



**Parks and Recreation Advisory Board Meeting Minutes**  
**Wednesday, November 12, 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, Ken Romaine, Matt Grubisich, Lonnie Cornwell, Zabrina Martinson, E. C. Umberger III, Michael Moreno, Linda Fugitt, Rhetta Bowers, Eric Bonilla

**ABSENT:** Bruce Hargrave

**VISTORS:**

**STAFF:** Jermel Stevenson, Parks and Recreation Director; Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Recreation Division Manager; Keith Flournoy, Parks Division Manager; Jim Proce, Assistant City Manager.

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1. The Chairman, Wayne Baxter, called the meeting to order at 7:01 p.m.
  2. Quorum present.
  3. Mike Delatte motioned to accept the October 8, 2014 minutes. Lonnie Cornwell seconded the motion. The motion was unanimous for approval by those members present.
  4. Presentation on the Community Investment Program Task Force (CIPTF) for the May 2015 Bond Election.
    - a. Jim Proce presented a power point presentation to inform board members of the following: Community Investment Task Force committee and their responsibilities such as balancing priorities, defined CIP, reviewed the challenges ahead, plans for the bond election 2015, project needs to include infrastructure and future needs to meet the growth of the city and reviewed the history of capitol bond financing.
    - b. The 2015 bond initiative was discussed. Questions asked and answers provided.
    - c. How to provide input to city staff was outlined on the City of Rowlett website such as the Community Investment Program link on the left side of the page and on that link there is a request form that can be filled out. There is also a video on the link that explains about CIPTF. At some point City Council will have a joint meeting with CIPTF and board members are welcomed to attend.
    - d. Questions were asked and answers were provided.
  5. Update on the Arbor Day event held November 8, 2014.
    - a. Keith Flournoy summarized that Arbor Day was observed by planting 4 trees at Katy Railroad Park and in conjunction The Daffodil Project, a living memorial to those killed during the September 11, 2001 terrorist attack. A total of 5,000 daffodils were planted in various locations such as the fire stations, police department, Veteran's Park and Community Park with 4,200 of the daffodil bulbs actually planted on this Arbor Day observance. The ones planted at the fire stations and police department are in the shape of numbers in correlation to the number of respondents that died. Keep Rowlett Beautiful provided a donation to purchase some of the bulbs and assisted with recruiting volunteers. Overall the event was successful and this project will be built upon.
    - b. Zabrina Martinson expressed positive comments about the parks staff who worked with the volunteers



and thought they did a wonderful job.

6. Kids Kingdom Discussion

- a. J. Stevenson summarized that board members requested for staff to bring back more information in regards to the vendors and Play By Design since several board members were not present when the presentation was done. He continued that at this time it would be best if one of the board members who were present for the Play By Design to review information from that presentation.
- b. K. Flournoy added that the RFQ is out and the deadline is November 20, 2014. He stated that a vendor cannot be determined at this time until after the deadline for vendors to submit necessary paperwork.
- c. M. Grubisich took some time to review information from the Play By Design presentation.
- d. M. Grubisich asked if Kids Kingdom is a priority. J. Stevenson mentioned if members would like to view the department's Master Plan it is available on the city website and replied Kids Kingdom is one of the projects at the top of the list.
- e. Members discussed options and next steps needed for scheduling a design day. The department will strive to host a design day in January 2015. It was recommended that the subcommittee will need to meet so they can further plan. It is possible that a special meeting may be called in regards to deciding on a design vendor.
- f. M. Grubisich suggested further discussion of a vendor choice be postponed until the next meeting and expressed the need for members to be present for this meeting.
- g. W. Baxter reminded members the Rowlett Exchange Club will donate ½ of their proceeds from the Christmas Parade to go towards Kids Kingdom rebuild. The entry fee is \$35 therefore \$17.50 will be donated for Kids Kingdom. Z. Martinson made a flyer to increase awareness of this activity and members can obtain copies to distribute to others.
- h. J. Stevenson announced he is being asked to provide a fundraising update during a City Council work session on December 2, 2014 therefore he will need to obtain more information from members on this topic.
- i. M. Grubisich shared an opinion that he understood the \$100,000 to be contributed from City Council is a gift and at that time the bond option was not available or considered. Now that the bond is a possibility and if it passes then the \$100,000 should be allowed to be used for other park needs. M. Delatte reminded members City Council stipulated the \$100,000 is to be used specifically for Kids Kingdom.

7. Update on Scenic Point Park

K. Flournoy reported a temporary notice to proceed (TNP) was issued to York Bridge. Construction will likely not begin until January 6, 2015. Right now York Bridge is 30 days from the 150 day mark to have the materials in place.

8. Goals for 2014 – 2015

- a. J. Stevenson reviewed the goals from last year. W. Baxter asked each member to provide feedback on the goals for this year.
- b. After a discussion the following goals were decided upon. 1) Rebuild Kids Kingdom; 2) Support Scenic Point Park Design and Build Process; 3) Dog Park 4) Help market the Parks and Recreation Department by Volunteerism for Special Events.

9. Christmas party

W. Baxter mentioned the December meeting is usually scheduled to be at a different location such as a restaurant and asked for suggestions. After some discussion it was decided that the location will be Dos Chavos



located at 3532 Lakeview Parkway in Rowlett on December 10, 2014. There will be one agenda item related to Kids Kingdom. Members must pay their own ticket.

10. Boards and Commissions Volunteer Banquet to be held December 5, 2014.

- a. Shelly Monroe stated this event will be held December 5, 2014 at 6:30 p.m. located at the Rowlett Community Centre. RSVP is by November 24, 2014 at 4:00 p.m.
- b. B. W. Baxter voiced a complaint that the invitations were sent via email rather than by mail. He asked if all members received their email and 3 members said they had not received the invitation.

11. Director's Report – Jermel Stevenson

- a. We are very proud to announce that on Monday, October 13, 2014 we were confirmed as a Nationally Accredited Agency by our professional organization – National Recreation and Parks Association (NRPA).
- b. The planning and preparation for “Main Street Fest and Holiday Parade” is well under way. This year the event will take place on Saturday, December 6<sup>th</sup> from 3:00pm-7:00pm in downtown Rowlett on Main St. He reviewed the festivities scheduled for the day.
- c. Saturday, October 11, 2014, the Parks Division joined efforts with KRB Volunteers to celebrate a day of clean up in our parks and around the City (Great American Clean-up). The not-so-great-weather did not discourage a group of about 60 volunteers from coming out to help us pull debris from Scenic Point Park, Kenwood Park and Pecan Grove. After the hard work and heavy lifting was completed, Mayor Gottel was the grill master and cooked hot dogs for everyone. Afterwards KRB held a free raffle and gave out some wonderful prizes to the volunteers.
- d. Camp Fear was held Friday, October 24<sup>th</sup> at Pecan Grove Park. This overnight campout for families featured a haunted trail, contests, tent trick or treating, family games, spooky storytelling, late night movie (The Gremlins), s'mores and much more. Twenty-seven families (128 participants) attended this event.
- e. Veteran's Day Ceremony took place on Tuesday, November 11<sup>th</sup> at 11:00am at Veteran's Park; 11-11 at 11. The ceremony featured John C. Gray from Plano, TX as the keynote speaker. In addition to serving 39 years in the United States Air Force, John has also worked at the Pentagon in the International Emergency Planning Department.
- f. The Parks and Recreation Department was 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 was presented at the 2014 Regional Conference which was held in Grand Prairie on November 7, 2014. The local presentation will take place at the City Council meeting scheduled for Tuesday, November 18<sup>th</sup> at 7pm.
- g. Off season maintenance will start soon at Wet Zone Waterpark beginning with two projects that have recently been approved to include the painting and refurbishing of the aquatic playground and the brackets and supports of the two large water slides. Both structures are showing some wear and corrosion, but the work being done this year will have them looking nice and new again for the 2015 Summer Season.
- h. Renovations of Isaac Scruggs Park through CDBG Funding has begun. One of the projects is a new basketball court. In February or March 2015 there will be a re-dedication ceremony.
- i. The department will look at scheduling a work session for newly appointed members to present information on the different projects existing and those in the future so each member is up-to-date.



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

- a. W. Baxter expressed a thank you to the parks staff who helped a citizen that lives near Springfield Park.
- b. E.C. Umberger mentioned there is an enormous tree down on the Nature Trail

13. No member of the Board requested topics for future agenda meetings.

14. M. Delatte motioned to adjourn at 9:28 p.m. Rhetta Bowers seconded the motion. The vote was unanimous to adjourn.

*Ken Roman* 1-14-2018

Wayne Baxter, Chairman

*Jermel Stevenson*  
Jermel Stevenson, Parks and Recreation Director

*Ken Roman*  
*CO - CHAIRMAN*