



## MINUTES

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, MARCH 19, 2018 AT 6:00 P.M.  
HIGHLAND VILLAGE MUNICIPAL COMPLEX  
COUNCIL CHAMBERS  
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

- 1. Call to Order & Roll Call for Parks and Recreation Advisory Board.**

Roll Call

Present	Dave Rush	Chair
	William Irwin	Vice-Chair
	Gary Patz	
	Tamara Lisby	
	Christine Sherry	
	Ken Koonsman	
	Janet Gershenfeld	

Staff Present: Phil Lozano, Director Parks and Recreation  
Ken Heerman, Assistant City Manager  
Andra Foreman, Recreation Manager

- 2. Visitors' Comments.** *(Anyone wishing to address the Parks and Recreation Advisory board must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Parks and Recreation Advisory Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*

No Visitor Comments

- 3. Approve Minutes of the Parks and Recreation Advisory Board Regular Meeting held on December 18, 2017.**

Mr. Irwin motioned to approve the minutes of the Parks and Recreation Advisory Board Regular Meeting held on December 18, 2017.

Christine Sherry seconded the motion.

Approved 5-0

**4. Approve Minutes of the Parks and Recreation Advisory Board Special Called Meeting held on January 22, 2018.**

Mr. Irwin motioned to approve the minutes of the Parks and Recreation Advisory Board Special Called Meeting held on January 22, 2018.

Tamara Lisby seconded the motion.

Approved 5-0

**5. Discuss Status of Sunset Point Park.**

Parks and Recreation Director Phil Lozano presented the approved plan for Sunset Point Park. The revised plan will provide a safe turn around for residents who would like to use the park and safety personnel. A row of bollards will hug the outside perimeter to prevent vehicles from entering the park property. Security lighting will be installed in the park. Sunset Park will be kept in its natural state for now. The master planning is ongoing and will be implemented in Stage 2 after the easement component is worked out.

The Board asked questions regarding construction costs. Director Lozano stated he has not been provided construction cost by the architect.

Mr. Irwin stated there are several places within the City that does not provide a safe turnaround for emergency vehicles. He stated he is no longer in favor of developing Sunset Point Park and would like to place boulders to prohibit cars from driving on the property; providing a "walk to" park for the neighborhood.

Mr. Rush is very concerned about the safety hazard of the outer drop into the lake. Director Lozano will assess the safety concerns and determine if further action is required.

Mr. Koonsman stated that use will be very limited even with the improvements to Sunset Point Park.

Director Lozano stated Sunset Point Park is provides a beautiful overlook for viewing the sunsets, fishing and the revised plan will enhance usage of the park property. The Master Plan will be shelved until the easement issue can be resolved.

**6. Receive Parks and Recreation Department Project and Activities Update.**

Parks and Recreation Director Phil Lozano provided the Board with the following updates:

Bond 2018 updates

- Highland Village Road Sidewalk
  - Engineering is ongoing – BW2
- Brazos Park parking lot.
  - Staff is reviewing prelim design layout - RLGoodson
- Sunset Point Park

- The prelim design is completed – G&A Consultants
- Unity Park
  - The city has accepted Halffs design and engineering proposal for the Softball field and drainage work.
  - Kids Kastle in a holding pattern
- Victoria Park
  - ONCOR has approved the general work scope BW2 has started the design work.

#### Supplemental Request

- Playground shade covers for Lions club, Turpin, Lower Sellmeyer, and Unity exercise station – Adventure Playground Systems will perform the work; staff is processing for funding.
- Lighting Improvements for Unity Park is scheduled to start this week.
- Village Park drinking fountain will be purchased and installed sometime in the spring.

#### Other

- Copperas Branch Park
  - Currently still working on final punch list items. Bollards around gate arms, hydro-mulch summer grass, and debris clean up.
  - Planned Burn by Chief Goudie.
  - Staff has received and reviewing quotes for patching and sealing the existing asphalt.
  - I have received a proposal from Halff for illuminating the parking lot – coordination – meeting with COLewisville today.
- Pilot Knoll Overnight Restrooms
  - Scheduled to open at the end of this month. TDLR review.
- Pilot Knoll Day Use Restrooms.
  - A structural engineer is providing a recommendation for foundation support.
- Dog park shade structures
  - Staff is waiting for quotes to cover the seating areas.
- Doubletree bridge update
  - Still waiting for an update from TxDOT last week and they have not responded yet.

#### Department updates

- Upcoming Events vents – **“hope to see you there.”**
  - Easter Egg Hunt March 24 - 10 a.m. to Noon
  - Baseball and softball opening day starting at noon
- New Events
  - Halloween with the shops for a haunted house
  - Christmas at the Ranch
  - Amazing Race with City of Lewisville
- Surveys
  - Recreation- Father-Daughter Dance and Seniors - Update
  - Parks –

Maintenance service review

- City Works Work Order system -meeting with the service provider

Park Board Picture Day- April 16th before our regular meeting – 5 p.m. Doubletree Ranch Park.

7. **Discussion on Future Agenda Items (A board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**


No Discussion on item.

**Next Regular Parks and Recreation Advisory Board meeting is scheduled for:**

**April 16, 2018 at 6:00 p.m.**

8. **Adjournment**

Adjournment at 7:06 p.m.

  
**Dave Rush, Chair**

**ATTEST:**

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**Terry Golden, Administrative Assistant**