

**MINUTES**  
**IRVING PARKS AND RECREATION BOARD**  
**MONDAY AUGUST 9, 2010**  
**COUNCIL CONFERENCE ROOM**  
**6:15 P.M.**

**BOARD MEMBERS PRESENT:**

Helen Chaplin  
Larry Stipes  
Marilyn Wilson  
Chuck Kirk  
Kimberly Zahorik  
Marcy Brown-Marsden  
Karen Harmon  
Mike Kwiatkowski  
Trivella Smith

**IPAR STAFF MEMBERS PRESENT:**

Chris Michalski  
Gayle Averitt  
Mike Griffith  
Walter Ritchie  
Becky Dietz  
Ray Cerda  
Al Johnson

**BOARD MEMBERS ABSENT:**

**CITY COUNCIL MEMBERS PRESENT:**

**Item 1 – Call to Order**

Larry Stipes called the meeting to order at 6:16 p.m.

**Item 2 – Approval of Minutes**

Marcy Brown-Marsden made a motion to approve the minutes. Chuck Kirk 2<sup>nd</sup> the motion. The motion passed unanimously.

**Item 3 – Chairperson Report**

Karen Harmon announced that she accepted an award from Keep Irving Beautiful on behalf of the Irving Parks and Recreation Department. Karen presented the award to Parks and Libraries Director, Chris Michalski.

**Item 4 – Council Action Report**

No report this month.

**Item 5 – Information Items**

**A. Director's Report**

**(1) Budget Retreat / Budget Information**

Chris Michalski reminded board members that in the June meeting, he suggested amending the budget submitted relative to the closing of the two remainder Jr. High Centers. Chris stated that we will be operating these two centers this physical year. Chris advised board members the budget that was presented to the board in May is the budget that will be moving forward and presented to Council.

Chris mentioned that Budget Retreat will be held August 19-20<sup>th</sup>. Chris advised board members that the approach that is being taken is using the 4 vacant positions both in Libraries and also in

the Parks Department totaling 8, and will be listing these as authorized but not funded for this coming year.

**(2) Videos – After School Programs; Free and Affordable Programs**

The following videos were shown to the board members showcasing the available programs the Parks and Recreation Department has to offer.

- **After School Programs** – In the past academic year, we had over 1,500 children participate. The cost for the program per child is \$180 per six weeks and is offered at six different recreation centers making this program both accessible and affordable.
- **Free and Affordable Programs** – The video focused on the West Irving Aquatic Center, the Miracle League Field at Cottonwood Park, July 4<sup>th</sup> festivities, libraries, dog park, free lunch programs and many more free or affordable things to do in Irving.

Chris answered questions from board members.

Chris Michalski announced that Ray Cerda would be taking over the job of Recreation Manager left vacant by Dwight Pinnix who retired.

**(3) Junior High Recreation Centers**

Chris Michalski advised board members that we will not be closing the two Jr. High Centers at this time.

**(4) CIP Team Project – Aquatic Facilities Master Plan**

Chris informed the board that the CIP team, led by Director, Casey Tate was asked by the Council and City Manager to put together an Aquatics Facility Master Plan for the City and hope to be done by December. Athletic & Aquatic Manager Walter Ritchie will be a pivotal part of the committee by benchmarking existing facilities in the DFW area and also providing a detailed inventory of all mechanical systems that exist in our system today.

**(5) Senior Services Advisory Committee**

Chris informed the board that Mayor and Council has appointed a Senior Services Advisory Committee to look at the potential of what is needed to develop a new Senior Center in the future. This Committee will have 18 members when all members are seated. Councilman Gallaway will be the liaison for this committee. A meeting will be set for later this month at the Heritage Senior Center in order for committee members to get a feel for what we have in place now.

**B. Athletic & Aquatic Activities Update**

Walter Ritchie updated the board on the attendance at our aquatic facilities this season and the modified schedule for the end of the season. Walter also updated the board on upcoming athletic activities. Walter answered questions from board members.

**C. Litter and Corridor Team Update**

Information in packet.

**D. Park Maintenance Team Update**

Mike Griffith advised board members that the Tree Assessment will be postponed for 1 week due to a family emergency with the Contractor. Mike informed the board that he has been working

with the Engineering / CIP Department on developing specs on Tree Preservation that will be incorporated in all of their projects that go out to bid.

Mike is also working on another grant with the North Texas Super Bowl XLV Host Committee and the Texas Forest Service to plant 45 trees to commemorate the 45<sup>th</sup> Super Bowl, which will include a ceremony and celebration with a large media campaign.

**E. Recreation Activities Update**

Ray Cerda expressed his excitement about his new position as Recreation Manager. Ray advised board members that he will be doing an assessment of all Recreation Centers and will also visit each centers Advisory Council meetings. Ray updated the board of the upcoming activities including after school program registration, Fall registration and the Battle of the Bands. Ray answered questions from board members.

**F. Administrative Activities Update**

Gayle Averitt advised the board that the administrative staff have been very busy making reservations for our buildings, picnic shelters and aquatic centers. Gayle mentioned the upcoming Main Street event which will be held September 25<sup>th</sup>. Gayle also mentioned that we are at the end of our budget year and she is closely looking at the funds we have remaining and re-allocating them to areas where they are needed most. Gayle advised the board that the packets for the December awards will be going out to members in late September. Gayle answered questions from board members.

**Item 6 – Committee Reports**

**A. Recreation Center Liaison Report**

Marilyn Wilson reported that the Northwest Advisory Committee has had very good attendance with a lot of enthusiastic parents involved.

Trivella Smith gave an update from the Heritage Advisory Council advising the board of the upcoming Ms. Mature contest which has 8 contestants and this year’s theme is “Cinderella”.

**B. Tree Board Update**

Marcy Brown-Marsden updated the board on the Tree Board actions stating that three committees have been formed which are the Arbor Day and Special Event committee, the Education and Outreach committee and the Standards Committee. Marcy briefly explained the responsibility of each committee and will keep the Park Board informed of the Tree Board actions.

**Item 7 – Future Agenda Items/Open Discussion**

**Item 8 – Adjournment**

The meeting was adjourned at 7:50 p.m.

