



Parks and Recreation Advisory Board Meeting Minutes
Wednesday, February 9, 2022
6:30 p.m.
Rowlett Community Centre
5300 Main Street, Rowlett TX 75088

PRESENT Vice Chair: Dolores Henning; Members: Richard Kull, Eve Johnson, Donna Ferguson, Rebecca Day, Michael Schupp; Alternates: Elise Bowers, Corrie Cabral

ABSENT: Mike DeLatte, Kristy Andrade

VISITORS:

STAFF: Shelly Monroe, Sr. Administrative Assistant; Kari Pacheco, Assistant Director of Parks & Recreation

1. Vice Chair Dolores Henning called meeting to order at 6:31 p.m. Quorum present.
2. Consider approving minutes from the regular meeting held January 12, 2022. (Corrie Cabral entered meeting).
 - A. Michael Schupp made a motion to approve the minutes as written.
 - B. Richard Kull seconded the motion.
 - C. Approved 6 - 0.
3. Citizen Input.
No Citizen input.
4. Parks Maintenance Plan Update.
 - A. Kari Pacheco explained there is a Park Maintenance and Operations Plan although the plan needs updating, and staff is collecting data to make these revisions. A brief overview of the Parks Division including the number of staff, responsibilities, developed and undeveloped parks, as well as acreage were presented. Staff development and training opportunities for parks crew were shown by a list. The different playbooks for Parks Division are the Athletic Field Maintenance Guide, Integrated Pest Management Program, and the Parks Maintenance and Operations Management Plan that outlines the standards, as well as daily operations. A graph of the production hours by various staff tasks were shown as an example of what is being tracked to help with making the necessary revisions to the existing plan. Once the plan is revised it will be presented to this board.
 - B. A question was asked about staff mowing versus using a contractor for mowing which led to a brief discussion. A question asked about the national standards of staff per acreage and a general response is that the city is on the lean side. Elise Bowers inquired how the board can assist with requesting an increase of staff since there are certain areas in Rowlett needing to be better maintained. Kari Pacheco explained how staff is trying to collect data to support requests for more funding.
5. Dan Roberts Environmental Learning Center update.
Richard Kull reminded members that Keep Rowlett Beautiful (KRB) is responsible for the fundraising for this project, but the progress is unknown. Contact has been made with KRB and he plans to attend the February 17th board meeting. Any information from these meetings will



be brought back to this board. Been asked for a KRB representative to attend a Parks Board meeting to provide an update. Due to other presentations scheduled it is better to wait until the meeting in May.

6. Coyle House update.

Coyle House is closed for rentals. Keep Rowlett Beautiful adopted Coyle House for particular things, but not the maintenance upkeep. Rowlett City Facilities is working on putting turbines onto the roof that will help with the air circulation. There is no electricity upstairs and the carpet needs to be removed. \$50,000 was allocated to be used on house repairs, but funds will likely need to be allocated yearly until this historical house can get up to code. This is a special type of facility compared the other city facilities. Michael Schupp asked if there is any way to develop a partnership that would help with these renovations. Richard Kull mentioned he can ask KRB if they are aware of any contacts to request a possible partnership. Since the house was moved it won't qualify for any historical grants.

7. Rowlett Parks Board events update.

- A. Kid Fish: April 23rd from 9am - 12pm at Community Park. Members decided to wait to March to decide on whether to have a table where they can promote upcoming events.
- B. Cardboard Boat: April 23rd at 1:30pm located at Community Park. Elise Bowers offered to help repaint the boat. Rebecca Day offered to help with whatever is needed. Two riders are R. Kull and B. Day but there still needs to be a third person. Registration will need to be submitted if the board is going to participate.
- C. Paddle Boating: K. Andrade offered to lead this event. This event is for citizens to meet and mingle with Parks Board members. Kari Pacheco suggested to contact Wildlife & Fishery to see if they can participate or provide information on animals or plants since Lake Ray Hubbard is considered a blue trail. Eve Johnson recalled the event last year was held on June 19th, which is Juneteenth, therefore if the event is held in June a different date should be considered. Eve Johnson offered to assist with this event.
- D. Star Gazing: If either City Lights Astronomical Society for Students or Texas Astronomical Society are back to helping with these events, it's possible one could be scheduled during the Family Camp Out scheduled in March. R. Kull will follow up with these groups. Eve Johnson requested event postcards to distribute at youth events. Dolores Henning asked for a volunteer list for members to sign up to help with the event. Shelly Monroe replied that the Special Events Coordinator will provide a list as soon as she has the time layout.
- E. Scavenger Hunt: Donna Ferguson voiced she would like to see the event be held in the fall because July weather is too hot. Members agreed.
- F. Rowlett Diversity, Equity, and Inclusion Commission: E. Johnson participated in their MLK event collecting hats/gloves/etc. for Veterans Resource & Outreach Center. This year this Commission will look to do something for Juneteenth and possibly would like Parks Board to be involved.

8. Urban Forestry committee update.

Michael Schupp reported a meeting was held today. November 6, 2022 is Arbor Day this year. There has been contact with Arbor Day Foundation, Oncor, and Texas A & M Forest Service. Arbor Day Foundation is primary responsible for sourcing trees and creating list of desired species, although not involved in location selection. Information on their Community Canopy Program can be found on their website. Oncor is not responsible for a site location, but they put on an event with tree giveaway, foresters on hand to answer questions, educational programming, and urban forestry management equipment. Texas A & M Forest has not decided on the 2022 Arbor Day



event yet, although they will contact him when they start the event location selection process. There can be collaboration with other city staff on this event and there may possibly be some funding through the tree mitigation for tree purchases.

9. Social Media subcommittee update.

Eve Johnson reported a meeting was held Monday. The focus was more of an organizational meeting due to committee member changes. Derrick Culpepper was able to attend this meeting and his information was helpful in planning the next steps. This year the focus will be on events since last year the focus was on parks. Possibly members will film self when out and about in a park or at an event. The goal is to have the first video clip done by March 15th. The new process will be a trial-and-error situation and once better details are obtained it will be shared with members, so all members participate in the fun.

10. Update from City Council Liaison, Blake Margolis.

- A. The mayor's resignation was announced, and her last day is February 28, 2022. Blake Margolis submitted his resignation for City Council position due to running for another elected position, although he will remain in current role until the election.
- B. Community Emergency Response Team's next class will be held this month. Registration is on the city website.
- C. City Council approved a resolution for an Amended Marina Development Agreement with Sapphire Bay Marina. Some of the project improvements are parking, landscaping, revamp boat slips, retail, and restaurants. This new Bay Walk should be completed in 2023.
- D. City Council decided to hold the next bond election in November. It has not been decided on the number of propositions. Tomorrow City Council interviews applicants for the new bond committee.

11. Assistant Director's Report

- A. Events: Detailed March and April calendars were provided for members. Most of these were mentioned during agenda item # 7. Little Sweetheart Dance was held this past weekend even though there was winter weather. Lunch on the Lawn begins March 21st - April 25th from 11am - 2pm downtown.
- B. Rowlett Community Centre along with city offices were closed Thursday and Friday due to the winter storm. Programmers are getting summer programs ready for the next Lakeside Leisure publication. Hiring for several positions for recreation and wet zone.
- C. Parks/Projects: Staff have been working on a winter project list. Section II Mowing contract is out for bid right now. The team is working on plant clean up in the medians. As the Community Investment Advisory Board is forming, reports are being prepared on the state of our shorelines.
- D. Michael Schupp asked if there has been any update on the HEROS project proposal since there is concern of erosion along the shoreline. Blake Margolis responded that there is no decision on this project because there is still a lot of things needing to be done before that group returns to the city about their initial proposal. Kari Pacheco concurred that no updates have been received by the department.

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


No announcements



13. Members of the Board may request topics for future agenda meetings.
- A. Michael Schupp requested an update on the Nature Trail.
 - B. Soccer in April; hockey in March; KRB in May.

14. Adjournment at 8:07 p.m.


Dolores Henning, Vice Chair


Kari Pacheco, Parks and Recreation Assistant Director