



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.

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

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

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.

Dave Rush, Chairperson

Attest:

Terry Golden, Administrative Assistant