

Brian Darby, Secretary
Josh Brinegar, Vice Chairperson
Michelle Davidson, Board Member
Shannon Davidson, Board Member



Vacant, Board Member
Angie Grimm, Board Member
Richard Noon, Board Member

**ROANOKE PARKS AND RECREATION BOARD
AGENDA
SEPTEMBER 21, 2023
6:30 PM**

**ROANOKE RECREATION CENTER
501 ROANOKE ROAD, ROOM #201
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Parks and Recreation Board on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Parks and Recreation Board meeting held on August 17, 2023.

D. NEW BUSINESS

1. Board Member Reports
2. Staff updates on projects, programs and events
3. Parks and Recreation Fee Discussion

E. ADJOURNMENT

CERTIFICATION



**AGENDA FOR THE ROANOKE
PARKS AND RECREATION BOARD**

**September 21, 2023
Page 2 of 2**

I certify that the above notice was posted at Roanoke Recreation Center, 501 Roanoke Road, Roanoke, Texas, on Thursday, September 14, 2023, by 5:00pm, in accordance with Chapter 551, Texas Government Code.

Ray McDonald III, Director of Parks and
Recreation

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Recreation Center for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guest



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: 08/17/2023 - P&R Minutes

MEETING DATE: September 21, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Parks and Recreation Board meeting held on August 17, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. P&R Minutes - 08-17-2023



Meeting Minutes

Date: 08/17/23

Time: 6:30 P.M.

Place: Roanoke Recreation Center

Re: August 2023 Parks & Recreation Board Meeting

Present:

Josh Brinegar, P&R Vice Chairperson
Robert Crawford, P&R Chairperson
Brian Darby, P&R Board Secretary
Michelle Davidson, P&R Board Member
Angie Grimm, P&R Board Member
Richard Noon, P&R Board Member
Ray McDonald, Director of Parks & Recreation
Michael Davenport, Special Events Supervisor
Eric Lorenz, Recreation Superintendent
Dan Dearborn, Parks Maintenance Superintendent (New guy!)

Absent:

Shannon Davidson, P&R Board Member (despite a last-minute text reminder where we were left DENIED! Ouch.)

A. CALL TO ORDER

The Roanoke Parks & Recreation Board meeting was called to order at 6:30 P.M.

B. PUBLIC INPUT

None.

C. APPROVAL OF THE MINUTES

1. Consideration and Action to approve the minutes from June 15, 2023 meeting (Best minutes ever!).

Josh remembered the horrible note taking previously done and questioned if that horrendous error needed to be corrected and approved (and under his breath something about ceremonially public gallows or something similar and appropriate for punishment). Research into this matter reveals that corrected April minutes were approved at the May meeting so the sacred historic records have already been rectified to preserve their sanctity.

A motion was made to accept the June minutes by Angie Grimm and seconded by Richard Noon. Motion carried unanimously.

D. NEW BUSINESS

1. Board Member Report (maintenance items):
 - a. Josh - Fair Play and Soccer Complex:
 - i. Some of the Fitness Court lights are out around soccer fields.
 - ii. Some of the sidewalk joint chalking is protruding up and creating a trip hazard.
 - iii. The lift station well house is in disrepair.
 - iv. Rogue careless and irresponsible dog walkers out and about.
 - b. Richard – Country Acres Park
 - i. Slightly shamed for not inspecting his assigned park.
 - c. Angie - Austin Street Plaza and City Hall Fountain:
 - i. Grass around the Austin Street Plaza (curse you 45 days of 100+ degree weather)
 - a. Michelle - Linear Park & Parks of Roanoke:
 - i. All good.
 - b. Brian – Skate park:
 - i. A couple of trail lights need attention.
 - c. Robert – Cannon Parkway Park:
 - i. Cross walk light activator button not working.
 - ii. Road construction continues to be unsightly.
2. Introduction of new staff member
Dan Dearborn - New Parks Maintenance Superintendent
 - i. Previously worked with Ray at Euless so they have the same vision for the path forward and helping to set up a succession plan.
 - ii. Ray bragged about Dan and knows we're in good hands and basically described Dan as indestructible.
3. Staff updates on projects, programs and events
 - a. Ray provided a great handout with lots of eye candy photos highlighting:
 - i. Completed Fitness Court installation & ribbon cutting.
 - ii. County Acres shade canopy & ADA sidewalk/ramp installation.
 - iii. Austin Street Plaza light replacement (reported at prior Park Board)

- iv. Community Pool slide repairs.
- v. Oak Street roundabout repairs.
- vi. Fair Play Park playground shade canopy installation.
- vii. Soccer fields aeration.
- viii. And a list of other general maintenance items performed by the best park staff in the whole freaking world.
- ix. A table summary of class participation usage of the various programs.
- x. National Parks and Recreation Month (July) weekly Pop-up Play Date in the Park weekly events at the neighborhood parks.
- xi. New hire Mariah Tijerina was added to the Special Events team.
- xii. July 3rd All American Fireworks & Festival – hugh success again.
- xiii. Farmers Market – Saturday morning events.
- xiv. City Hall Fountain repaired (Dan doing his magic) and activation bollard identification enhancements.
- b. Mike provided an update on Celebrate Roanoke (10/14/23)
 - i. Channel 8 will be the media partner with a request for Pete Delkus to be present.
 - ii. Jack Ingram will be the entertainment headliner.
 - iii. There will be a drone show!
- 4. Parks and Recreation Fee Discussion
 - a. A copy of the current Special Event application packet was distributed and explained as to everything that is currently being requested to be completed by all regardless of the group size making the request.
 - b. A copy of the current City ordinance section of fee schedule related to the special events was distributed as well and noted the list of all the events that currently have fees associated with them.
 - c. The homework for the board members is to review these for future meeting's discussion for changes to be recommended.
 - d. Staff observations so far for consideration:
 - i. Stop reservations for an entire park (infeasible to restrict all other public).
 - ii. Look to eliminate items deemed unnecessary (example private property events).
 - iii. Eliminate Parks & Recreation department's current role as coordinator for all events if not related to their department.
 - e. Parks staff will distribute their draft revision suggestion to start the discussion.

E. ADJOURNMENT

A motion was made by Michelle Davidson and seconded by Richard Noon at 7:20pm.
Motion carried unanimously.

Reported By:

Brian Darby, P&R Board Secretary



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Board Member Reports

MEETING DATE: September 21, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Board Member Reports

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Staff Updates

MEETING DATE: September 21, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Staff updates on projects, programs and events

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Discussion of Fees

MEETING DATE: September 21, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Parks and Recreation Fee Discussion

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None