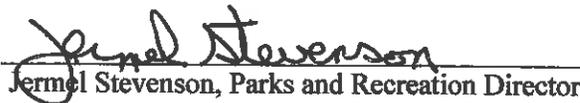
- a. W. Baxter expressed gratitude to Ken Romaine for his time and efforts sitting as the Vice-Chair for the past 4 years.

14. Any member of the Board may requested topics for future agenda meetings.

- a. Z. Martinson requested information on the board's role with the City's noise ordinance and graffiti ordinance as stipulated in the board's description in the Boards and Commission Handbook.
- b. Z. Martinson requested information on the plans for merging the Main Street Fest and Holiday Parade with the Kids Kingdom build. J. Stevenson responded he can provide this information in approximately 2 weeks.

15. Adjourn 8:40 p.m.

  
Wayne Baxter, Chairman

  
Jernel Stevenson, Parks and Recreation Director