

**City of Carrollton**  
**PARKS AND RECREATION BOARD**  
**December 4, 2023 Minutes**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff Present:</b>
Chad Averett		Scott Whitaker, Parks & Rec Director.
Bill Jones		Heather Smith, Recreation Mgr.
Carrie Stovall		Maria Inciarte, Admin Specialist.
David Taylor		Richard Clarke, Parks Superintendent
David Pagel		
Meghan Monds		
Nancy Stallings		
Sharon Mathes		
Suzanna Dooling		

- **CALL MEETING TO ORDER** – Chad Averett called the meeting to order at 6:30pm.
- **APPROVALS OF MEETING MINUTES** - Minutes from **August 28, 2023**, were motioned for approval by Meghan Monds, and 2<sup>nd</sup> for approval was given by Carrie Stovall.
- **ELECTION OF VICE CHAIR**
  - Carrie Stovall put forward her nomination for the position of vice-chair. Following a discussion among the members, it was agreed that she would assume the role of vice-chair.
- **DISCUSSION OF UPDATED PARK MASTER PLAN**
  - Scott provided a brief introduction emphasizing the significance of the Park Master Plan update, done approximately every 10 years. He highlights its role in securing grants and addressing community needs. This new update will consider new trends, program life cycles, and community feedback. Dunaway Associates will be working with the Parks & Recreation department on this project.
  - Brad Moulton from Dunaway Associates was part of the meeting to present and introduce the project and Dunaway to the members.
  - The presentation outlined the two-phase approach to the current project. Phase one involves inventory and needs assessment, including data collection, population analysis, and demographic trends. In phase two, the team will develop the master plan based on the collected data. Priority items, both physical and programming, will be identified, leading to an action plan and implementation. Brad provided examples of Dunaway’s past work and emphasized the importance of public engagement in shaping the master plan. He explained the Dunaway’s team’s commitment to involving the community in the process, seeking feedback through surveys, events, and other means.

- During the presentation, Moulton engaged the audience in a short exercise where they discussed and prioritized their top three physical and programming improvements for parks. The exercise aimed to gather initial input and ideas from the committee members.
- **REVIEW AND APPROVAL OF CHANGES TO THE PARKS AND RECREATION ORDINANCE**
    - Heather Smith provided an overview of proposed changes to the Parks & Recreation Ordinance. These modifications include the additions of definitions such as firearms, airgun, and fireworks, the consolidation of alcohol-related regulations into a single ordinance, referencing Chapter 130 for comprehensive coverage. Changes to language in sections related to permits, motor vehicles, and park permits were discussed, focusing on increased clarity and common-sense approaches.
    - In response to concerns about activities at the Senior Center, particularly bingo and Texas Hold'em Tournaments, legal considerations were explored, ensuring compliance with state law exceptions.
    - Historical designation criteria, previously part of planning and zoning, were relocated to the Parks and Rec ordinance for improved alignment and reviewed by the Museum & Historic Advisory Committee.
    - The board expressed general support for the proposed changes, leading to a motion for approval given by Suzanna Dooling and seconded by Nancy Stallings. All members in favor.
  - **DISCUSSION AND RECOMMENDATION FOR PARK NAMING**
    - The discussion focused on the naming of a new park in Carrollton, located on Plano Parkway, adjacent to Hebron High School. The park, situated on land owned by LISD, was proposed to be named Tor Hill Park. The name had historical significance, as the Morgan family, who ran a school on the land in the 1870s, had named it Tor Hill.
    - The presentation included details about the park's design, which featured a playground, open field, landscaping, and an interior walking trail. The staff recommended Tor Hill Park due to its unique historical connection and the absence of concerning issues or obstacles in researching the Morgan family. The park board members discussed the uniqueness of the name, its separation from other park names, and its historical relevance.
    - The board members ultimately voted on and approved the recommendation to name the park Tor Hill Park. Motion for approval was given by Meghan Monds, seconded by Sharon Mathes. The decision would be forwarded as a recommendation to the City Council for final approval.
  - **UPCOMING EVENTS/STAFF REPORTS**
    - Richard Clarke gives updates on various projects, such as the upcoming installation of new restrooms at McInnish and RE Good. Delivery is expected in January, and it should be fully operational by early March. Additionally, he

discusses the upcoming start of pond dredging at City Hall, a process that will span a couple of months, with the main time investment in allowing water drainage from sediment-holding bags. Richard also highlights ongoing efforts by the irrigation crew to upgrade systems with smart controllers, aiming to improve efficiency and monitor water usage.

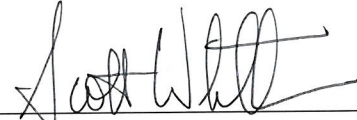
- Heather provides updates on various topics during the meeting. She expresses enthusiasm about the upcoming leisure connection from January through April, highlighting the diverse programs. The addition of a new marketing position for the department is underway, with interviews ongoing, and Heather anticipates the new member joining after the new year. Ongoing projects were discussed, such as the expansion of Rosemeade Recreation Center, providing insights into the progress and upcoming phases. She mentions the Christmas at the Perry event, reporting positive feedback from the first tour. Heather also describes changes to community events, such as transitioning Saturdays on the Square to Sounds on the Square on Friday evenings and modifying the Ghost Town event into a week-long Halloween Critter Hunt and Downtown Delights. Additionally, she introduces the Carrollton Culture Fest, formerly World of Foodies, aimed at showcasing a broader range of cultural aspects beyond just food. Board members inquire about a new activity downtown involving a game, and Heather addresses updates to restroom facilities, including locker room renovations and the addition of a restroom near the cardio area.
- Scott provides updates on Tor Hill Park, highlighting its progressing construction with the bid proposal already submitted and expected to commence in January, potentially concluding by mid-summer. He discusses various city-wide upgrades, including Josey Ranch, where additional amenities, such as outcropping spaces for events and a kayak ramp, will be added. Parking lots at McInnish will be redone, and Perry Homestead Museum is planned for improvements. Furthermore, plans include a gym floor update at Rosemead Recreation Center, a facelift for Elm Fork Nature Center to accommodate more classes and activities, and the exploration of outdoor fitness and potential pickleball facilities at Josey Ranch Park. Crosby Rec Center is also earmarked for a facelift. Looking ahead to 2024, Scott mentions the initiation of the design phase for extra tennis and pickleball courts at Oak Creek Tennis Center. This encompasses considerations for covered courts for year-round use, pro shop expansion, and increased parking. He emphasizes maximizing court availability and hopes to accommodate future growth by designing with a potential phase two in mind.
- Chad Averett, the Chairperson mentions members can suggest discussion topics for future meetings, focusing on policy matters rather than operational details. There is a proposal to include brief educational presentations during meetings to assist members in becoming more involved and enhancing their understanding of specific topics or projects. The board expresses interest in exploring topics like esports and agrees to continue discussions in future meetings.

- **ADJOURNMENT** – Motion to adjourn was made by Carrie Stovall and seconded by Suzanna Dooling. Chad Averett adjourned the meeting at 8:43 pm. The next meeting will be on Monday, February 26.

Respectfully Submitted,



Chad Averett  
Chairperson



Scott Whitaker  
Parks & Recreation Director