

**CITY OF SAGINAW PARKS ADVISORY BOARD
NOTICE OF REGULAR MEETING
Saginaw City Hall
333 West McLeroy Boulevard**

6:00 P.M. – Monday, May 15, 2023

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| (1) | Call to Order | Chairman St. Clair |
| (2) | Roll Call to Establish Quorum | Chairman St. Clair |
| (3) | Audience Participation | Chairman St. Clair |
| (4) | Approval of Minutes | Chairman St. Clair |
| (5) | Discussion and Action Regarding a Mini-pitch Field Grant
And Local Park Grant | Maria Hernandez,
Administrative Intern |
| (6) | Discussion Regarding Independence Day Celebration and
Future Events | Pedro Zambrano
Communications Manager |
| (7) | Discussion Regarding Doggie Waste Stations | Randy Newsom,
Director of Public Works |
| (7) | Discussion and Consideration of Future Agenda Items | Randy Newsom,
Director of Public Works |
| (8) | Report Regarding Park Maintenance Projects | Operations Manager,
Paul Wrzesinski |
| (9) | Discussion Regarding Park Fund Balances and Expenditures | Recording Secretary,
Salvador Gonzalez Jr. |
| (10) | Adjournment | Chairman |

DATE POSTED: _____ TIME: _____ BY: _____

DATE RETRIEVED: _____ TIME: _____ BY: _____

ADVISORY RECREATION AND PARK BOARD

Jane Lyon, Member	Place No. 1	Term Expires July 2023
Vacant, Member	Place No. 2	Term Expires July 2024
Brandi Coble, Member	Place No. 3	Term Expires July 2023
Wayne Giles, Member	Place. No. 4	Term Expires July 2024
Brack St. Clair, Chairman	Place No. 5	Term Expires July 2023
Ronda Nyberg, Vice-Chairman	Place No. 6	Term Expires July 2024
Thomas Weaver, Member	Place No. 7	Term Expires July 2023
Michael Arbuckle, Alternate Member	1 st Alternate	Term Expires July 2023
Adhel Torres, Alternate Member	2 nd Alternate	Term Expires July 2024

Four Members shall constitute a quorum for the transaction of business.

Audience Participation

If anyone in the audience wishes to address the Board on any item listed on the agenda, please fill out one of the audience participation forms located by the east door of the council room. After the form is completed, please hand it to the Board Secretary. Your request to speak will be given to the Chairman and you will be called upon to speak when that item is discussed.

**MINUTES OF A REGULAR MEETING
OF THE CITY OF SAGINAW
RECREATION AND PARKS ADVISORY BOARD
HELD AT THE CITY OF SAGINAW CITY HALL
333 W MCCLEROY BOULEVARD
MARCH 20, 2023**

Present at the Meeting:

Member	Place No. 1	Jane Lyon
Member	Place No. 4	Wayne Giles
Chairman	Place No. 5	Brack St. Clair
Member	Place No. 7	Thomas Weaver
Alternate Member	Alt. No. 2	Adhel Torres
Director of Public Works		Randy Newsom
Streets and Parks Manager		Paul Wrzesinski
Management Analyst/Recording Secretary		Salvador Gonzalez Jr.

Absent from the Meeting:

Member	Place No. 2	Janelle Young
Member	Place No. 3	Brandi Coble
Vice-Chairman	Place No. 6	Ronda Nyberg
Alternate Member	Alt. No. 1	Michael Arbuckle

Visitors at the Meeting:

Laura Presley
Candice Knight
Jeffrey Knight
Meggie Daniels
Matthew Boardman

The quorum for tonight's meeting consists of Chairman St. Clair, Members Lyon, Giles, Weaver, and Alternate Member Torres.

(1) Call to Order

Chairman St. Clair called the meeting to order at 6:01 p.m.

(2) Roll Call to Establish Quorum

Chairman St. Clair called roll and established a quorum.

(3) Audience Participation

Chairman St. Clair explained the procedures regarding audience participation.

(4) Approval of Minutes

The minutes of a regular meeting on January 16, 2023 were presented for approval. A motion was made by Member Weaver with a second by Member Giles to approve the minutes for January 16, 2023. Motion carried unanimously.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

(5) Discussion Regarding Parks Bond Fund Balance

Public Works Director Randy Newsom updated the board on the remaining balance within the Parks Bond Fund. Board Members inquired about a previously mentioned priority list for all parks projects and the Parks Assessment Plan. The Board also inquired on the status of new playground equipment installation in various parks, followed by an update on playground equipment by Director of Public Works Newsom. Lastly, the Board discussed the Switchyard expansions plans with updates from Director Public Works Newsome.

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(6) Consideration and Action Regarding Highland Station Park Pedestrian Bridge

Director of Public Works Newsom briefed the Board on the location and complexity of constructing the proposed Highland Station Park Pedestrian Bridge and introduced Laura Presley, P.E. Presley informed the commission of the challenges of implementing the pedestrian bridge, which would connect the Topeka neighborhood to Highland Station Park. One of the mentioned challenges included dealing with drainage flow of the creek. Presley also detailed the plan to move forward with the study if approved and the potential costs of the project.

Chairman St. Clair opened up the floor to audience participation, beginning with Candice Knight, who voiced her concerns with the inaccessibility of park due to lack of the bridge and concerns for safety. She also read a letter of support for construction of the bridge, written by Myrla "Olivia" Hernandez, who is a neighbor residing close to the drainage creek. Jeff Knight spoke next and voiced his concerns with kids and teens trying to cross to the park from the neighborhood.

A motion was made by Member Weaver, with a second by Alternate Member Torres to recommend approval of a contract between the City of Saginaw and Kimley-Horn and Associates for a sum amount of \$18,000 to conduct a study for construction of Highland Station Pedestrian Bridge. Motion carried.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

(7) Discussion and Consideration of Future Agenda Items

Director of Public Works Newsome gave an update to the Board regarding some of the effects from a recent storm event, including the Texas Municipal League's Insurance involvement in the process to restore parks. Member Lyon mentioned her concern with the number of dog waste receptacles in city parks. The Board discussed the issue further with Director of Public Workers Newsom.

(8) Report Regarding Park Maintenance Projects

Operations Manager Paul Wrzesinski Public updated the Board on ongoing parks maintenance projects, including the storm damage in Willow Creek Park, and further information on the installation of new playground equipment. the city.

(9) Discussion and Action Regarding Park Fund Balances and Expenditures

Management Analyst Gonzalez updated the board on the remaining funds of the Park Fund Balance. Member Giles brought up an ongoing issue with unregistered food trucks being present in the city. City staff took account of the concern to possibly be brought up as a future agenda item and to be followed up with appropriate city staff.

(10) Adjournment

A motion was made by Member Giles with a second by Member Torres to adjourn the meeting. Motion carried.

For: Chairman St. Clair, Members Lyon, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Vice Chairman Coble, Members Young, Nyberg,
and Alternate Member Arbuckle

Chairman St. Clair declared the meeting of March 20, 2023 closed at 6:44 p.m.

APPROVED:

Brack St. Clair, Chairman

ATTEST:

Salvador Gonzalez Jr., Management Analyst/
Recording Secretary

**MINUTES OF A SPECIAL MEETING
OF THE CITY OF SAGINAW
RECREATION AND PARKS ADVISORY BOARD
HELD AT THE CITY OF SAGINAW CITY HALL
333 W MCCLEROY BOULEVARD
APRIL 17, 2023**

Present at the Meeting:

Member	Place No. 1	Jane Lyon
Member	Place No. 2	<i>Vacant</i>
Member	Place No. 3	Brandi Coble
Member	Place No. 4	Wayne Giles
Chairman	Place No. 5	Brack St. Clair
Vice-Chairman	Place No. 6	Ronda Nyberg
Member	Place No. 7	Thomas Weaver
Alternate Member	Alt. No. 2	Adhel Torres
Director of Public Works		Randy Newsom
Management Analyst/Recording Secretary		Salvador Gonzalez Jr.
Communications Manager		Pedro Zambrano

Absent from the Meeting:

Alternate Member	Alt. No. 1	Michael Arbuckle
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Visitors at the Meeting:

The quorum for tonight's meeting consists of Chairman St. Clair, Vice-Chairman Nyberg, Members Lyon, Coble, Giles, Weaver, and Alternate Member Torres.

(1) Call to Order

Chairman St. Clair called the meeting to order at 6:02 p.m.

(2) Roll Call to Establish Quorum

Chairman St. Clair called roll and established a quorum.

(3) Audience Participation

Chairman St. Clair explained the procedures regarding audience participation.

(4) Discussion and Action Regarding Parks Playground Assessment and Master Plan Update (IPO)

Director of Public Works Newsom updated the Board on the items to be added to the playground assessment plan and Parks Master Plan after an initial presentation to the City Council. Director of Public Works Newsome introduced Laura Presley, P.E. to brief the Board on additional details of the IPO and address any questions or concerns.

Chairman St. Clair addressed the Board with additional details of the motivation and collaboration behind the additional items requested in the IPO, citing the long periods between Parks Master Plan updates, and the remaining Parks Bond Balance.

Laura Presley, P.E., addressed the Boards questions regarding an increase of the IPO cost, and details of the specific projects. Presley, P.E., explained the additional costs were attributed to the newly listed task items, including tasks 3.0-6.0, as well as other additional costs. Questions and comments regarding a fishing pond were also addressed by Presley, P.E. Additional questions were answered by Presley P.E. regarding Willow Creek Park, and the potential for multi-use fields in the parks.

A motion was made by Member Weaver, with a second by Member Giles to recommend approval of an independent project order (IPO) from Kimley-Horn and Associates for a Parks Playground Assessment and Parks Master Plan Update for a total of \$113,000.

For: Chairman St. Clair, Vice Chairman Nyberg, Members Lyon, Coble, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Alternate Member Arbuckle

(5) Adjournment

A motion was made by Member Coble with a second by Member Giles to adjourn the meeting. Motion carried.

For: Chairman St. Clair, Vice Chairman Nyberg, Members Lyon, Coble, Giles,
Weaver, Alternate Member Torres

Against: None

Absent: Alternate Member Arbuckle

Chairman St. Clair declared the meeting of April 17, 2023 closed at 6:21 p.m.

APPROVED:

Brack St. Clair, Chairman

ATTEST:

Salvador Gonzalez Jr., Management Analyst/
Recording Secretary



SAGINAW
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Memorandum

May 15, 2023

To: Parks and Recreation Advisory Board Members
From: Maria Hernandez, Admin Intern
Subject: Potential Park Grants (Mini-Pitch Field & Local Park Grant)

I am sharing the results of my research on potential park grants. After thorough investigation, I have identified two viable options that provide additional funding to enhance and expand our parks.

1. Mini-Pitch Field Grant

The Mini-Pitch Field Grant is administered by the USA Soccer Foundation through local funding and sponsorships. The grant funds the conversion of a hard surface lot (e.g., asphalt or concrete) into a mini pitch field. The structure includes the court surface, surrounding fencing, two LED light fixtures, benches, and goal posts. The lighting and electrical costs are not included in the grant. An additional grant is available to cover the electrical costs.

2. Local Park Grant

The Local Park Grant is administered by the Texas Park and Wildlife and funded through the state sporting good sales tax. The grant consists of 5 individual programs that assist local units of government with the acquisition and/or development of public recreation areas and facilities throughout the State of Texas. The City of Saginaw is eligible for the Non-Urban Outdoor Recreation Park Grant that provides funding of up to \$750,000 in match funds for recreation development.

The deadline to apply for the current grant cycle is on August 01, 2023.

Staff requests the board's approval to proceed with the submission of a grant application. Additionally, we request recommendations regarding proposed locations and projects for consideration.

Thank you,
Maria Hernandez
Admin Intern



MEMORANDUM

To: Parks & Recreation Advisory Board

From: Pedro Zambrano, Communications Manager

Date: May 15, 2023

Subject: Discussion about the Independence Day Celebration and Future Events

Independence Day Event will take place on July 1, 2023 from 6PM to 9PM. We will be discussing the Independence event.

This is a discussion no action is required.

Cc: Salvador Gonzalez, Acting Planning Manager

Randy Newsom, Public Works Director

Memorandum

May 11, 2023

To: Parks and Recreation Advisory Board Members
From: Randy Newsom, Director Public Works
Subject: Doggie Waste Stations

At the last Park Board meeting a request was made to staff to get a count of how many Doggie Waste Stations are in our Parks. We did an inventory and found the following:

- Highland Station Park – 2 in each Dog Park, and 2 others along the trail. (6 total)
- Highland Station Walking Trail – 7
- Willow Creek Park – 10 along the walking trail, 3 at the Dog Park (1 missing)
- William Houston Park – 2

We do have 11 new Doggie Waste stations on order to better meet the needs of the residents walking their dogs. These new stations will be split up between Willow Creek Park, Highland Station Park, Opal Park and Schwengler Park.

Thanks

Randy Newsom
Director Public Works