

City of Carrollton  
**PARKS AND RECREATION BOARD**  
 October 28, 2019 Minutes

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff Present:</b>
DeWayne Tallmon	Willadean Martin	Scott Whitaker, PARD Director
Annette Reese		Kim Bybee, Parks Mgr.
Gerald Blase		Heather Smith, Recreation Mgr.
Al Overholt		Kara Dickson, Admin. Specialist
Adam Polter		
Andrea Macaluso		<b>Park Board Liaison Present:</b>
Suzanna Dooling		Glen Blanscet
Austin Waugh		

- **CALL MEETING TO ORDER** – DeWayne Tallmon called the meeting to order at 6:30pm.
- **VISITORS** – No visitors
- **MEMORIAL TREE DISCUSSION AND RECOMMENDATION** – Kim Bybee explained what the Parks department had done in the past with the Memorial Tree Program. The updated version she provided is to give more guidance and information for resident to simplify the process. The forms explain what variety of trees are suitable to be planted in this region, the price range, and commemorative plaque requirements. DeWayne Tallmon asked about the price range of the tree. Kim Bybee explained the range is typically \$100-200 depending on the size of the tree. Al Overholt asked about the plaque requirements, and what locations the trees can be planted. Kim Bybee explained the plaque requirements are set to maintain uniform appearance and locations are chosen based on available irrigation. Austin Waugh asked if the trees are transplanted from somewhere. Kim Bybee explained the trees are bought as part of a contract with our vendor and the height of the tree is dependent upon the variety of the tree. Andrea Macaluso asked if the citizens incur a cost. Kim Bybee explained that the citizen pays the City for the tree the Parks department plants and maintains the tree once planted. Al Overholt motioned to approve the formal Memorial Tree policy and 2<sup>nd</sup> for approval was given by Gerald Blase. All members for approval.
- **VETERANS MEMORIAL UPDATE** – Kim Bybee provided the Veterans Memorial project update. The main pad has been poured and some of the cut-out areas have been started such as the area for the memorial bricks and landscaping. Foundations and beams are installed for the signs that represent the 5 branches of the military. Rain has delayed the project, but staff is happy with the progress. An opening date has not been

determined. Once staff can determine a date, details will be provided. Annette Reese asked if a final cost was determined. Staff discussed the process the bid went through along with the design options that are included. Staff is confident the project will be done in November. Staff is working with the VFW to plan an opening. Al Overholt asked additional design questions about the signs and Suzanna Dooling asked additional questions about ordering memorial bricks.

- **PROJECT UPDATES**

- **Kim Bybee** – Staff is working on updating Trail Master plan, staff interviewed 4 firms to oversee the process. The original Trail Master plan was from 2006 so it is outdated with the growth that has and is occurring within the next couple of years with the new trail extensions that are in the works with the Cotton Belt and another regional trail. Staff expects to pick a firm within the next couple of weeks in order to complete the Trail Master Plan Update within the next year.
- **Rosemeade Rainforest Aquatic Complex** – The contractor is still working on the pool. The dive well and lap lanes have water in them and the pumps are working. The building is close to completion and staff expects to be completing a walk through and getting ready to move furniture in.
- **Josey Ranch West Restrooms** staff is working with an engineering company to design the slab. The building is under construction off site and demolition will be scheduled soon.
- **Heather Smith** – Additional funding for improvements at the Oak Creek Tennis Center was approved for new lighting on all courts and updating the front 4 courts with post tension concrete slabs due to constant cracking in the current surface. The remaining other eight courts have post tension concrete slabs and have worked out well. Staff is expecting to start the projects in January. Timing of the project will be several months. Staff does expect to be operational but the number of available courts will be determined as the project proceeds.
- **Crosby Rec Center** is currently closed for HVAC replacement. The lights are being replaced in the gym at this time as well.
- **Scott Whitaker** - The Indian Creek Golf Course project is another capital project that was approved and started in December – January. With most projects, it can't be opened until the project is complete. The weather we experience this spring slowed progress. Staff expects to open in November, Cart paths and irrigation is complete. The driving range is done and reopening. Tree trimming is done. Grassing was completed but it didn't completely knit in on the fairways. Staff worked with the contractor to overseed in Rye now and then come back in the Spring to seed again. Staff is seeing the Rye come in so this will allow us to have a very green looking golf course. The draining has noticeably improved

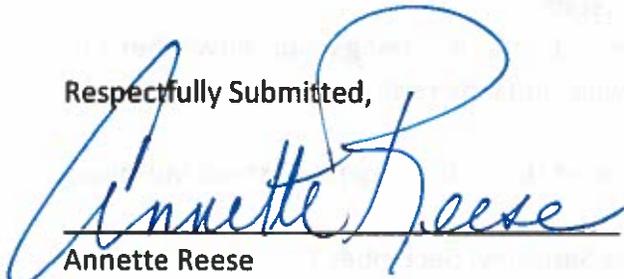
which will improve playability. Al Overholt asked if the course will have to close to overseed in the Spring. Scott Whitaker explained there will not be a need to close since it has grown in so well right now. Adam Polter asked if the Creeks Course will be overseeded at the same time. Scott Whitaker explained it will not this year since the courses will be seeded in an alternating pattern. Adam Polter asked if there will be a grand reopening in November/December. Scott Whitaker explained discussion have been to have a soft opening now and a bigger opening in the Spring.

- **UPCOMING EVENTS/STAFF REPORTS**

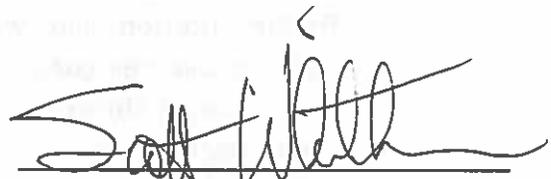
- Heather Smith – Adaptive Field 6 has had a few programs run on it. Last month, staff scheduled Turf Time was on the field. Twelve people came out for the program and really enjoyed themselves. The leadership of the organizations that did come out to the program were pleased. Our adaptive program is still building, and staff is continues to network with other organizations. Rec Out is another program that has been successful. Staff take attendees out for lunch and other activities for the afternoon. Another instructor offers a Special Needs Karate class.
- The Lions Club came out to the Perry Homestead and helped with landscaping by replacing some rose bushes and other plantings.
- Our newest event, the Glow Run took place the end of September. The Glow Run is a 5K/Fun Run that took place at night in the dark. It was a very popular event, attendees really had a lot of fun. Staff is really excited about this new program and we hope to make this an annual event.
- Youth basketball is starting for the season. We have about 500 kids signed up. This is an inhouse league run by the staff.
- The Veterans Celebration at the Senior Center is coming up on November 11. The New Horizons band will be playing, and lunch will be served to attending veterans and their guest.
- Old Fashioned Christmas is scheduled at the A.W. Perry Homestead Museum on Friday, December 6.
- Santa on the Square is scheduled for Saturday, December 7.
- Staff is currently working on scheduling a Historical Structure Report for the A.W Perry.

- **Kim Bybee**
  - Oak Hills and Thomas splashpads closed for the season on October 15. There are a couple of repairs needed. There are also a few leaks under the concrete that will take some time to repair this winter.
  - League play is slowing down.
  - Mowing is slowing down, and staff is starting tree planting, plant bed maintenance and overseeding of fields.
  - Staff is in the process of winterizing restrooms and shutting of irrigation in places that require manual shutoff.
  - The Rosemeade Rotary playground is scheduled for the grand opening on November 9 at 10am.
  - Parks staff competes in the TRAPS North Rodeo Competition every year. Competitions include hammering, backhoe operating back pack blowing obstacle course and plant identification. Our team competing in truck and trailer would have won 1<sup>st</sup> but they hit a tennis ball right at the very end which added a little time on. Irrigation team won 1<sup>st</sup> place and are headed to state this Spring in Galveston.
- **Scott Whitaker-** The City has a big event this weekend, The Festival at the Switchyard. There will be lots of vendor booths, food and music.
- Adam Polter expressed appreciation for being on the Park Board and liaison to CIPAC.
- Al Overholt expressed appreciation for being on the Park Board.
- **ADJOURNMENT-** Motion to adjourn was made by Andrea Macaluso and seconded by Suzanne Dooling. The vote was unanimous with six for. DeWayne Tallmon adjourned the meeting at 7:07pm. The next meeting will be on Monday, December 2.

Respectfully Submitted,



Annette Reese  
Chairperson



Scott Whitaker  
Parks & Recreation Director