

**City of Carrollton**  
**PARKS AND RECREATION BOARD**  
**February 22, 2021 Minutes**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff Present:</b>
Nancy Stallings	Megan Monds	Scott Whitaker, PARD Director
Gerald Blase		Kim Bybee, Parks Mgr.
Suzanna Dooling		Heather Smith, Recreation Mgr.
Chad Averett		Kara Dickson, Admin. Specialist
Willadean Martin		
Andrea Macaluso		<b>Park Board Liaison Present:</b>
DeWayne Tallmon		none
David Taylor		

- **CALL MEETING TO ORDER** – Andrea Macaluso called the meeting to order at 6:30pm.
- **VISITORS** – Chloe Sawatzky, Deputy City Secretary, Alicia Lee, and Preston Richardson
- **APPROVALS OF MEETING MINUTES** - Minutes from **December 7, 2020** were motioned for approval by Gerald Blase and 2<sup>nd</sup> for approval was given by Willadean Martin. All members for approval.
- **DISCUSSION AND RECOMMENDATION FOR PARK BOARD VICE CHAIRPERSON**
  - Gerald Blase nominated Suzanna Dooling for Vice Chair. No other nominations were brought forward. All members approved Suzanna Dooling as the Vice Chair.
- **SUMMER CAMP STANDARDS OF CARE DISCUSSION AND RECOMMENDATION**
  - Heather Smith explained the state requirements for providing a summer camp. As part of those requirements, the Park Board must review and approve the standards of care before they go in front of City Council. The standards of care for this years' Camp Wonder are the same with one exception. In the definition section, there is a small alteration to the child age requirements to include children ages 5-12 or of a cognitive age of 5-12. Gerald Blasé asked about COVID protocols from last year would be the same for this year. Heather explained the campers will be separated into the units of 15 and masks will be required. Suzanna Dooling asked for clarification on the cognitive ability versus the age of the child and how those situations would be handled. Heather explained we would deal with special needs campers on a case-by-case basis and that we have an experience staff member, Shelby Carradine who has assisted previously with questions and situations and she would continue to assist this year.

- Suzanna Dooling motioned to accept the Summer Camp Standards of Care as written and 2<sup>nd</sup> for approval was given by Gerald Blase.
- **HISTORICAL STRUCTION REPORT DISCUSSION AND RECOMMENDATION**
  - Heather Smith presented a PowerPoint on the A.W. Perry Structure Report. She provided details on the Siebler, Inc and the owner Ron Siebler and his qualifications/recommendations. She explained what the 75-page report included and how the report will help staff to prioritize restoration efforts to the homestead to extend usage and longevity of the property. The Architectural section of the report covers the current state of the property and what areas need to be repaired along with details on how to repair historical properties.
  - The Accessibility report will help meet ADA historical requirements. Recommendations included changing the route to the house.
  - Structures report section evaluated included both the house and barn. The structural report on the house reported very well. However, the barn has structural issues. It was recommended that we do not allow people inside the barn as the structural support is no longer safe.
  - There were approximately 100 points of consideration. Staff has created a 5-year plan to address all points of consideration. The first year included urgent, low-cost or projects that staff could complete within the department.
  - The second year would focus on outdoor, such as the porch, ADA ramp,
  - The third year would focus projects on the indoor, such window sills, and doorways,
  - The fourth-year projects would be focused on outdoor around the property and a few indoor such as sidewalks and wallpaper.
  - The final year would be for focusing on the barn.
  - Andrea Macaluso asked for clarification on the barn. Heather Smith confirmed that the barn is not safe for tours but the house is.
  - Gerald Blase asked if the recommendation was to repair it or take it down. Heather Smith explained that they are recommendations mean that these are points to consider different points of the barn were simply to consider the issues within.
  - Willadean Martin asked if the barn has been used for any community events. Heather Smith explained that the barn has not been used for events but it does get used for storage.
  - Andrea Macaluso asked when the barn was built.
  - Gerald Blase said the barn was built in 1977 or 78.
  - Willadean Martin asked if everything in the report is included in the 5-year plan. Heather explained all recommendations have been included on the recommendation plan.
  - Gerald Blase asked how the projects will be funded. Heather explained that some of the projects would be funded through operating funds as well as asking for additional funds for future year projects.
  - Suzanna Dooling asked if the electrical is currently safe. Heather Smith explained the project is going to be addressed this year and staff is getting budget estimates

by the end of March. From a safety standpoint, staff does not have any reason to believe there is a critical need.

- Willadean Martin motioned to approve 5-year plan and 2<sup>nd</sup> for approval was given by Suzanna Dooling.
- Scott Whitaker explained the 5-year plan is master plan that may change along the way with Council approval or as work commences and the scopes can change.
- Willadean asked for clarification on funding for the first year coming from the operating budget versus funding in subsequent years that will require additional funds and approvals. Her statement was confirmed.

○ **TRAIL MASTER PLAN UPDATES**


- Kim Bybee provided an update on the Trail Master Plan. Staff is currently benchmarking other cities. Some of the cities being considered are Plano, Grapevine and Grand Prairie. Part of the benchmarking will require a committee to go tour the city amenities of these cities to determine if those amenities would be ideal for Carrollton. Kim Bybee asked if there are one or two people interested in joining the committee to tour on March 4 with a 9am start. Willadean Martin, Suzanna Dooling, Chad Averett and Nancy Stallings volunteered to go on the tour.
- Scott Whitaker explained that recommendation will be provided to Park Board for recommendation before moving on to City Council.

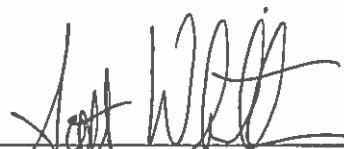
○ **PROGRAM UPDATES**

- Heather Smith
  - Run for Rover is this weekend. Hoping for good weather but the event is rain or shine. The event will get cancelled if it is stormy.
  - The following weekend, TEXFest is scheduled.
  - Staff has taken great consideration with COVID measures. Run for Rover has staffed start times. TEXFest is only taking 100 people per session with the option to register for guaranteed entrance.
  - Staff is looking at a new kayaking program.
  - The Senior Center has undergone a few remodeling projects during the closure. Staff is also taking into consideration social distancing and other COVID considerations in the eating area.
  - Staff worked the warming shelter and a lot of the department is currently refocusing back on normal business.
- Kim Bybee
  - Parks staff were assisting Public Works during the Winter storm.
  - Post storm, staff is assessing damage and focusing on getting repairs done.
  - Dan Gregg left the city in January and moved out of state. The position is posted, and staff will soon be interviewing to fill the position.
  - Kim Bybee is working with Heather Smith to get the A.W. Perry outdoor restroom project started.
  - Solar lighting will also be installed around the Josey Ranch lake behind the Senior Center to improve the lighting along the trail in the area.
  - Staff also has a bid out for the Thomas playground replacement.

- Josey Ranch playground is going to be replaced with an obstacle course that is more geared towards children, but adults will still be able to use as well.
- Staff will be scheduling a grand opening on April 15 at Rhoton Park since all the renovations are completed. More information will be coming soon.
- Scott Whitaker
  - ICGC was closed last week due to weather. Golf course should open up tomorrow.
  - The Recreation Centers, Tennis Center, Golf Course did not have storm damage. Storm damage occurred at Rosemeade pool, splash pads and park restrooms.
  - Scott Whitaker provided details on the warming shelter and staffs responsibilities including Heather Smith running the shelter.
  - Suzanna Dooling expressed how impressed she was with the staff and the City on how well things were organized and ran at the shelter.
  - Andrea Macaluso asked what the extent of the damage and how long will it take to get fixed. Kim Bybee explained that we do not have those details at this point. Staff is prioritizing repairs and work our way around.
- **UPCOMING EVENTS/STAFF REPORTS**
  - Heather Smith provided information on the March Saturday on the Square – Trivia Night.
  - Kim Bybee provided a potential Grand Reopening on May 28 for Pass holders since we were not able to hold an opening last summer.
  - Scott Whitaker – staff will be setting a grand reopening for ICGC later this spring or summer.
- **ADJOURNMENT-** Motion to adjourn was made by Gerald Blase and seconded by DeWayne Tallmon. The vote was unanimous with eight for. Andrea Macaluso adjourned the meeting at 7:24 pm. The next meeting will be on Monday, April 26, 2020.

Respectfully Submitted,

  
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 Andrea Macaluso  
 Chairperson

  
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 Scott Whitaker  
 Parks & Recreation Director