



Parks and Recreation Advisory Board Meeting Minutes
Wednesday, November 8, 2017
7:00 p.m.

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

PRESENT: Alan Hogan, Bernadette Hagmeier, E.C. Umberger, Diana Moore, Dolores Henning, Donna Ferguson, Gregory Craig, Lonnie Cornwell, Mike DeLatte, Nancy DeVelde, Ken Romaine, Sean McGrew

ABSENT:

VISTORS: Dave Holl, Mike Kellam, Dale Morgan

STAFF: Blake Margolis, City Council liaison; Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Director of Parks & Recreation

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1. Chairman E.C. Umberger called meeting to order at 7:02 p.m.
 2. Quorum present.
 3. Consider action to approve minutes from October 11, 2017 and October 14, 2017.
 - A. Mike DeLatte made a motion to approve the minutes as written for October 11, 2017. Dolores Henning seconded the motion. Approved 9 - 0.
 - B. Nancy DeVelde made a motion to approve the minutes as written for October 14, 2017. Mike DeLatte seconded the motion. Approved 7 - 0.
 4. Draft presentation of the Parks, Recreation and Trail Master Plan.
 - A. Angela Smith reported this presented to the board tonight then will be formally presented to December 5, 2017 Council work session then will be on the consent agenda for Dec 19th
 - B. Brad Moulton with la terra studio, Inc. provided a little history on the Master Plan. Explanation about what the Master Plan will do was provided, for example, to assist in the implementation of those decisions and set guidelines for future park and open space development. The plan structure was explained which included a) Introduction and At a Glance; b) Parks & Community Gathering Space; c) Trails and Pathways; d) Recreation and Programming; and e) Implementation. This involved topic-oriented chapters and goals. The needs and standards for each were also reviewed. Connected Rowlett Program is a term used to explain the needs and standards for trails and sidewalk.
 - C. The survey gathered 180 respondents over the course of 6 weeks. The demographics of the respondents were summarized. Feedback and input from the survey and the public meeting were shared with members. The vision for the plan was reviewed and a vision statement presented as "Rowlett is a city of connected Parks and Recreation destinations, showcasing the character of Rowlett and providing opportunities for healthy and fun living".
 - D. The Texas Parks and Wildlife Department compliance and how it relates to this plan was covered. Once the draft is complete, it will be provided for review and comment. Adjustments will be made. The draft will be sent to staff for additional



review and comments. Final adjustments will be completed, and the final draft will be adopted.

- E. Questions were asked and answers provided, as well as, comments and suggestions.
5. Discuss and make recommendation on donation from Sachse Park Pals.
 - A. Angela Smith introduced the Sachse Park Pals and how they are wanting to donate approximately \$20,000 for a dog park in Rowlett. The location chosen for this dog park is Herfurth Park. Other information such as the cost to the City of Rowlett, maintenance costs and draft of dog park rules were presented. Looking at ½ acre for small dogs and 1 acre for large dog area.
 - B. This board's recommendation will be presented to City Council in December. Site prep would begin in January or February with hopes to have a grand opening in March 2018.
 - C. Ken Romaine made a motion to partner with Sachse Park Pals and accept their donation to be used for a dog park. Gregory Craig seconded the motion. Approved 9 - 0.
6. Marine Toys For Tots Tournament/Rowlett Drop Spot.

Mike DeLatte explained the Softball Association was asked to host a tournament for Marine Toys For Tots and the tournament date is December 9, 2017. All new toys need to be delivered by December 13, 2017. Inquiring made to members on how to make this a Rowlett event to enhance this event. If members have any ideas for opportunities for drop spots or advertising, etc. members can send these ideas to Shelly Monroe.
7. Develop objectives for the new 2017 - 2018 goals.
 - A. Help Market parks and recreation through board involvement.
 1. Strategies: To utilize social media; To utilize involvement with special interest groups; and to utilize Parks and Recreation publications.
 2. Objectives: a) Social media posts 3 times a month; b) Make one contact per week
 3. Tactics: a) Sign up for parks and recreation e-news; b) Use social media tools; c) Commit to staying informed about Parks & Rec to be able to promote and advertise; d) Talk about the Parks Master Plan to others; e) Share the Lakeside Leisure
 - B. Support Parks and Recreation fiscal year 2018 upcoming projects and increase member involvement.
 1. Strategy: To commit to engage your neighborhood and your social group to converse on these projects.
 2. The Objective and tactic will be determined at a future meeting
 - C. Encourage community engagement strategy, objective and tactic will be further explored in a future meeting.
8. Forestry subcommittee update.

Rowlett has an excellent tree ordinance but the committee will look work with city staff to update the ordinance. After the tree survey is complete this will provide more information to move forward. There is a need to determine what



Rowlett has then look at the mitigation process. Working on the ordinance will take several meetings.

9. Special Events Committee Update - Dolores Henning
 - A. Camp Fear was held October 27th and 28th. There was a good turnout considering the cold weather.
 - B. Veteran's Day ceremony will be held November 11, 2017 starting at 11:00am located at the Rowlett Community Centre.
 - C. Main Street Fest will be held December 2, 2017 at the Rowlett Community Centre. Live music will be provided from 4:00pm to 6:00pm with tree lighting between 6:00pm to 7:00pm. The Trail of Trees will turn on at 6:30pm from December 2, 2017 through December 29, 2017. Sign-up sheet for volunteers was passed around to members.
 - D. Holiday Parade - a Hometown Celebration will be held December 8, 2017 starting at 7:00pm in downtown Rowlett. Activities will be planned after the parade. Sign-up sheet for volunteers was passed around to members.
10. Update from City Council liaison, Blake Margolis.
 - A. No updates for Parks and Recreation issues specifically.
 - B. Stop A Cop toy drive begins November 25, 2017.
 - C. RETREET for Rowlett will be held Dec 9, 2017.
11. Discuss plans for the December 13, 2017 board meeting.

Each year members decide if the location of the meeting will be held in a different location to celebrate the successes from the year. All members agreed to hold the meeting at Main Street Bistro in Rowlett.
12. Annual Boards and Commissions Volunteer Banquet.

The banquet will be held December 7, 2017 beginning at 6:30pm. The location is at the Rowlett Community Centre. Invitations have been mailed and members were encouraged to RSVP.
13. Public input and questions.
14. Director's Report - Angela Smith
 - A. RETREET did formally request the \$10,000 donation and this has been processed.
 - B. The Rowlett Teen Advisory Council (TAC) had its first meeting in October. They came up with two goals: 1) Provide the community with an event or service project that is developed, organized and administered by TAC and 2) Volunteer more than 100 hours.
 - C. Renovation work has begun on the baseball fields at Community Park to maintain a safer playing surface. Remaining fields will be completed in the off season. There will also be renovation work done on two fields at Herfurth Park in the off season.
 - D. On November 3, 2017 Lucy Bottoms was awarded the Class II Part-Time Employee of the Year Award for the Texas Parks and Recreation Society (TRAPS) North Regional Conference in Denton. Kids Kingdom received a Committee Choice Award at the TRAPS North Region Award Luncheon. Both of these awards will be presented to the Department during the City Council meeting on November 13, 2017.



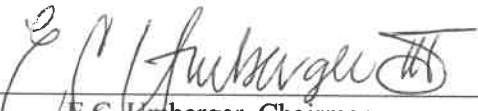
- E. Rowlett seniors had a great Halloween party with 39 seniors in attendance. There was a costume contest and bingo.
- F. Several of our Parks team participated in the Annual Parks rodeo in early October. The TRAPS regional park rodeo is a good way to show off our skills to peers and surrounding cities along with some great fun. Juan Figueroa earned his way to the state competition in Waco to compete in the nail driving context

15. Public announcements by members of the Board and/or staff were made.
None

16. Members of the Board may request topics for future agenda meetings.
No topics requested.

17. Adjournment

- A. Mike DeLatta moved to adjourn at 9:30 p.m.
- B. Dolores Henning seconded motion.
- C. Approved 9 - 0.



E.C. Umberger, Chairman



Angela Smith, Director of Parks and Recreation