

**City of Carrollton**  
**PARKS AND RECREATION BOARD**  
**June 28, 2021 Minutes**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff Present:</b>
Nancy Stallings		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		
Megan Monds		

- **CALL MEETING TO ORDER** – Andrea Macaluso called the meeting to order at 6:30pm.
- **VISITORS** – None
- **APPROVALS OF MEETING MINUTES** - Minutes from **April 26, 2021**, were motioned for approval by DeWayne Tallmon and 2<sup>nd</sup> for approval was given by Chad Averett. All members for approval.
- **TRAIL MASTER PLAN UPDATE**
  - Kim Bybee – Phase one of the Trail Master Plan has been completed. Staff met with Dunaway Associates to begin phase two. Dunaway Associates presented a conceptual trail plan to staff. Kim Bybee presented a PowerPoint presentation on the details of the Conceptual Trail plan to Parks Board members. The information included details on the four Character Zones, conceptual plans which included loops, links, green connections, and key destinations with the current and planned trails. Staff is currently working with Dunaway Associates to determine the best method to present the Conceptual Trail Plan to the community. DeWayne Tallmon asked about how freeway crossing will be designed. Kim Bybee explained that under the freeway is the preferred route. Willadean Martin asked for clarification on the term “sharrows.” Kim Bybee explained the term describes an on-street trail that would share a lane in the road with other traffic. Scott Whitaker explained that these roads are usually a little wider than a normal street and that many of Carrollton streets are currently wide enough to accommodate. Kim Bybee explained how the road lanes would be repainted to include bike lanes. Staff expects to have everything complete and ready to present in the Fall.

○ **REPORT CARD DISCUSSION**

- Kim Bybee – Presented a PowerPoint presentation which provided the 2018 report card results as well as explanation of the report card process and what areas are to be considered when determining a grade for each location. A sign-up sheet was passed around for Parks Board members to select what amenities they would like to inspect and grade. Scott Whitaker asked that Parks Board members sign up for only 1 or 2 at first to make sure everyone gets an opportunity to be involved. A staff person will be assigned to each group to help guide the process. All the grades will be submitted, and staff will compile and provide the results for the updated report card. Kim Bybee provided more details on how the grades are determined. Staff expects to start grading the amenities in September and October. There will be additional discussion at the August Parks Board meeting.

○ **UPCOMING EVENTS/STAFF REPORTS**

○ **Scott Whitaker**

- The City is considering a potential Bond Election for November 2022. CIPAC has started to discuss. PARD is scheduled to present to CIPAC in November or December. Scott Whitaker asked if Parks Board members had feedback they would like to provide to staff as they consider potential projects.
- Staff is currently partnering with the UNT business school. A business class is conducting a survey for us free of charge. This survey will also help staff to determine what to present for Bond Election items. Andrea Macaluso asked if the survey would be online. Scott Whitaker explained that the survey will be online, residents will receive a link that will take them to a website. All surveys will be anonymous. The results will be collected and provided to staff. Scott asked Parks Board members to provide their suggestions at the August meeting.
- Staff has submitted the 2022 budget. City Council will be reviewing budget items.
- Golf is going well. The pro shop and restaurant have not quite caught up yet, but golf is doing very well. The golf course was shut down due to COVID. Staff went to council to request \$180,000 in funding for the golf course contractor to get through the shutdown. Council approved the funding and after the golf course was able to open again this spring. It was determined after they reopened the total funds used was much lower at \$37,000. The \$37,000 was then covered in one month in March. Some of the best months for the course are September and October. Andrea Macaluso asked how the funds requested were determined and what was done with the allocation since it was not needed. Scott Whitaker explained how staff determined how the total requested was determined by looking at historical numbers. Any funds needed were taken from the general fund. Unused funds remained in the contingency fund so it could be redirected for other needs. Any excess revenue from the golf course stays in the golf course fund to support repairs and updates at the golf course.

○ **Kim Bybee**

- Rosemeade Rainforest is doing well. Attendance is close to what it was in 2018.
- Staff is trying to get caught up with mowing by working nights and weekends.
- Ballfields have slowed down a lot. Staff is working on maintenance on the fields.
- Soccer referee training is being conducted at McInnish during the entire month of July. Some national teams may even be practicing at McInnish as well. This is good exposure for Carrollton.
- Josey Ranch and RE Good playgrounds are currently being replaced. Both projects should be complete by the end of the month.
- Thomas playground is on the schedule to be replaced in August.
- A.W. Perry Restroom onsite work is scheduled to start next week. The building is scheduled to be delivered in the August. Staff expect the restroom to be available for use in the fall.
- Mary Heads Carter Park pavilion will undergo some work. The pergola type roofing is being replaced with a more solid roof structure and some upgrades will be done to the restrooms. Staff is currently getting quotes for the project.
- Pocket Prairie- Staff have been working with Master gardeners to come up with a new concept. The new concept is simple and easy to maintain and beautiful. The center section will be educational with placards to help identify plants. The butterfly gardens will still be part of the pocket prairie. The Master Gardeners and volunteers will do a lot of the installation work and the plant and supply expenses will be absorbed into the Parks budget.
- Scott Whitaker discussed how excessive rain really causes issues with staff getting behind on mowing and why it is difficult to get caught up. Staff and contractors are working evenings and weekends as the weather allows. Staff is aware of the need to get caught up.

○ **Heather Smith**

- Recreation is doing well. Attendance at the recreation centers is higher than pre-covid numbers. Staff is really excited to see numbers increase with the programs too. Adult and youth leagues are starting to hit capacity, and some have waitlists. Camp Wonder is full and has a waitlist for every week.
- The Senior Center has reopened. The Thursday night dance program has resumed, and numbers are higher than pre-covid as well.
- Megan Gordon, Event Specialist has resigned. The event staff structure has been revised. Staff will be interviewing candidates for a Community Events Supervisor to oversee events. Marcia Felan has been promoted to the Community Events Specialist.
- The Fourth of July concert is scheduled for this Friday at the Senior Center.
- The next Saturday on the Square event is Christmas in July.
- Swim In Cinema, Pooch Pool Party and World of Foodies are coming up as well.
- Fitness On Demand equipment has arrived and will be installed soon. The system will be set up in the Sante Fe room and offers 100's of pre-programed classes. Staff is really excited to see how this new program does.
- Andrea Macaluso expressed her appreciation for the work done at the Chalk Art Festival and how well the event went.

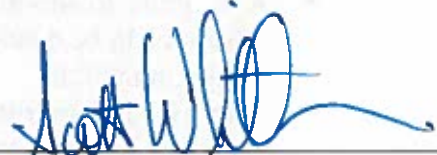
- o **ADJOURNMENT-** Motion to adjourn was made by Willadean Martin and seconded by DeWayne Tallmon. The vote was unanimous with nine for. Andrea Macaluso adjourned the meeting at 7:17 pm. The next meeting will be on Monday, August 23, 2021.

Respectfully Submitted,



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**Andrea Macaluso**  
Chairperson



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**Scott Whitaker**  
Parks & Recreation Director