

Recreation and Parks Advisory Board

Meeting Agenda

Monday, July 21, 2025, 6:00 PM Council Chamber 333 West McLeroy Boulevard Saginaw, Texas 76179

City Hall is wheelchair accessible and special parking is available on the east side of the building or in front of the Library located west of City Hall. If special accommodations are required, please contact Maria Hernandez at 817-230-0500 a minimum of 72 hours in advance of the meeting.

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- 1.A. A. Call to Order
- 1.B. Audience Participation

2. Business

- 2.A. Consideration and Action Regarding the Election of a Chairman and/or Vice-Chairman
- 2.B. New Member Training Presentation
- 2.C. Approval of Minutes

Special Called Meeting - May 19, 2025

Special Called Meeting - June 23, 2025

2.D. Discussion and Action Regarding the Multi-Year Contract for the Annual Drone Show

3. Staff Reports

- 3.A. Expenditure Fund Report
- 3.B. Discussion Regarding the Requested Website Updates
- 3.C. Discussion Regarding the Playground Renovation at Willow Creek Park
- 3.D. Future Agenda Items

4. Adjournment

4.A. Adjournment

Date Posted:	Time:	By:
Date Retrieved:	Time:	By:



Parks Advisory Board Memorandum

A. Call to Order

	Me	eeting	Agenda Group			
	Monday, July 2	21, 2025, 6:00 PM	Call to Order	Item: 1A.		
	Refer	ence File				
		Commun	ity Goals			
Jane Lyon	Place No. 1	Term Expires July 1, 2027				
Lynn Moore	Place No. 2	Term Expires July 1, 2026				
Adhel Torres	Place No. 3	Term Expires July 1, 2027				
Liz Snow	Place No. 4	Term Expires July 1, 2026				

Scott Gillete

Ronda Nyberg

Patrick Estes

Ariana Escobar Place No. 5

Place No. 6

Place No. 7

2nd Alternate

Timothy Hamilton 1st Alternate Term Expires July 1, 2027

Advisory Recreation and Parks Board Member (2025).pdf

Term Expires July 1, 2027

Term Expires July 1, 2026

Term Expires July 1, 2027

Term Expires July 1, 2026

ADVISORY RECREATION AND PARKS BOARD

Jane Lyon	Place No. 1	Term Expires July 1, 2027
Lynn Moore	Place No. 2	Term Expires July 1, 2026
Adhel Torres	Place No. 3	Term Expires July 1, 2027
Liz Snow	Place No. 4	Term Expires July 1, 2026
Ariana Escobar	Place No. 5	Term Expires July 1, 2027
Ronda Nyberg	Place No. 6	Term Expires July 1, 2026
Patrick Estes	Place No. 7	Term Expires July 1, 2027
Timothy Hamilton	1st Alternate	Term Expires July 1, 2027
Scott Gillete	2nd Alternate	Term Expires July 1, 2026



Parks Advisory Board Memorandum

Audience Participation

Meeting	Agenda Group		
Monday, July 21, 2025, 6:00 PM	Call to Order	Item: 1B.	
Reference File			
Commun	ity Goals		

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



Parks Advisory Board Memorandum

A. Consideration and Action Regarding the Election of a Chairman and/or Vice-Chairman

Meeting	Agenda Group			
Monday, July 21, 2025, 6:00 PM	Business Item: 2A.			
Reference File				
Community Goals				

BACKGROUND/DISCUSSION:

Following the Chairman's retirement and the appointment of new Board members, an election for a new Chairman and/or Vice-Chairman is required. Members are as follows:

Member Name	Place Number	Member Type	
Jane Lyon	Place No. 1	Ongoing Member	
Lynn Moore	Place No. 2	Ongoing Member	
Adhel Torres	Place No. 3	Ongoing Member, Current Vice-Chairman	
Liz Snow	Place No. 4	Ongoing Member	
Ariana Escobar	Place No. 5	Ongoing Member	
Ronda Nyberg	Place No. 6	Ongoing Member	
Patrick Estes	Place No. 7	New Member	
Timothy Hamilton	1st Alternate	New Member	
Scott Gillete	2nd Alternate	New Member	

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Staff recommends the election of a new Chairman and/or Vice-Chairman.



Parks Advisory Board Memorandum

B. New Member Training Presentation

Meeting	Agenda Group				
Monday, July 21, 2025, 6:00 PM	Business Item: 2B.				
Reference File					
Community Goals					

BACKGROUND/DISCUSSION:

text placeholder

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

** The following document is a draft of the minutes and the not the official approved minutes **

Minutes for the Parks Advisory Board Regular Called Meeting

333 West McLeroy Boulevard, Saginaw, Texas 76179 May 19, 2025, 6:07 PM - May 19, 2025, 7:21 PM

Present at the meeting:

Member Place No. 1 Jane Lyon

Vice-Chairman Place No. 3 Adhel Torres

Member Place No. 4 Liz Snow

Member Second Alt. Lynn Moore

Planning Tech/Recording Secretary Susy Victor-Trevino

Assistant Public Works Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Director of Economic & Community Engagement, Pedro Zambrano

Landscape Architect, Laura Presley

Absent for the meeting:

Member Place No. 5 Sylvia Rivera

Member Place No. 6 Ronda Nyberg

Member First Alt. Ariana Escobar

1. Call to Order

1.A. A. Call to Order -- Chairman Weaver- 6:07 PM

Chairman Weaver called roll. The quorum will consist of Chairman Weaver, Vice-Chairman Torres, Member Lyon, Member Snow and Alternate Member Moore. Chairman Weaver called the meeting to order at 6:07 P.M.

1.B. Audience Participation - 6:08 PM

Chairman Weaver acknowledged the audience members present at the meeting.

1.C. Approval of Minutes- 6:08 PM

A motion was made by Member Lyon, with a second by Member Snow, to approve the minutes, for the March 31, 2025 and the May 12, 2025 meetings, as presented. Motion carried.

Jane Lyon made a motion to Approve that was seconded by Liz Snow with a result of 5-0-0-0-0

2. Business

2.A. Discussion and Action Regarding the Multi-Year Drone Show Contract -- Planning Tech, Maria Hernandez Description- 6:10 PM

Mrs. Victor introduced the item on behalf of Ms.Hernandez and stated that it was staff recommendation to approve the most competitive bid from Sky Elements for a yearly fee \$24,3000 with a total of \$72,900 for a three year contract. Ms. Victor answered questions from the Board and provided further information regarding the submitted proposals. Mr. Zambrano, Director of Economic Development and Community Services, addressed concerns from the Board and confirmed that the vendor, Sky Elements, which scored the highest, had experienced an incident at one of their 2024 shows. He stated that the vendor was under investigation and their license was reinstated after its conclusion. Staff addressed questions from the Board regarding the evaluation of the proposals.

The Board elected to deny all proposals and reissue is the Request for Proposals and updating the language to specify a minimum requirement of at least 24 elements.

A motion was made by Member Moore, with a second by Member Lyon, to deny the proposals and reissue the RFP with an updated to the language to specify a minimum requirement of at least 24 elements. Motion carried.

Lynn Moore made a motion to Deny that was seconded by Jane Lyon with a result of 5-0-0-0-0

2.B. Discussion and Action Regarding Holiday Displays and Decorations at the Saginaw Switchyard -- Director of Economic & Community Engagement, Pedro Zambrano- 6:31 PM

Mr. Zambrano introduced the item to the Board. Staff is requesting input from the Board regarding decorations and display ideas to be added to the Switchyard during the Holidays. The Board expressed interest in attending a Christmas Expo with Mr. Zambrano to explore decoration options. No action was taken.

2.C. Discussion Regarding the Adoption of a 2025 - 2026 Budget for the Parks Donation Fund -- Planning Tech, Maria Hernandez- 6:43 PM

Ms. Victor introduced the item and informed the Board of the procedure for adopting a new budget. The Board requested for the line items to include the yearly requests from Staff, as well as a discretionary line item for the Board to allocate funds for special projects and supplies.

Staff addressed questions from the Board and indicated that they would return with a proposed budget for approval.

2.D. Discussion Regarding the Reallocation of Unspent Bond Funds Previously Allocated for Park Improvements -- Assistant Director of Public Works, Jarred Coursey- 6:54 PM

Jarred Coursey, Assistant Director of Public Works, introduced the item and addressed the Board's questions. The Board expressed their priorities as follows: the top priority being the replacement of the small playground near the dog park, followed by the construction of a driveway connecting the new parking lot to the switchyard. The expansion of the parking lot to the West of the Switchyard is the third priority, and finally, restriping the tennis courts to include a pickleball court.

3. Staff Reports

3.A. Expenditure Fund Report- 7:10 PM

Recording Secretary, Susy Victor-Trevino, introduced the item and reported the April Expenditure Report.

3.B. Future Agenda Items- 7:20 PM

The staff addressed the Board's questions regarding the Vet Brick program and noted they would be working on updating the city's webpage to include updated program information.

4. Adjournment

4.A. Adjournment- 7:20 PM

A motion was made by Member Torres, with a second by Member Moore to adjourn the meeting. Motion carried. Chairman Weaver declared the meeting of May 19, 2025, closed at 7:21 p.m.

Adhel Torres made a motion to Approve that was seconded by Lynn Moore with a result of 5-0-0-0

** The following document is a draft of the minutes and the not the official approved minutes **

Minutes for the Parks Advisory Board Special Called Meeting

333 West McLeroy Boulevard, Saginaw, Texas 76179 June 23, 2025, 6:09 PM - June 23, 2025, 6:43 PM

Present at the meeting:

Chairman Place No. 7 Thomas Weaver

Vice-Chairman Place No. 3 Adhel Torres

Member Place No. 4 Liz Snow

Member Place No. 6 Ronda Nyberg

Member Second Alt. Lynn Moore

Planning Tech/Recording Secretary Maria Hernandez

Assistant Public Works Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Absent for the meeting:

Member Place No. 1 Jane Lyon

Member Place No. 5 Sylvia Rivera

Member First Alt. Ariana Escobar

Director of Economic & Community Engagement, Pedro Zambrano

1. Call to Order

1.A. A. Call to Order -- Chairman Weaver- 6:09 PM

Chairman called roll. The quorum will consist of Chairman Weaver, Vice-Chairman Torres, Member Snow, Member Nyberg, and Alternate Member Moore. Chairman Weaver called the meeting to

order at 6:09 P.M.

1.B. Audience Participation

Chairman Weaver bypassed this item as no audience was present at the meeting.

2. Business

2.A. Discussion and Action Regarding the Adoption of the 2025-2026 Parks Board Donation Fund Budget -- Maria Hernandez, Planning Tech

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that staff recommended the adoption of a yearly budget of \$81,855.00.

Ms. Hernandez informed the Board that there were minor changes made to the budget line items since the last meeting. The Vet Brick program was removed as it would now be overseen by the Keep Saginaw Beautiful Board. Additionally, the budget now includes \$2,000 of discretionary funds within the Misc. Board Supplies. Staff addressed questions from the Board.

A motion was made by Member Nyberg with a second by Member Moore, to approve the 2025-2026 Donations Fund budget of \$81,855.00. Motion carried.

Ronda Nyberg made a motion to Approve that was seconded by Lynn Moore with a result of 5-0-0-0

2.B. Discussion and Action Regarding the 2025 Train & Grain Ride Sponsorship- 6:27 PM

The item was skipped due to Mr. Zambrano not being present to speak on the item. The Board returned to this item at 6:27 PM.

Recording Secretary, Maria Hernandez, presented the item on behalf of the Director of Economic Development and Community Services, Mr. Zambrano.

Ms. Hernandez briefed the Board on the Special Events Committee's updates for the upcoming Train & Grain event and she addressed the Board's questions.

A motion was made by Member Ronda, with a second by Vice-Chairman Torres, to approve the Train & Grain Sponsorship for a total of no more than \$9,700.

Ronda Nyberg made a motion to Approve that was seconded by Adhel Torres with a result of 5-0-0-0

2.C. Discussion and Action Regarding the Expansion of a Parking Lot at Willow Creek Park -- Assistant Public Works Director, Jarred Coursey

Public Works Assistant Director, Jarred Coursey, introduced the item and addressed questions from the Board. Staff informed the Board that the estimated remaining funds in the Park Bond totaled to roughly \$824,000. The Board expressed concern about funding the parking lot expansion before replacing the playground near the dog park at Willow Creek Park. Vice-Chairman Torres noted that the previously quoted plug-and-play structure was priced at around \$200,000. Ms. Torres expressed confidence that funding the parking lot would not hinder the Board from funding a playground structure in the near future. A motion was made by Vice-Chairman Torres, with a second by Member Snow, to approve the parking lot expansion by funding the cost of materials to cost no more than \$127,378.16. Motion carried.

Adhel Torres made a motion to Approve that was seconded by Liz Snow with a result of 5-0-0-0-0

3. Staff Reports

3.A. Expenditure Fund Report

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the May donations totaled to \$6,999.04 with zero costs incurred in the month of May. There are two pending expenditures of total of \$29,585.00. The estimated remaining balance for the Parks Donation fund, as of June 1, 2025, is \$110,124.05.

3.B. Future Agenda Items

The Vice-Chairman presented several items for staff to consider. They included the following: 1. Installing QR codes at each park to allow residents to report issues and learn more about the amenities at the each park. 2. Updating the parks' webpages with more accurate pictures and an updated status of the construction being done at Opal Jo Jennings and at Brian Schwengler Park.

3. The Vice-Chairman is interested in exploring the possibility of creating a volunteer program that would provide residents the opportunity to become involved in maintaining our parks and recognizing individuals who have dedicated their time to keep our parks clean.

4. Adjournment

4.A. Adjournment- 6:43 PM

A motion was made by Member Snow, with a second by Member Nyberg to adjourn the meeting. Motion carried. Chairman Weaver declared the meeting of June 23, 2025, closed at 6:43 p.m.

Liz Snow made a motion to Approve that was seconded by Ronda Nyberg with a result of 5-0-0-0

	APPROVED :
	Thomas Weaver, Chairman
ATTECT	
ATTEST:	
Maria Hernandez, City Liaison	



Parks Advisory Board Memorandum

D. Discussion and Action Regarding the Multi-Year Contract for the Annual Drone Show

Meeting	Agenda Group			
Monday, July 21, 2025, 6:00 PM	Business Item: 2D.			
Reference File				
Community Goals				

BACKGROUND/DISCUSSION:

With the Parks Board direction, Staff solicited proposals for a 3-year contract for our annual Holiday Drone Show.

The RFP was posted on June 13th and closed on July 7th at 5:00 P.M.

Proposals were opened on Tuesday, July 8th. The City received four proposals for review from the following vendors:

- 1. FlyLight Drone Shows, LLC
- 2. SkyLights LLC
- 3. Sky Elements
- 4. Illumin Drone Shows Company, LLC

A scoring committee, comprised of city staff, evaluated each proposal using the following rubric:

Company Background 35 points
 Related Experience & Staff Qualifications 40 points
 Drone Show Specifications 50 points
 Project Schedule 35 points
 Pricing 15 points
 References & Examples of Previous Work 25 points
 Complete Proposal 15 points

The Sky Elements proposal scored the highest. Please see the attachment for further details.

FINANCIAL IMPACT:

Sky Elements Proposal:

Annual Cost: \$23,300

3-Year Contract: \$69,900

RECOMMENDATION:

Staff recommends the acceptance of the highest scoring proposal.

Attachments

<u>Drone Show - RFP Scoring Guide (AVG).pdf</u>

				Avg o	f Scores from t	he Scoring Commit	tee
Evaluation Criteria		Max Points	% of Total	Sky Elements	FlyLight Drone Shows, LLC	Illumin	SkyLight LLC
Background							
Company History		10		9	7	9	9
Vendor Services		10		10	5	10	10
Staff Qualifications		15		13	7.5	13	14
1	Total Points	35	16%	32	20	32	33
Experience							
Drone Show Experience in the last three years		10		10	9	9	10
Experienced with similarly scaled shows		10		10	9	9	9
Experience working with municipalities.		10		9	8	9	9
Safety Procedures		10		10	8	8	10
1	Total Points	40	19%	39	35	35	38
Show Specifications							
Music Track		10		9	9	9	7
Length of Show		10		9	9	10	10
Number of Elements/Designs		10		9	9	9	10
Site Conditions		10		10	9	10	9
No. of Revisions Allowed		10		7	4	5	5
1	Total Points	50	23%	43	40	43	40
Project Schedule							
Project Schedule		17		16	15	10	12
Key Dates		18		11	10	9	7
1	Total Points	35	16%	27	25	20	18
References							
Vendor provided referrals		13		9	9	9	9
Proposal included examples of previous work		12		12	8	9	12
1	Total Points	25	12%	20	16	17	20
Pricing							
Contract Total		15		11	15	2	8
1	Total Points	15	7%	11	15	2	8
Complete Proposal							
Proposal Form		5		4	4	5	5
General Questions (All 9 are answered)		5		4	5	5	5
Vendor Statement		5		5	5	5	4
1	Total Points	15	7%	12	14	14	14
Grand Total Points Awarded		215	100%	184	165	163	171



Parks Advisory Board Memorandum

Expenditure Fund Report

Meeting	Agenda Group
Monday, July 21, 2025, 6:00 PM	Staff Reports Item: 3A.
Reference File	
Commun	ity Goals

Staff will present expenditure updates for the Park Donation Fund and the Park Bond.

Attachments

Park Funds June 2025.pdf

Park Donation Fund June 1, 2025 - June 30, 2025

Beginning Balance:	6/1/2025	\$139,709.05		
Donations Added:				
June 2025		\$7,423.81		
Total Donations:		\$7,423.81		
Balance with Donations:		\$147,132.86		
Less Expenditures:				
6/13/2025 - Purchase Card		\$951.35		
06/25/2025 - AP Posting		\$11,800.00		
Total Expenditures :		\$951.35		
	5/31/2025	\$146,181.51		
Pending Expenditures:				
Independence Day Fireworks (Payment 2/2)		\$12,500.00		
Independence Day Sponsorship (Generator, Tables & Chairs, Acitivites, and Stage Production.		\$17,085.00		
Total Pending Ependitures:		\$29,585.00		
Estimated Available Funds:	7/1/2025	\$116,596.51		



Parks Advisory Board Memorandum

B. Discussion Regarding the Requested Website Updates

Meeting	Agenda Group	
Monday, July 21, 2025, 6:00 PM	Staff Reports Item: 3B.	
Reference File		
Community Goals		



Parks Advisory Board Memorandum

C. Discussion Regarding the Playground Renovation at Willow Creek Park

Meeting	Agenda Group		
Monday, July 21, 2025, 6:00 PM	Staff Reports Item: 3C.		
Reference File			
Community Goals			

BACKGROUND/DISCUSSION:

At the request of the Board, Staff has evaluated concepts for the playground near the small dog park at Willow Creek Park. Within the packet, you will find a concept design provided by our Landscape Architect, Laura Presley. Staff is awaiting quotes/designs that include larger shade coverings and rubberized surfaces. Additionally, the vendor can provide themed playground concepts, such as nature, modern/geometric designs, trains, space, etc., if the Board is interested.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A

Attachments

<u>Whirlix_Willow Creek Small Playground Designs - Whirlix 6.8.25 by DR.pdf</u> <u>Design Concepts 1 & 2.pdf</u>



Date: June 8, 2025

Project: Willow Creek Playgrounds

Location: Saginaw TX

Proposal Expires: 30 Days from The Above Date

BUYBOARD CONTRACT # 679-22, VENDOR # 3120- We are a self-reporting vendor for Buy Board.

Playground & Shade Structures, Safet Surfacing Site Work, Drainage. (2) Locations

Series: PlayBooster, Freestanding Play by LSI , SkyWays Shades

Surface: Fibar 200 EWF System over Stone

Installation: By Factory Trained and Certified Installers

Quantity/Sizes: See Attached Renders

SMALL DESIGN #1

Demo and Disposal Existing Equipment and Surfacing: \$6,562.00

Construction Fence/Latrine: \$2,854.00

LSI Design #1 PlayBooster Play Equipment: \$43,673.00

Freight: \$5,992.00

Play Installation: \$12,815.00

75 LF 4" Perforated French Drain: \$4,548.00

1300 SF Drainage Stone 3"-4": \$4,637.00

1300 Sf Fibar 200 EWF Safety Surfacing System: \$3,626.00

Fibar Installation: \$2044.00

Buy Board Discount: -\$4,337.00

P&P Bond: \$2,060.00

TOTAL: \$84,474.00

(Eighty-Four Thousand, Four Hundred Seventy-Four Dollars)

SMALL DESIGN #2

Demo and Disposal Existing Equipment and Surfacing: \$6,562.00

Construction Fence/Latrine: \$2,854.00

LSI Design #1 PlayBooster Play Equipment: \$45,459.00

Freight: \$5,843.00

Play Installation: \$13,336.00

75 LF 4" Perforated French Drain: \$4,548.00

1300 SF Drainage Stone 3"-4": \$4,637.00

1300 Sf Fibar 200 EWF Safety Surfacing System: \$3,626.00

Fibar Installation: \$2044.00 Buy Board Discount: -\$4,445.00

P&P Bond: \$2,112.00

TOTAL: \$85,576.00

(Eighty-Five Thousand, Five Hundred Seventy-Six Dollars)

Base Bid Includes:

- o Full Submittal Package
- Demolition of Existing Structure/Surfacing

Whirlix Design Inc. 1916 K Ave Plano TX 75074



- Construction Fence
- o Play Equipment Shown in Renders
- o Fibar 200 EWF System over Stone
- Warranty Best in the Business!
- Certified Installation
- o Freight
- o Payment, Performance, and 1 yr. Maintenance Bonds
- ADA Compliant Play Structures

Base Bid Excludes (unless otherwise noted):

- Sales Tax
- Use of Credit or Debit Cards as Payment
- o Excavation and Removal of Soil
- Haul Off or On-Site Disposal of Remaining Dirt
- Concrete Border
- Drilling Through Rocky Soil
- Hitting of New or Existing Sprinkler Lines.
- Hitting of Private Electric, Water, Sewer, Internet, or any other Utility Lines that are Not Detectible by Commercial Line Location.
- o Sod Replacement due to Reasonable Path of Travel to Project or Play Area Location.
- Surveying of Site
- Craning of Equipment
- Logistical Issues that Prevent Truck or Equipment Access to Site
- Special Augers or Drilling Equipment
- Certified Payroll / Progress Billing
- Setting of Control Points or Benchmarks
- o Remobilization Charges Due to Weather or Project Delays
- Offsite Storage of Equipment Due to Weather or Project Related Delays
- On Site Security
- Permitting and Inspections
- Third Party Inspections
- Wet Stamped Engineering Drawings
- Soil Testing (If required)
- Geotechnical Report

Standard Terms: Net 30 for Existing Customers
All Drop Ship Items are 100% Payment at time of Order

Whirlix requires all Bond information to be presented at the time of the Signed Proposal, Contract, and / or Deposit. Pursuant to Tex. Prop. Code § 53.159,

Prepared by David Rushing · Whirlix Design Inc · drushing@whirlix.com · 469-367-6120

Acceptance of Approval: The above prices, specifications, and conditions are satisfactory and accepted. You are hereby authorized to provide all items described above. Any balances not paid within thirty (30) days of the date of the invoice shall accrue interest at the rate of 18% per annum. Any action to construe, declare or enforce this contract shall only be brought in a court of competent jurisdiction with venue lying solely and exclusively in Dallas County, Texas. The prevailing party in any action brought to construe, declare or enforce this contract shall be entitled to recover its actual attorney's fees, attorney's travel time charges and expenses, paralegal fees, computer access and utilization charges, expert witness fees and expenses, costs, expenses and expenses of investigation,



discovery, and litigation. The parties to this contract expressly waive the right to trial by jury of any cause of action or defense pertaining to this contract. The above prices, specifications, and conditions are satisfactory and accepted. You are hereby authorized to provide all items described above.

Date:	Signature:	
Ducci		

Design #1







Design #2







