



A G E N D A

PARKS AND RECREATION ADVISORY BOARD REGULAR MEETING

**CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, DECEMBER 17, 2018 AT 6:30 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.**
- 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.)*
- 3. Consider Approval of Minutes from the October 15, 2018 regular meeting of the Parks and Recreation Advisory Board.**
- 4. Consider Approval of Minutes from the November 12, 2018. Special Called Meeting and Work Session.**
- 5. Recommend to City Council an official name for the Dog Park at Unity Park.**
- 6. Recommend Approval to City Council New Fee Structure for the Rental Facilities at Doubletree Ranch Park.**
- 7. Adjournment**

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE *TEXAS GOVERNMENT CODE, CHAPTER 551*, ON THE 14th day of December, 2018 before 5:00 p.m.

Terry Golden
Parks Administrative Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 or Fax (972) 317-0237 for additional information.

Removed from posting on the _____ day of _____, 2018 at _____ by _____.



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS MONDAY,
OCTOBER 15, 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 Bill Irwin, Vice-Chair Ken Koonsman Vanessa Boyd, Alternate Kevan Fenderson, Alternate
Absent	Gary Patz Janet Gershenfeld
Staff Present:	Phil Lozano, Director Parks and Recreation Ken Heerman, Assistant City Manager Terry Golden, Administrative Assistant

2. Introduction of New Board Members.

Vanessa Boyd Alternate Place 2 and Kevan Fenderson Place 1 were introduced.

3. Conduct Election of Parks and Recreation Advisory Board Chairperson.

Mr. Irwin nominated Dave Rush as Chairperson of the Parks and Recreation Advisory Board, Ken Koonsman seconded the nomination.

Approved 5-0

4. Conduct Election of Parks and Recreation Advisory Board Vice Chairperson.

Mr. Koonsman nominated Bill Irwin as Vice Chairperson of the Parks and Recreation Advisory Board, Chairperson Dave Rush seconded the nomination.

Approved 5-0

5. 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.)

There were no visitors.

6. Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Advisory Board Meeting held September 17, 2018.

Mr. Irwin motioned to approve the Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on September 17, 2018.

Ms. Boyd seconded the motion.

Approved 5-0

7. Discuss Copperas Branch Park Master Plan

Parks Director Phil Lozano gave the Board an update on the Copperas Branch Park Master Plan. Mr. Lozano informed the Board that La Terre Studios has been chosen

8. Special Event Assignments.

Board members were asked to be present at special events. Board members will email the Administrative Assistant their availability for the following special events.

Fall Festival Honoring Veterans 11/3/2018 10 am – 2 pm.

Tri Town Amazing Race 11/10/2018 8 am – 1:30 pm.

Christmas at the Ranch 12/8/2018 10 am – 1 pm.

9. Discuss Frequency of Park Inspections

Board members decided to Park Inspections should be done at least 2 times per year.

10. Discuss Availability for a Work Session to be held on November 12, 2018.

A work session will be held November 12, 2018 to discuss rental rates for the Doubletree Ranch Park.

11. Future Agenda Items.

Next Meeting November 19, 2018. Cancelled.

12. Adjournment.

6:52 p.m.



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
SPECIAL CALLED MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, NOVEMBER 12, 2018 AT 6:00 PM
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	
	Janet Gershenfeld	
	Kenneth Koonsman	
	Kevan Fenderson	Alternate
Absent	Vanessa Boyd	Alternate
Staff Present:	Phil Lozano, Director Parks and Recreation Ken Heerman, Assistant City Manager Terry Golden, Administrative Assistant	

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.)*

There were no visitors.

3. Recommend Approval to the City Council authorizing the City Manager to Execute an Agreement with The Playground Shade and Surfacing Depot for Design and Construction of Playground Equipment for Doubletree Ranch Park Project in the amount of \$139,691.

Park Operations and Project Manager Fince Espinoza presented the Playground project details to the Parks and Recreation Advisory Board. The project details consists of vendor, budget, equipment type and placement of playgrounds. An age's 2-12 Playground unit will be installed near the splash pad and a teen/young adult swing area will be installed in the clearing of the oak grove away from the splash pad and younger children's playground. Director Phil Lozano stated that the swing area would be the first

step in developing an area for older teens and young adults. The Board recommended benches be placed in the younger kids playground for parents and grandparents.

Ms. Gershenfeld motion to Recommend Approval to the City Council authorizing the City Manager to Execute an Agreement with The Playground Shade and Surfacing Depot for Design and Construction of Playground Equipment for Doubletree Ranch Park Project in the amount of \$139,691.

Mr. Patz seconded the motion.

Approved 5-0

4. Recommend Approval to the City Council authorizing the City Manager to Execute an Agreement with Kraftsman LT for Design and Construction of Shade Structures for Doubletree Ranch Park Project in the amount of \$\$86,513

Park Operations and Project Manager Fince Espinoza presented the Board the Proposed Shade Structure Placement Plan. While in the process of getting quotes staff was able to add 13 total shade structures for \$105,913.00 which is under budge. The Board asked general questions about the warranty and material the shade structures are constructed from. Mr. Espinoza stated the shade structures will cover 60% of the splash pad. Shade structures should be installed by Spring of 2019.

Vice Chair Irwin motion to Recommend Approval to the City Council authorizing the City Manager to Execute an Agreement with Kraftsman LT for Design and Construction of Shade Structures for Doubletree Ranch Park Project in the amount of \$105,913.00

Ms. Gershenfeld seconded the motion.

Approved 5-0

5. Adjournment of the Special Called Meeting

**WORK SESSION
Monday, November 12, 2018
Following the Special Called Meeting
Highland Village Municipal Complex
Police Training Room**

5. Receive and discuss "Survey of Fees" and rental rate information regarding City of Highland Village Park facility rentals.

Staff was tasked with reviewing the rental rates for City of Highland Village Facilities. Staff presented a spreadsheet comparing rental rates, amenities and capacities of facilities around the DFW area (within a 10 mile radius). There was a lot of discussion regarding amenities such as central heat and air, hardwood floors vs concrete floors; comparing the Doubletree Ranch Park to other facilities was very difficult given the difference of amenities and services provided. Most municipal facilities have a 20 to 30 percent difference for resident and non-resident rates. Some municipal facilities do not allow nonresidents to rent. Assistant City Manager Ken Heerman stated the City's goal is not to generate a lot of revenue but we do want to cover operating and maintenance cost. Mr.

Lozano felt like the Board could establish new fees at the meeting tonight but another meeting could be scheduled if needed. Ken Koonsman reminded the Board that available facilities were planned and built for the residents; he asked that they keep the residents in mind when establishing the fees.

RESIDENT	NON-RESIDENT	CLEANING/DAMAGE DEPOSIT
Rooms 101 & 102 \$30.00 per hour	Rooms 101 & 102 \$60.00 per hour	\$250.00 per room
Pavilion \$200 All Day \$100 ½ Day	Pavilion \$400 All Day \$200 ½ Day	\$250.00
All Day Package (Wedding) \$1200.00 Includes Barn and Pavilion	\$2000.00 Includes Barn and Pavilion	\$500

The table below illustrates the rental rates agreed on by the Parks and Recreation Advisory Board.

6. Discuss officially naming the Dog Park at Unity Park.

3 Names were discussed.

- Charlottes Park -1
- Unity Bark - 2
- K-9 or Kanine Kastle - 3

7. Adjournment

8:20 p.m.