



City of Saginaw
Recreation and Parks Advisory Board
Meeting Agenda

Monday, November 17, 2025, 6:00 PM
Council Chamber
333 West McLeroy Boulevard
Saginaw, Texas 76179

**** Revised ****

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.

1. Call to Order -- Chairwoman Torres

- 1.A. A. Call to Order -- Chairwoman Torres
- 1.B. Audience Participation
- 1.C. Member Appointment to Fill in Board Vacancy - Chairwoman Torres
- 1.D. Approval of Minutes
 - July 21, 2025
 - August 18, 2025
 - September 15, 2025

2. Business

- 2.A. Discussion and Action Regarding the Parks Board Holiday Parade Float -- Planning Tech, Maria Hernandez

3. Staff Reports

- 3.A. Expenditure Fund Report
- 3.B. Future Agenda Items

4. Adjournment

- 4.A. Adjournment

Date Posted: _____ Time: _____ By: _____

Date Retrieved: _____ Time: _____ By: _____



A. A. Call to Order -- Chairwoman Torres

[illegible]



Parks Advisory Board Memorandum

B. Audience Participation

Meeting	Agenda Group
Monday, November 17, 2025, 6:00 PM	Call to Order -- Chairwoman Torres Item: 1B.

Reference File

Community Goals

[object Object]



Parks Advisory Board Memorandum

C. Member Appointment to Fill in Board Vacancy - Chairwoman Torres

Meeting	Agenda Group
Monday, November 17, 2025, 6:00 PM	Call to Order -- Chairwoman Torres Item: 1C.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

On August 18, 2025, Ariana Escobar formally resigned from the Parks Board, creating a vacancy for Place 5.

First Alternate, Timothy Hamilton will fill this vacancy and Scott Gillete will move from Second Alternate to First Alternate.

This would leave the Second Alternate position open.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

N/A



Parks Advisory Board Memorandum

C. Approval of Minutes

July 21, 2025

August 18, 2025

September 15, 2025

Meeting	Agenda Group
Monday, November 17, 2025, 6:00 PM	Call to Order -- Chairwoman Torres Item: 1C.
Reference File	
Community Goals	

Regular Scheduled Meeting, July 21, 2025

Special Called Meeting, August 18, 2025

Regular Called Meeting, September 15, 2025

Attachments

[Regular Called Meeting - 07.21.25.pdf](#)

[Special Called Meeting - 08.18.25.pdf](#)

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

Minutes for the Parks Advisory Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

July 21, 2025, 6:05 PM - July 21, 2025, 7:10 PM

Present at the meeting:

Chair-woman Place No. 3 Adhel Torres

Vice-Chairwoman No. 6 Ronda Nyberg

Member Place No. 1 Jane Lyon

Member Place No. 4 Liz Snow

Member Place No.5 Ariana Escobar

Member Place No. 6 Ronda Nyberg

Member Place No. 7 Patrick Estes

First Alternate Member, Timothy Hamilton

Second Alternate Member, Scott Gillete

Planning Tech/Recording Secretary Maria Hernandez

Public Works Assistant Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Director of Economic & Community Engagement, Pedro Zambrano

Visitors at the meeting:

Collin Dishman, Sky Elements

Rick Boss, Sky Elements

Absent for the meeting:

Member Place No. 2 Lynn Moore

1. Call to Order

1.A. A. Call to Order- 6:05 PM

Chairman called roll. The quorum will consist of Chairman Torres, Vice-Chairman Nyberg, Member Lyon, Member Snow, Member Escobar, Member Estes, and First Alternate Member Hamilton and Second Alternate Member Gillette. Chair-woman Torres called the meeting to order at 6:05 P.M.

1.B. Audience Participation

Chairwoman Torres bypassed this item as no audience was present at the meeting.

2. Business

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

Staff introduced the item and recommended a nomination for the vacant Chairman position on the Board as well as the Vice-Chairman, if needed.

A motion was made by Member Snow with a second by Member Lyon, to nominate Member Torres for the Chairman position. Motion carried.

A motion was made by Chairwoman Torres with a second by Member Lyon, to nominate Member Nyber for the Vice-Chairman position. Motion carried.

2.B. New Member Training Presentation

Recording Secretary, Maria Hernandez, presented a brief new member training that covered the basics of Robert's Rules of Order, the Board's role and responsibility, and an introduction to the Park Donation Fund overseen by the Board.

2.C. Approval of Minutes

A motion was made by Member Lyon, with a second by Member Snow, to approve the minutes of May 19, 2025 as presented. Motion carried.

A motion was made by Member Nyberg, with a second by Member Escobar, to approve the minutes of June 23, 2025 as presented. Motion carried.

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

Recording Secretary, Maria Hernandez, briefed the Board on the item and noted that the item was the result of a second issuance of the Request for Proposal, issued on June 13, 2025 and closed on July 7, 2025. Ms. Hernandez added that on Tuesday, July 8, 2025 the bids were opened for review. Staff added that the scoring committee was completely different from the first round of bids and the packet included the breakdown of the committees' scores.

Ms. Hernandez informed the Board that the vendor with the highest score was Sky Elements with a proposal for an annual cost of \$23,300 and a three-year cost of \$69,900.

The vendor, Sky Elements, addressed the Board's questions regarding contract details and their experience with local drone shows.

A motion was made by Member Lyon with a second by Member Escobar, to approve the highest scoring proposal submitted by Sky Elements for a \$69,900 three-year contract.

3. Staff Reports

3.A. Expenditure Fund Report

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the June donations totaled to \$7,423.81 with \$12,751.35 incurred in the month of June. There are two pending expenditures of \$29,585.00. The estimated remaining balance for the Parks Donation fund, as of August 1, 2025, is \$116,596.51.

3.B. Discussion Regarding the Requested Website Updates

Economic & Community Engagement Director, Pedro Zambrano, discussed potential improvements to the Parks website. Mr. Zambrano guided the Board through the existing parks website, highlighting the recent updates that have been incorporated based on the feedback previously provided by the Board.

Director Zambrano encouraged the Board to continue to share ideas with his team.

3.C. Discussion Regarding the Playground Renovation at Willow Creek Park- 6:36 PM

Assistant Public Works Director, Jarred Coursey, presented the item and informed the Board that the City had completed an assessment of all the City's parks to identify any hazardous elements. As a result of this evaluation, the proposed playground improvements have been ranked as the third priority. The current quote does not include the cost of the shade structures. It is anticipated that the total cost will increase by approximately \$20,000 when these structures are factored in.

The Board discussed theme options and potential concepts for the proposed playground. The Board requested that Laura Presley, KH Landscape Architect, and a representative of Whirlix be present at the next meeting to further discuss the improvements.

3.D. Future Agenda Items- 6:52 PM

Chair-Woman Torres inquired about the cost and feasibility of installing fan misters and a setting up a cooling tent at the Switchyard during the summer months and during large events. Staff informed the Board that they would conduct further research into this request.

Public Works Assistant Director, Jarred Coursey, informed the Board of future items that will be included in future meetings.

4. Adjournment

4.A. Adjournment- 7:10 PM

A motion was made by Member Lyon with a second by Member Snow to adjourn the meeting. Motion carried. Chairwoman Torres declared the meeting of July 21, 2025, closed at 7:10 p.m.

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

Minutes for the Parks Advisory Board

333 West McLeroy Boulevard, Saginaw, Texas 76179

August 18, 2025, 6:02 PM - August 18, 2025, 7:39 PM

Present at the meeting:

Chair-woman, Place No. 3 Adhel Torres

Vice-Chairwoman, No. 6 Ronda Nyberg

Member, Place No. 1 Jane Lyon

Member, Place No. 2 Lynn Moore

First Alternate Member, Timothy Hamilton

Second Alternate Member, Scott Gillete

Planning Tech/Recording Secretary Maria Hernandez

Public Works Assistant Director, Jarred Coursey

Operations Manager Paul Wrzesinski

Visitors at the meeting:

Laura Presley, KH Landscape Architect

John Fielder, KH Landscape Architect

Whirlix Representative

Absent for the meeting:

Member, Place No. 4 Liz Snow

Member, Place No.5 Ariana Escobar

Member Place No. 7 Patrick Estes

1. Call to Order

1.A. A. Call to Order -- Chairman Torres- 6:02 PM

Chairwoman called roll. The quorum will consist of Chairwoman Torres, Vice-Chairman Nyberg, Member Lyon, Member Moore, Alternate Member Gillete, and Alternate Member Hamilton. Chairwoman Torres called the meeting to order at 6:02 P.M.

1.B. Audience Participation- 6:03 PM

Chairwoman Torres bypassed this item as no audience was present at the meeting.

2. Business

2.A. Discussion and Action Regarding the Replacement of the Softball field lights at Willow Creek Park -- Assistant Public Works Director, Jarred Coursey- 6:03 PM

Assistant Public Works Director, Jarred Coursey, introduced the item and noted that this request would be taken out of the remaining Park Bond funds. Assistant Director Coursey addressed the Board's questions and informed the Board that there are currently \$703,678 of unallocated Park Bond funds.

A motion was made by Member Ronda, with a second by Member Moore, to approve the replacement of the lights at the Softball field lights at Willow Creek Park.

Ronda Nyberg made a motion to Approve that was seconded by Lynn Moore with a result of 6-0-0-0-0

2.B. Discussion and Action Regarding the Resurfacing of the Tennis Court at Willow Creek Park -- Assistant Public Works Director, Jarred Coursey- 6:12 PM

Assistant Director Coursey introduced the item to the Board and addressed all questions regarding the proposal.

A motion was made by Member Nyberg, with a second by Member Gillette, to approve the resurfacing of the tennis courts at Willow Creek Park.

Ronda Nyberg made a motion to Approve that was seconded by Scott Gillette with a result of 6-0-0-0-0

2.C. Discussion and Action Regarding the Installation of a Storage Building at the Switchyard -- Assistant Public Works Director, Jarred Coursey- 6:16 PM

Assistant Director Coursey introduced the item to the Board and addressed all questions regarding the proposal.

A motion was made by Member Nyberg, with a second by Member Moore, to approve the installation of a storage building at the Switchyard.

Ronda Nyberg made a motion to Approve that was seconded by Lynn Moore with a result of 6-0-0-0-0

2.D. Discussion and Action Regarding the Replacement of a Playground Structure at Willow Creek Park -- Assistant Public Works Director, Jarred Coursey - 6:22 PM

Assistant Director Coursey presented the agenda item to the Board, noting that Laura Presley and a representative from Whirlix were available to provide detailed explanations of the proposed playground options for both the Dog Park and a potential playground near the Switchyard.

Laura Presley and the Whirlix rep addressed the Board questions. The Board discussed the options presented and preferred the elements within Option 2

A motion was made by Member Gillete, with a second by Member Lyon, to approve Option 2 as presented. Motion carried.

Following the vote, the Board discussed the options for the playground sets proposed near the Switchyard.

Scott Gillette made a motion to Approve that was seconded by Jane Lyon with a result of 6-0-0-0-0

2.E. Discussion Regarding the Improvement of the Disc Golf Course At Willow Creek Park -- Assistant Public Works Director, Jarred Coursey- 7:10 PM

Assistant Director Coursey presented the item to the Board and provided additional background and described the current condition of the Disc Golf course at Willow Creek Park.

John Fielder, Landscape Architect at Kimley-Horn, presented the proposed upgrades and addressed the Board's questions.

3. Staff Reports

3.A. Expenditure Fund Report- 7:31 PM

Recording Secretary, Maria Hernandez, introduced the item and informed the Board that the July donations totaled to \$7,719.55 with a total of \$17,342.11 in costs incurred in the month of July. There is a pending expenditure of \$64.98. The estimated remaining balance for the Parks Donation fund, as of August 1, 2025, is \$124,693.97.

3.B. Future Agenda Items- 7:33 PM

Staff updated the Board on previous items that were discussed and informed them that the following meeting will include the proposal to add additional electrical pedestals at the Switchyard food truck park.

3.C. Discussion Regarding the Board's Recommendation to Install Misting Fans at the Switchyard- 7:36 PM

The staff informed the Board that they have conducted research into the feasibility of installing misting fans at the pavilions located at the Switchyard. Upon further investigation, the staff identified potential risks, noting that the misting fans might cause water damage to nearby equipment and structures.

Staff instead recommends installing large fans at each pavilion as an alternative to the misting fans.

The Board requested more information and quotes for proposal.

4. Adjournment

4.A. Adjournment- 7:39 PM

A motion was made by Member Hamilton, with a second by Member Lyon, to adjourn the meeting. Motion carried. Chair-woman Torres declared the meeting of August 18, 2025, closed at 7:39PM.

Timothy Hamilton made a motion to Approve that was seconded by Jane Lyon with a result of 6-0-0-0-0



Parks Advisory Board Memorandum

A. Discussion and Action Regarding the Parks Board Holiday Parade Float -- Planning Tech, Maria Hernandez

Meeting	Agenda Group
Monday, November 17, 2025, 6:00 PM	Business Item: 2A.
Reference File	
Community Goals	

BACKGROUND/DISCUSSION:

This year's Holiday Celebration will be held on December 6, 2025. The event consists of various holiday activities and ends with a parade, the lighting of the Christmas Tree, and a drone show.

The Parks Board participates in the parade every year by joining the parade with a Parks Board float.

Staff is inquiring about the Board's interest in participating in this year's parade.

RECOMMENDATION:

N/A



Parks Advisory Board Memorandum

A. Expenditure Fund Report

Meeting	Agenda Group
Monday, November 17, 2025, 6:00 PM	Staff Reports Item: 4A.

Reference File

Community Goals

[object Object]

Attachments

[Park Funds November 2025.pdf](#)

Park Donation Fund
September 1, 2025 - October 31, 2025

Beginning Balance:	9/1/2025	\$122,619.06
Donations Added:		
September 2025		\$7,334.82
October 2025		\$9,281.97
Total Donations:		\$16,616.79
Balance with Donations:		\$139,235.85
Less Expenditures:		
Rounding Correction		\$0.77
Board Sponsorship (Tree Planting at Willow Creek)		\$5,000.00
Total Expenditures :		\$5,000.77
10/31/2025		\$134,235.08
Pending Expenditures:		
*Holiday Event		\$5,000.00
*Holiday Event - Drone Show		\$25,000.00
*PW Holiday Luncheon (To be held in Dec after the Holiday Event)		\$1,000.00
Total Pending Expenditures:		\$31,000.00
Estimated Unallocated Funds:	11/1/2025	\$103,235.08

* Budgeted items included in the FY25-26 Parks Donation Fund

Park Fund Donations**September 2025**

\$	112.73
\$	213.00
\$	180.50
\$	202.00
\$	167.00
\$	61.00
\$	45.00
\$	169.00
\$	178.91
\$	171.94
\$	195.00
\$	330.00
\$	123.00
\$	112.66
\$	40.17
\$	734.00
\$	404.50
\$	3.17
\$	230.74
\$	197.00
\$	111.06
\$	178.17
\$	69.16
\$	51.00
\$	162.65
\$	174.94
\$	157.00
\$	177.00
\$	249.00
\$	106.00
\$	99.00
\$	293.00
\$	39.00
\$	803.00
\$	375.61
\$	417.91

\$ 7,334.82

Park Fund Donations**October 2025**

\$	207.00
\$	200.19
\$	197.00
\$	69.00
\$	60.09
\$	187.50
\$	155.40
\$	145.00
\$	130.00
\$	171.60
\$	77.00
\$	51.00
\$	228.00
\$	337.00
\$	79.00
\$	728.00
\$	471.56
\$	244.92
\$	251.50
\$	157.00
\$	76.00
\$	293.00
\$	289.30
\$	203.35
\$	262.00
\$	305.00
\$	100.00
\$	94.00
\$	235.55
\$	286.95
\$	308.50
\$	74.00
\$	1,242.00
\$	513.95
\$	375.00
\$	475.61

\$ 9,281.97