

City Of Carrollton
PARKS AND RECREATION BOARD
April 23, 2018 Minutes

The Parks and Recreation Board met April 23, 2018, 6:30 pm, at Crosby Recreation Center, 1610 E Crosby Road.

Members Present:

DeWayne Tallmon
Gabe Cruz
Andrea Macaluso
Al Overholt
Adam Polter
Gerald Blase
Annette Reese
Willadean Martin

Members Absent:

Staff Present:

Scott Whitaker, PARD Director
Kim Bybee, Parks Mgr.
Heather Smith, Recreation Mgr.
Dan Gregg, CIP Coordinator
Kara Dickson, PARD Admin.
John Sutter, Council Liaison

- **CALL MEETING TO ORDER** – DeWayne Tallmon called the meeting to order at 6:30 pm.
- **VISITORS** – Meredith Ladd, City Attorney and Victoria Atterbury, Carrollton Leader reporter
- **APPROVALS OF MEETING MINUTES** - Minutes from February 26, 2018 were approved. Al Overholt motioned the approval, 2nd was given by Gabe Cruz, all members for approval.
- Meredith Ladd gave a presentation on the goals, objectives, roles and responsibilities for every board. The presentation included parliamentary procedures, order and decorum. Meredith explained the role of the board is to make recommendations related to Parks and Recreation matters to the City Council. Meredith further instructed the board that they do not represent the city as an individual. Board members are representing the City only when they are acting as the board and have a quorum of members. Meredith cautioned board members to be sure they are acting within the scope of their authority. The Park Board takes direction from the City Council. The City Staff will provide projects and the Park Board members as a group provide recommendations on presented projects and the decisions need to be based on what is presented to them as board members. The Park Board is bound by the Open Meetings Law, which includes only the Park Chair acknowledging visitors to comment on items on the agenda. Citizen comments are solely limited to items on the agenda. The Park Board cannot respond to the questions. Meredith gave further detail on the parliamentary procedures and ethical or legal conflicts of interests when motioning and voting on an item. Meredith explained draft minutes are not to be posted and only approved minutes are allowed to be posted. The by-laws are also being reviewed by Meredith Ladd to ensure all by-laws are not exceeding the authority provided by the City Council.
- Dan Gregg presented updates on the Veteran's Memorial. Design ideas, budget and site considerations have all been discussed. A preliminary design was presented for the Josey Library site. Details were discussed about the materials used in the design. The current monument onsite at the Senior Center will be included in the design. Further discussion included clarification about the 6 flags in the design. Five flags will represent the five services and the sixth flag is the

American flag. Adam Polter acknowledged Ron Branson and Tim Herrel were not included in the first subcommittee meeting due to needing City Council approval for non-board members to be added to the Veterans Memorial subcommittee. He also mentioned no decisions were made at the first meeting. The subcommittee is working on the final design and recommendation to bring to Park Board.

- Scott Whitaker – updates
 - Rotary playground – The staff has met with the Rotary Club a couple of times. The Rotary Club has had a chance to review four different proposals. The Rotary Club chose a primary and secondary proposal. Staff met with the primary selection to ask a few more questions and gave them a little more direction to further detail the design. Staff is comfortable with both choices due to previous experience working with them. Once the company is selected Rotary Club will work with them to create a preliminary design based on the Rotary Club's \$150,000 budget. The Rotary Club will take the design around to raise funds for the project. Depending on how long it takes to fundraise, Rotary may submit a proposal through the budget process to City Council to request additional funds to help with installation and/or playground surfacing of the park. Based on their funding and donations, The Rotary Club will then enhance and expand Rosemeade Park playground. Scott Whitaker will continue to update Park Board as new information is provided. Gabe Cruz asked what the down time would be at the park when construction begins. At this point, the timing has not been established but more than likely the down time would be during the winter months. The surface material of the Rosemeade Park is currently wood fiber. The surface has been discussed but it has not been determined if the entire playground will be resurfaced with turf.
 - Dan Gregg has been working diligently trying to work with an engineer to renovate Field 6. To this point the project has either been too small or it has been priced too high from design firms. It is taking a little longer to get it started with the right company to do the project. Hoping to have a company under contract within the next two weeks. The infield will be expanded out and be synthetic turf. Natural grass turf will be in the outfield with potential to add temporary fencing between the infield and outfield for Special Olympic type groups. The field will present itself to a multiple of sports play practices and games from soccer, baseball, softball. The turf being considered for the infield can be used by wheel chairs. The turf is 1" to 1-1/4 low pile. Kim Bybee has talked to CFBISD Special Olympics group and they are excited about the possibilities of being able to utilize the field. The turf field play would not allow spikes. More than likely the entry levels of baseball would use the field.
 - Staff has addressed a lot of the lower grades on the report card. Scott Whitaker explained it is time to update the report card later this year. It is time to create groups of Staff and board members and divide into categories to evaluate Parks and Recreation properties from Recreation Centers, trails, parks and playgrounds, pavilions, athletic fields, fencing, and evaluates and grade for future projects. A sign-up sheet will be provided at the next meeting to start this process.
- Gabe Cruz presented a draft copy of the Jimmy Porter award nomination requirements and application. Applicants for the award would be reviewed and narrowed down for the Park Board to vote on an award recipient. The award could be presented at Citizen's Evening. The recipient's name would be printed on the Jimmy Porter award plaque shown at Crosby. Award winner would be announced on website and Social Media accounts through Marketing. The

deadline for nomination would be December 1 each year. Moving forward Citizen's Night will be held annually in February. Gabe Cruz would like to meet again to finalize the nomination requirements and application. Discussions continue on the name of the award. Currently it is Jimmy Porter award.

- Heather Smith - updates
 - The Ladybug release was well attended. The Downtown movie was canceled due to weather. Spring Blooms brought out about 120 people even with the cold windy weather.
 - Paws on the Square the weather was cold again but the attendance was still good.
 - Senior Center provided a Blue Bonnet tour in Ennis.
 - All of the gyms were updated with LED lights.
 - Spring Family Campout has one of the highest preregistration numbers to date. The weather was cold again. Attendance was still good but many left as it got colder and didn't stay through the night. Plans for future camp outs include the Elm Fork Nature Preserve activities and hikes.
 - The Special Populations coordinator position has been filled. Shelby Carradine has previous experience working with therapeutic recreation and senior programming.

- Kim Bybee - updates:
 - Carrollton Trails 5K - 400 runners have preregistered. Usually have about 100-150 walk ups.
 - Next Tuesday, splash parks are scheduled to open. Staff is working on final touch ups to prepare for opening day. The Splash parks will be open May 1 – October 15. Staff is working on the pool in preparation for opening day.
 - In November last year we partnered with the Nancy Lieberman and opened a Dream Court at Martha Pointer Park. Staff is going to work with them to add another Dream Court at Croft Park. The opening of the Dream Court at Croft is proposed for July 9. Staff has signed a contract to add a total of four Dream Courts in Carrollton over the next ten years. They have a partnership with the USTA to add 2 smaller tennis courts with a full size Dream Court and add youth tennis programming once a month at the park at no charge. Martha Pointer court that was done in November is a smaller court. The Nancy Lieberman foundation will be returning to make the court larger.
 - Mary Heads Carter Park restroom and pavilion preliminary designs are under review.
 - Restrooms at Josey Ranch West designs are complete. The current building will be demolished and a new one will be built in its place.

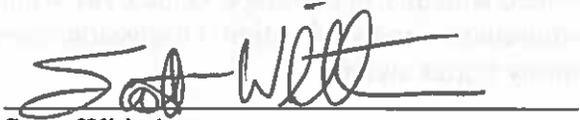
- Scott Whitaker discussed the reorganization of Parks and Recreation department:
 - With Bobby Brady retiring it was time to look at reorganizing the department. The Athletics division will be eliminated. Kim Bybee will be the Parks Manager and Heather Smith will be the Recreation Manager. All programming will be under Heather Smith and Kim Bybee will be responsible for Parks maintenance. Special events will be under Recreation and CIP projects will be moved to Parks. Superintendent positions were created to assist the managers with day to day operations. The reorganization to affect in April but will not be complete until Bobby's retirement and hiring other positions.

- **ADJOURNMENT** – Motion to adjourn was made by Gabe Cruz and seconded by Adam Polter. The vote was unanimous with eight for. DeWayne Tallmon adjourned the meeting at 7:53 pm. The next meeting will be on Monday, June 25.

Respectfully submitted,



DeWayne Tallmon
Chairperson



Scott Whitaker
Parks & Recreation Director