



Parks and Recreation Advisory Board Meeting Minutes
Saturday, November 3, 2018
8:30 a.m.

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

PRESENT: Donna Ferguson, Mike DeLatte, E.C. Umberger, Bernadette Hagmeier, Alan Hogan, Nancy DeVelde, Dolores Henning, Robert Paroski, Anthony Scott, Diane Perkins

ABSENT: Lonnie Cornwell

VISTORS:

STAFF: Shelly Monroe, Sr. Administrative Assistant; Angela Smith, Parks & Recreation Director; Aaron Cleaver, Parks & Recreation Business Manager

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1. Chairman EC Umberger called meeting to order at 8:33am.
 2. Quorum present.
 3. Orientation
Angela Smith presented information about this board's primary function, the board's role, services for the citizens, how to get information on the agendas, what to do if a citizen asks you a question and annual reports.
 4. Review of the Park, Recreation and Trail Master Plan.
Angela Smith explained the process for obtaining a master plan, the benefits of having a master plan, and how a master plan is used by the department and the city. Components covered in a master plan were briefly presented. The difference between pocket parks, neighborhood parks, community parks, and specialty parks were explained. Examples of how the master plan has been used and will be used were shared with board members.
 5. Update on the 2015 and 2018 CIP Projects.
 - A. Aaron Cleaver reviewed the FY2015 CIP Project timeline including projects that have been completed and those in progress. Various questions asked and answers provided.
 - B. The 2018 CIP Projects allocations list was presented with a timeline.
 6. Discussion on board sub-committees.
 - A. Special Events committee currently meets quarterly, and Dolores Henning has been the appointed board member for the past year. Staff's recommendation is to abolish the subcommittee and use this board, as well as the Diversity and Inclusion Board and the Youth Advisory Council as a resource to help find vendors and speakers for events. Board members unanimously support the staff's recommendation. Aaron Cleaver voiced appreciation to Dolores Henning for all her time she has volunteered assisting with this committee and various special events.
 - B. Urban Forestry Sub-committee has four members, one council liaison and one staff member who currently meet monthly. This committee requested to change monthly meetings to quarterly meetings. Alan Hogan made a motion to change



the Urban Forestry Sub-committee meetings from monthly to quarterly. Mike DeLatte seconded the motion. Approved 7 - 0.

7. Parks and Recreation Hot Topics.

- A. Environmental Learning Center: The property on Chiesa now belongs to City of Rowlett and the city will need to file for the deed. This will still be a long-term project before completion and there are still plans to partner with Keep Rowlett Beautiful.
- B. Scenic Point Park: The trail is now complete. City of Rowlett has not accepted the ownership of the sidewalk until Terra Lago is complete with all their components. Questions asked about developers and private parks, the challenges, etc.
- C. Trinity River Steering Committee: Recently Rowlett Parks and Recreation Department became involved with this committee. The committee is looking at National Paddling Trail recognition, and preservation and restoration of the East Trinity River fork.
- D. Green Ribbon Beautification Project: Phase One is complete and the City of Rowlett will assume responsibility in August 2019. Phase Two allows two additional small landscape areas, entry features and landscape around entry features. Bids are complete, a pre-construction meeting was held, and construction will begin by in Spring 2019.
- E. Marine Toys for Tots: Mike DeLatte, Rowlett Softball Association, wants to partner with the City of Rowlett and host a second donation drive. Last year a tournament was held and was a huge success. There will be drop boxes placed out within the next 2 weeks. Donations are new unwrapped toys. Board members can bring toys to the next meeting. Last year toys were collected on the parade float drop boxes and the softball tournament. Same plans for this year.

8. Goal setting exercise.

- A. The goals for last year were reviewed. Suggestions for this year's goals: Market Parks and Recreation through board Involvement; Support Parks and Recreation Department with CIP Projects; More free kid friendly attractions - raise funding for a splash pad; Support Eco-Tourism; Environmental Learning Center; Adding kayak points and promote a kayak club; Encourage Community Engagement; Pursue a community garden. Board members chose the top three goals which will be 1) Help Market parks and recreation through board involvement; 2) Support 2018 CIP Bond projects 3) Support Eco-Tourism.
- B. A brief discussion occurred about the kayaking points and a kayak club.
- C. Members further discussed the top three goals with strategies, objectives and tactics.
 - 1) Support FY2019 CIP Bond development of projects: Strategy 1: To commit to engage your neighborhood and social group to converse on these projects.
Objective: Engage your sphere of influence 1 x month following a board meeting
Tactics: Share updates on the projects and request flyers (as needed) to distribute.
 - 2) Help Market parks and recreation through board involvement: Strategy: Utilize involvement with special interest groups, social media, and Parks and Recreation publications. Objectives: Within the social sphere 3 x a month; Make 1 contact per a week. Tactics: Sign up for e-news; Use social media tools; Make a commitment to stay informed to promote and advertise. Strategy: Leverage public meeting places; Objective: Attend at least one public event/meeting 2) Increase the number of people



volunteering. Tactics: Attend events, town hall meetings, City Council meetings to provide information and answer questions

Strategy: Promote volunteerism. Tactic: Bring one or two volunteers to each event.

3) Support Eco-Tourism: Objectives: Bring awareness to outdoor education and potential activities to Rowlett. Tactics: Have a booth at one event; Hold park walks through activity. The developing of these goals will continue at the upcoming meeting.

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

10. Adjournment at 12:36 pm.

A handwritten signature in black ink that reads "EC Umberger".

EC Umberger, Chairman

A handwritten signature in blue ink that reads "Angela Smith".

Angela Smith, Director of Parks and Recreation