



# GARLAND

## NOTICE OF MEETING

### CITY OF GARLAND, TEXAS

Parks and Recreation Advisory Board  
Work Session Room of City Hall  
William E. Dollar Municipal Building  
200 North Fifth Street  
Garland, Texas  
February 5, 2025  
7 p.m.

A meeting of the Parks & Recreation Advisory Board of the City of Garland, Texas will be held at the aforementioned location, date, and time to discuss and consider the following agenda items.

#### AGENDA:

##### 1. APPROVAL OF MINUTES

- a. Consider approval of the Parks and Recreation Board minutes for the November 6, 2024, meeting.

##### 2. PUBLIC COMMENTS

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

##### 3. ITEMS FOR INDIVIDUAL CONSIDERATION

###### a. Athletic League Report

*South Garland Little League volunteers will provide the board with an update and be available to answer questions.*

###### b. Parks And Recreation Organizational Staff Changes

*D'Lee Williams, Managing Director, will discuss the organizational staff changes and be available to answer questions.*

###### c. Urban Forestry Activity Report

*Matt Grubisich, Parks Director, will provide the board with an update on this past year's accomplishments and be available to answer questions.*

###### d. Parks And Recreation Approved By Laws

*Matt Grubisich, Parks Director, will issue the City Council approved Parks and Recreation bylaws and be available to answer questions.*

###### e. Capital Improvement Projects Update

*Keith Reagan, Administrative Services Manager, will provide an update on the Capital Improvement Projects and be available to answer questions.*

f. **Capital Improvement Projects and Studies - Design & Development Division Update**

*Mark Ellender, Parks Planning Administrator, will provide an update to the board and be available to answer questions.*

4. **FUTURE AGENDA ITEMS**

5. **ADJOURN**



GARLAND

**Parks & Recreation Advisory Board**

**1. 1. a.**

**Meeting Date:** 02/05/2025

**Item Title:** APPROVAL OF MINUTES

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**Summary:**

Consider approval of the Parks and Recreation Board minutes for the November 6, 2024, meeting.

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**Attachments**

Temp Minutes 11-06-24

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**DRAFT**



# **GARLAND**

## **MINUTES**

The Parks & Recreation Board of the City of Garland convened in regular session at 7:00 p.m. on November 6, 2024, in the Work Session Room, 200 North Fifth Street, Garland, Texas, with the following members:

- Present:** Molly Bishop, Chair  
Don Koerner, Vice Chair  
Nancy Janssen, Board Member  
Tamara Aquino, Board Member  
Jerry Carter, Board Member  
Jason Aguirre, Board Member  
David Parrish, Board Member
- Absent:** David Morehead, Board Member  
Richard Valle, Board Member
- Staff Present:** Matt Grubisich, Parks Director  
D'Lee Williams, Recreation Director  
Mark Ellender, Parks Planning Administrator  
Keith Reagan, Administrative Services Manager  
Yvonne V. Naser, Management Services Coordinator

### **AGENDA:**

#### **1. APPROVAL OF MINUTES**

- a. Consider approval of the Parks and Recreation board minutes for the October 2, 2024, meeting.

Motion was made by Board Member David Parrish, and seconded by Board Member Jason Aguirre that he minutes of November 6, 2024, be approved as submitted.

**Vote:** 6 - 0

#### **2. PUBLIC COMMENTS**

No citizen comments

Persons who desire to address the Committee on any item on the agenda are allowed three minutes to speak. Testimony may be held until the item is considered or given at the beginning of any committee meeting. Invited testimony may also occur at any time, subject to a request of the Member of the Committee and with the approval of the Committee Chairperson.

#### **3. ITEMS FOR INDIVIDUAL CONSIDERATION**

- a. **Discuss a possible park tour in lieu of a December meeting**

*Matt Grubisich, Parks Director, discussed having a December tour in lieu of a regular December meeting, and board members unanimously agreed that no action would be taken.*

- b. **Consider canceling or rescheduling the January 2025 Regular Parks and Recreation Board meeting**

*Staff has requested the board members to consider canceling or rescheduling the January 2025 Regular Parks and Recreation meeting.*

Motion was made by Board Member David Parrish, and seconded by Board Member Jerry Carter to cancel the January 1, 2025, Regular Parks and Recreation board meeting and have a park tour on January 11, 2024, in lieu of a regular meeting.

**Vote:** 6 - 0

**c. Athletic League Report**

*Heather Miller, Co-founder of Buddy League, provided the board with an update and was available to answer questions.*

**d. CAPRA (Commission for Accreditation of Park and Recreation Agencies) Update**

*D'Lee Williams, Recreation Director, and Keith Reagan, Administrative Services Manager, provided a CAPRA update and were available for questions.*

**e. Capital Improvement Projects and Studies - Design & Development Division Update**

*Mark Ellender, Parks Planning Administrator, provided an update on the Capital Improvement Projects and Studies - Design & Development Division and was available to answer questions.*

**4. FUTURE AGENDA ITEMS**

1. Molly Bishop, Chair, would like a one-page summary of what was presented by the Buddy League and the CAPRA update
2. Molly Bishop, Chair, requested a tour list
3. David Parrish, Board Member, would like a security park update
4. Molly Bishop, Chair, and David Parrish, Board Member, requested that a Spring Creek volunteer to come speak at a board meeting.
5. Tamara Aquino, Board Member, would like an update on the dog park since its opening: maintenance, visitors, safety and recent installation

**5. ADJOURN**

The meeting adjourned at 8:26 p.m.



GARLAND

**Parks & Recreation Advisory Board**

**1. 3. a.**

**Meeting Date:** 02/05/2025

**Item Title:** ATHLETIC LEAGUE REPORT

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**Summary:**

**Athletic League Report**

*South Garland Little League volunteers will provide the board with an update and be available to answer questions.*

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GARLAND

**Parks & Recreation Advisory Board**

**1. 3. b.**

**Meeting Date:** 02/05/2025

**Item Title:** PARKS AND RECREATION ORGANIZATIONAL STAFF CHANGES

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**Summary:**

**Parks And Recreation Organizational Staff Changes**

*D'Lee Williams, Managing Director, will discuss the organizational staff changes and be available to answer questions.*

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GARLAND

**Parks & Recreation Advisory Board**

**1. 3. c.**

**Meeting Date:** 02/05/2025

**Item Title:** URBAN FORESTRY ACTIVITY REPORT

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**Summary:**

**Urban Forestry Activity Report**

*Matt Grubisich, Parks Director, will provide the board with an update on this past year's accomplishments and be available to answer questions.*

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GARLAND

**Parks & Recreation Advisory Board**

**1. 3. d.**

**Meeting Date:** 02/05/2025

**Item Title:** PARKS AND RECREATION APPROVED BY LAWS

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**Summary:**

**Parks And Recreation Approved By Laws**

*Matt Grubisich, Parks Director, will issue the City Council approved Parks and Recreation bylaws and be available to answer questions.*

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**Attachments**

PARD by laws

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# Parks and Recreation Board & Tree Board Bylaws

## 1.0 AUTHORITY

Pursuant to Section 25.26 (A), City of Garland, Code of Ordinances, which states: It shall be the duty of the Parks and Recreation Board & the Tree Board to: (A) Adopt a set of Bylaws and establish policies and procedures for the proper administration of the Parks and Recreation program of the City, subject to the approval of the City Council, the following set of rules of procedure governing the conduct of meetings shall be in effect upon their adoption by the Board and until such time as they are amended or new rules adopted in the manner provided by these rules.

### 1.1 **In accordance with COG Ordinance, Chapter 10, Article II, Sec.10.15 Procedure for conducting City business at public meetings.**

- (A) Orderly proceedings are necessary for the protection of the rights of local self-government, and the disruptions of any public meeting by any form of force or violence is in violation of the fundamental rights of the citizens of the City to govern themselves by their duly elected or appointed representatives. It is the responsibility of the council to keep order in all meetings of the City government and, therefore, it is ordained that each and every meeting of any board, commission, council, or other body convened to conduct the business of the City of Garland be conducted in an orderly manner. For the purpose of this section the term "body" shall be defined as any council, commission, board, or other group that is established by state statute or City ordinance. The Chair of the body meeting is hereby given the authority to rule on all points of order subject to the right of the body over which he/she presides and to amend or reverse any ruling or to initiate such ruling on a point of order as the body may direct. The right of the body to reverse or amend a ruling of the chair on a point of order is an affirmative right that must be exercised to be valid. The absence of the affirmative action of the body to amend or reverse the ruling of the chair will be affirmative evidence of the support of the chair's ruling.

- (B) It shall be unlawful for any person to disobey the ruling of the chair of any public body convened to do the business of the City of Garland:
  - (1) By refusing to stop talking or making noise or sound when the chair has ruled for the sake of order that the person should stop talking or making noise or sound; or
  - (2) By refusing to be seated when the chair for the sake of order has ruled that the person should be seated; or
  - (3) By refusing to leave the assembly when the chair for the sake of order has ruled that the person designated should leave the assembly.
- (C) All meetings of any body conducting City business shall be opened to the public and in due course of the meeting citizens of the City shall have a reasonable opportunity to be heard. All action taken by any body that involves a City business shall be taken at an open meeting, but this shall not prevent any board from meeting in executive session as permitted by state law.

## **2.0 OFFICERS**

- 2.1 The Board shall elect one of its members as Chair and one as Vice-Chair, each serving a one-year term. The Chair, or the Vice-Chair or the Acting Chair shall call for elections on as needed basis.
- 2.2 A member may serve as Chair for a maximum of two (2) consecutive years. After completing two (2) terms, the member must step down for at least one (1) year before being eligible for re-election as Chair.
- 2.3 Duties of Chair: It shall be the duty of the Chair to preside at all meetings of the Board, to recommend the establishment of ad hoc committees when necessary, and the appointment of members thereto, as may be deemed necessary; and to perform such other duties as usually pertain to the office or as may be enjoined upon by the Board.
- 2.4 Duties of the Vice-Chair: It shall be the duty of the Vice-Chair to perform the duties of the Chair in his/her absence.
- 2.5 Acting Chair: For the Parks and Recreation Board, in the absence of both the Chair and the Vice-Chair, the longest tenured board member would act as Chair.
- 2.6 Duties of the Secretary: The Secretary, in accordance with Ord. No. 601, shall be determined by a Director of the Parks and Recreation Department. It shall be his/her duty to be present at all meetings of the Board, or in his/her absence a duly authorized representative; shall

notify members of all meetings; shall be responsible for posting of notification of meetings in accordance with Open Meeting Law; keep an accurate record of all official proceedings of the Board; present at each regular meeting the minutes of the preceding regular, special and committee meetings; prepare and submit at least three (3) days prior to the regular meeting, an agenda listing by topic, subjects to be considered by the Board; prepare and submit to the proper City officials recommendations or resolutions of the Board as required; maintain proceedings of all Board meetings; call special meetings upon request of the Chair or three (3) members of the Board; provide Board members with a copy of these bylaws.

### **3.0 MEETINGS**

- 3.1 All meetings shall be open to the public in accordance with the Texas Open Meetings Act, Tex Government Code Chapter 551.
- 3.2 Regular meeting: The place, time, and dates of the general monthly meetings of the Board shall be established by the Board. In its capacity as the Tree Board, the Board shall meet annually, or as needed, as determined by and in conjunction with the meeting of the Parks and Recreation Board.
- 3.3 Special meeting: Special meetings may be called by the Chair or any three (3) members of the Board or by a Director of the Parks and Recreation Department. The call for a special meeting shall be filed with a Director of Parks and Recreation Department, except in the case of an announcement of a special meeting during any regular meeting shall be sufficient notice of such special meeting.

### **4.0 COMMITTEES**

- 4.1 Ad hoc committees: The Board may, as the need arises, authorize the appointment of “ad hoc” Board committees. The Chair shall appoint the members of the “ad hoc” committee, subject to approval of the Board. And committee so created shall cease to exist upon the accomplishment of the special purpose for which it was created or when abolished by majority vote of the Board.

### **5.0 QUORUM**

As established in Ordinance No. 771, five (5) members of the Board, exclusive of a Director of Parks and Recreation Department shall constitute a quorum.

### **6.0 ORDER OF BUSINESS**

- 6.1 The order of business of each meeting shall be contained in the agenda prepared by the Secretary. The agenda shall be a listing by topic of subjects to be considered by the Board and delivered three (3) days prior to the meeting.
- 6.2 Generally, the order of business shall be:
1. Approval of Minutes
  2. Public Comments
  3. Items for Consideration
  4. Communication & Enclosures
  5. Future Agenda Items
  6. Adjournment
- 6.3 Agenda deadline: Any person, including Board members, desiring to present a subject for Board consideration shall advise a Director of the Parks and Recreation Department, in writing, no later than one (1) week prior to the agenda posting.
- 6.4 Change the order of business: The Chair has the authority to change the order of business.

## **7.0 ROBERT'S RULES OF ORDER**

Unless otherwise stated herein, the Board will be guided by Robert's Rules of Order.

## **8.0 VOTING**

- 8.1 Voting: Shall be done orally and by members present only.
- 8.2 Recording of votes: The "ayes" and "nays" shall be taken upon passage of all motions and entered upon the official record of the Board. Any member refusing to vote shall be entered on the record as voting "nay".
- 8.3 Majority vote required: Approval of every motion shall require the affirmative vote of a majority of members of the Board present.
- 8.4 Voting required: No member shall be excused from voting except on matters involving the consideration of their own official conduct, or where their financial interests are involved, or unless excused by the Board for other valid reasons by majority vote.
- 8.5 No telephone polls shall be solicited for any official action to be considered by the Board.

## 9.0 GENERAL RULES

- 9.1 Suspension of rules: Any provisions of these rules not governed by the Charter or Ordinances of the City of Garland may be temporarily suspended by an affirmative vote of two-thirds (2/3) of the members of the Board present.
- 9.2 Amendment of rules: These rules may be amended, or new rules adopted, by two-thirds (2/3) vote of the members of the Board present.



GARLAND

**Parks & Recreation Advisory Board**

**1. 3. e.**

**Meeting Date:** 02/05/2025

**Item Title:** CAPITAL IMPROVEMENT PROJECTS UPDATE

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**Summary:**

**Capital Improvement Projects Update**

*Keith Reagan, Administrative Services Manager, will provide an update on the Capital Improvement Projects and be available to answer questions.*

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GARLAND

**Parks & Recreation Advisory Board**

**1. 3. f.**

**Meeting Date:** 02/05/2025

**Item Title:** CAPITAL IMPROVEMENT PROJECTS AND STUDIES - DESIGN & DEVELOPMENT DIVISION  
UPDATE

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**Summary:**

**Capital Improvement Projects and Studies - Design & Development Division Update**

*Mark Ellender, Parks Planning Administrator, will provide an update to the board and be available to answer questions.*

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**Attachments**

2-5-25 DD Report

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# CAPITAL IMPROVEMENT PROJECTS AND STUDIES UPDATE

The annual update of the City's Capital Improvements Program (CIP) is complete. Revised Park project schedules and projected debt issuance over the next five years were approved on Feb. 15, 2022.

## RECREATION CENTER AND AQUATICS IMPROVEMENTS

- GARLAND SENIOR ACTIVITY CENTER RENOVATION AND EXPANSION – 2019 Bond Program – Design is underway with consultant. Meeting with consultant held October 21st to review and discuss Garland Planning Department commentary.
- HOLFORD RECREATION CENTER AND AQUATICS CENTER – 2019 Bond Program – Construction is underway with substantial completion anticipated mid-2025.
- SURF AND SWIM REGIONAL AQUATICS FACILITY – 2019 Bond Program – Kimley Horn and Associates is the prime consultant. Fain Group was awarded construction contract. Notice to Proceed (NTP) issued to contractor on July 29, 2024. Project contract days – 610. Substantial Completion – March 21, 2026.

## GENERAL PARK IMPROVEMENTS

- LOU HUFF PARK – (cash funded) – Design is underway with consultant. 90% submittal reviewed and returned to consultant for incorporation.
- RICK ODEN SPLASH PAD – (cash funded) – The project aims to construct an 8,500 square foot splashpad in Rick Oden Park. Design is underway with consultant. Consultant is finalizing bid set.
- WYNN JOYCE PARK – (cash funded) – The project aims to redevelop Wynn Joyce Park. Public engagement is complete. Design is underway with consultant. 95% CD set review underway.
- KINGSLEY PARK – (cash funded) – Design is underway with consultant. 60% plan set anticipated week of February 3<sup>rd</sup>.
- JOHN PAUL JONES PARK – 2019 Bond Program/TPWD – The project aims to address erosion issues along the shoreline, improved boating access from the parking lot, a courtesy dock for boaters, kayak launch, parking lot improvements, and a new permanent restroom. Upon completion of design, TPWD will work with the City on funding towards construction as funding is available. 60% CD set received from consultant.
- TUCKERVILLE PARK – 2019 Bond Program – The construction contract was approved by City Council on December 12, 2023. This project is currently under construction. Drive & Parking lot construction complete. Pro Shop & site paving underway.

## TRAILS AND GREENBELTS

- NAAMAN FOREST CONNECTION TRAIL – 2019 Bond Program – Design is underway. This project is a trail connection supported by Dallas County to connect the recently completed trail within Spring Creek Greenbelt to Halff Park and Naaman Forest Blvd. This trail segment will eventually connect with a proposed trail along Brand Rd. 60% CD set received from consultant.
- DUCK CREEK AUDUBON TRAIL – 2019 Bond Program – Design is underway. This project is a trail connection supported by Dallas County to connect Duck Creek Trail at Bill Cody Park to Audubon Park. 30% submittal reviewed and returned to consultant for incorporation.
- CENTRAL PARK WALKING TRAIL – ARPA – Design is underway. This project aims to complete a loop trail around Central Park to connect to the spine trail and the other amenities in the park. Contractor selected. Construction to begin week of February 3<sup>rd</sup>.
- DUCK CREEK SOUTH EXTENSION TRAIL – The construction contract was approved by City Council on

November 14, 2023. Final closeout documentation underway.

- MEADOWCREEK BRANCH GREENBELT DRAINAGE IMPROVEMENTS – This project has been re-assigned to the Engineering department. Consultant is working through final plan edits.

## **PLANS AND STUDIES**

- NO ACTIVE PLANS OR STUDIES

## **COMPLETED PROJECTS**

\*Note: The status of 2019 Bond projects will be updated through the Project Management Office.

- ABLON PARK POND AND PIER IMPROVEMENTS
- MONTGOMERY PARK
- WATSON PARK SPLASH PAD & FUTSAL COURT
- PLAYGROUND REPLACEMENT PROGRAMS PACKAGE 1-3
- EMBREE PARK SPLASH PAD
- LON WYNNE PARK SPLASH PAD
- GRANGER ANNEX RENOVATION
- HOLLABAUGH RECREATION CENTER EXPANSION

## **TYPICAL DESIGN PHASES AND MILESTONES**

### **Pre-Design (PD)**

Initial phase where project requirements, goals, feasibility, and scope are defined.

### **Schematic Design (SD)**

Conceptual sketches and initial layouts are created to explore and illustrate possible design solutions.

### **Design Development (DD)**

Refinement of the design, finalizing the layout and specific components, and beginning to integrate detailed drawings.

### **Construction Documents (CD)**

Detailed drawings and specifications are prepared for construction bidding and permits.

### **Bidding & Negotiation (BN)**

Contractors bid on the project and the best proposal is selected through negotiation.

### **Construction Administration (CA)**

Oversight of the construction process to ensure compliance with design specifications, managing contracts, and handling any on-site issues that arise.

### **Plan Set Deliverable Stages**

**30%, 60%, 90%, Bid Set, Issue for Construction**