



## A G E N D A

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, MAY 20, 2019 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.**
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 Regular Meeting of the Parks and Recreation Advisory Board held March 18, 2019.**
4. **Consider Approval of Minutes from the Joint Meeting of the Parks and Recreation Advisory Board and the Highland Village City Council held on April 15, 2019.**
5. **Receive Updates from Youth Sports Organizations.**
  - HVABSA
  - GLASA
  - Neighborhood Sports
7. **Show Bryant Gumbel's segment on youth sports that addresses select sports.**
7. **Discuss Sports Field Demand in Highland Village.**
8. **Project and Special Event Updates.**
  - Special Events**
    - CHV
    - DCTA Rails to Trails
  - Project Update**
    - LISD Property known as Harlington Practice Fields.
    - Update Bond Projects
    - Doubletree Ranch Park Shade Structure & Playground
9. **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.)**

**Next Regular Parks and Recreation Advisory Board Meeting is  
Scheduled for June 17, 2019**

**10. 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 17th day of May, 2019 before 5:00 p.m.

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**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.



## MINUTES

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, MARCH 18, 2019 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 Gary Patz Ken Koonsman Janet Gershenfeld Vanessa Boyd Kevan Fenderson	Chair    Alternate Alternate
Absent	William Irwin	Vice-Chair
Staff Present	Phil Lozano Terry Golden	Director of Parks and Rec 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.)*

Marcus Kong 2806 Butterfield Stage Road, Highland Village, TX

Marcus addressed the board regarding the need for lit fields for adult soccer. He asked that Copperas Branch Park be considered as a location for a lit field; not under contract with the youth sports organizations.

**3. Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Board held February 18, 2019.**

Ms. Gershenfeld motioned to approve the Minutes from the Regular Meeting of the Parks and Recreation Board held February 18, 2019.

Mr. Fenderson seconded the motion.

Approved 5-0

**4. Receive information regarding a change to the alignment of Victoria Park Walking Track.**

Director Lozano updated the Board regarding the alignment of Victoria Park Walking Track. Victoria Park walking track was identified as a project in Proposition II in 2017 Bond Election. Mr. Lozano presented information included in the 2011 Trail and Parks Open Space Master Plan identifying an extension from Victoria Park into Lewisville east of Sellmeyer be removed. The identified need in the bond package was to resurface and replace the existing track with a six foot trail. Victoria Park was identified as a neighborhood park in the Parks, Recreation and Open Space Master Plan stating that use of the Park for organized sports should be discouraged. Mr. Lozano has removed the bleachers from Victoria Park to discourage organized games and relieve pressure on the surrounding neighborhood. Mr. Lozano recommended a new elongated figure 8 alignment of the track. The new alignment will still allow for soccer practice and passive play.

Mr. Koonsman asked how the recommended alignment affected the tower. Mr. Lozano stated it should not affect the tower but he will need to get Oncor's approval for the new alignment.

Director Lozano's goal is to return Victoria Park to a Neighborhood Park by reducing the size of the field allowing for practice and passive play.

Mr. Patz stated he have observed very little use of Victoria Park – usage occurs mostly in the evening and weekends.

Mr. Patz asked about the status of the Harlington Property. Mr. Patz asked about the City having the 1<sup>st</sup> right of refusal for the property.

Assistant City Manager Ken Heerman stated that the talks with LISD never really came to fruition, Mr. Heerman stated the City does not have any intent to purchase the property.

**5. Discuss the Highland Village Soccer Culture, Challenges and Future.**

Director Lozano stated that the DFW metroplex is the 2<sup>nd</sup> largest market for Soccer. Mr. Lozano stated that Doubletree is a dedicated game field soccer complex. Unity, Harlington and Victoria have practice fields at these parks, the goals have been left in place thru out the year; which presents maintenance challenges. Mr. Lozano and Recreation Manager Andra Foreman met with GLASA to discuss the challenges of soccer in HV including goals. Mr. Lozano stated that coaches typically bring their own portable goals. Mr. Lozano stated that practice fields become a single sport activity if the goals are left in place year round. The fields will still be available by reservation for soccer but the coaches will need to provide their own goals. This allows the fields to become multi use fields.

**6. Receive Update on Park Foundation Donation and Kids Kastle.**

Director Lozano stated that the Parks Foundation has formally committed \$125,000 to the entry of Kids Kastle.

La Terra studio will start designing the Kids Kastle entry area immediately.

Mr. Lozano stated he is hoping to start moving dirt for the pond in early June, by combining Kids Kastle and the Pond project will save money. Combining the projects and using the same contractor will save money. With that being said Kids Kastle will probably be demolished in mid to late June.

Mr. Patz asked about how the trees would be affected by construction.

Mr. Lozano assured the Board that trees would be protected and the City will be keeping a close eye on the project.

## **7. Discuss relocating trees at Doubletree Ranch Park.**

Director Lozano discussed with the Board the possibility of moving trees at Doubletree Ranch Park to provide more space for practice, passive play and overflow parking.

Mr. Koonsman stated that moving the trees would encourage an increase in use of the space for soccer and flag football practices, he stated that during the master planning of the Park the residents voiced concern regarding these types of activities outside of their back fences. The trees were planted to mitigate the activity level.

Director Lozano stated the Recreation Department has no intention to program the space at Doubletree.

Mr. Lozano asked if the Board if he should solely look at Copperas for space.

Mr. Rush thought the idea of reconfiguring the trees would discourage older children from practicing.

Mr. Koonsman asked for more time to think about it, and asked if moving the trees would slow down the growth of the tree, Mr. Lozano replied yes it could stunt the growth, moving the tree would be done by a professional arborist.

Ms. Gershenfeld stated that she is an 18 year master gardener – now is the time to move them. Trees do not like to be moved when they are busy. Ms. Gershenfeld stated that the trees should make it. However, she stated that survival of the trees and the trees providing a sound barrier and privacy for the residents are two different things.

Mr. Lozano stated if we moved the trees and it became a problem we could revisit replanting more trees or an element that promotes other types of activities.

Mr. Lozano stated he was going to table moving the trees this year.

## **8. Project and Special Event Updates.**

Director Lozano updated the Board on the Following:

### **Special Events**

- Easter Egg Hunt - April 13, 2019 10:00 a.m.
- Rail to Trails - April 13, 2019 9:00 a.m. HV Station
- DFW Directors Meeting – April 26, 2019 11:30 a.m.
- Celebrate Highland Village – June 1, 2019 9:00 a.m. Family Fish Out Evening events start at 6 p.m.

### **Project Update**

- Unity Park Softball Addition – Construction starting by the first of April.

- Doubletree Shade Structure – Installed the first park of June. Shade Structure that was bought for Exercise Equipment at Unity will now be installed at Doubletree Ranch Park near the new playground.
- 2499 Maintenance Contract

**9. 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.)**

GLASA, HVABSA, Neighborhood Sports

Next Regular Parks and Recreation Advisory Board Meeting is Scheduled for April 15, 2019

**10. Adjournment**

7:30 p.m.

DRAFT



**MINUTES OF THE SPECIAL JOINT MEETING OF THE  
HIGHLAND VILLAGE CITY COUNCIL AND  
PARKS AND RECREATION ADVISORY BOARD  
LOCATED AT THE HIGHLAND VILLAGE MUNICIPAL COMPLEX  
LOCATED AT 1000 HIGHLAND VILLAGE ROAD  
MONDAY, APRIL 15, 2019**

**Convene Meeting in Open Session**

The Highland Village City Council and the Parks and Recreation Advisory Board met in a special joint meeting on the 15<sup>th</sup> day of April 2019.

**1. Call to Order – City Council**

Mayor Charlotte J. Wilcox called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	Charlotte J. Wilcox	Mayor
	Jon Kixmiller	Councilmember
	Michael Lombardo	Councilmember
	Barbara Fleming	Deputy Mayor Pro Tem
	Fred Busche	Mayor Pro Tem
	Robert A. Fiester	Councilmember
	Daniel Jaworski	Councilmember

Staff Members:	Michael Leavitt	City Manager
	Ken Heerman	Assistant City Manager
	Angela Miller	City Secretary

**2. Call to Order – Parks and Recreation Advisory Board**

Chair Dave Rush called the meeting to order at 6:00 p.m.

**Roll Call**

Present:	William Irwin	Place 1, Vice Chair
	Janet Gershenfeld	Place 2
	Dave Rush	Place 3, Chair
	Gary Patz	Place 4
	Kenneth Koonsman	Place 5
	Kevan Fenderson	Alternate, Place 1

Absent:	Vanessa Boyd	Alternate, Place 2
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Staff Members:	Phil Lozano	Parks and Recreation Director
	Fince Espinoza	Park Operations and Projects Manager
	Andra Foreman	Recreation Manager

### Tour of Unity Park

Parks and Recreation Director Phil Lozano provided a handout to attendees to use as a reference during the tour of Unity Park.

**3. City Council and the Parks and Recreation Advisory Board will take buses to Unity Park where the meeting will continue with a Tour of the Park**

At 6:04 p.m. members of City Council, the Parks and Recreation Advisory Board (Board), and City staff took buses to Unity Park. Upon arrival, Mr. Lozano highlighted areas and features in the park that do not meet current safety standards. City Manager Michael Leavitt also provided a brief update on the pond improvements.

### Convene Meeting in Open Session

At 6:55 p.m. members of Council, the Board and City staff returned from the tour of Unity Park and the meeting was reconvened.

**4. Receive an Update and Discuss Upcoming Projects at Unity Park, including but not limited to the following:**

- **Kids Kastle Build**

Mr. Lozano presented information on local area playgrounds, including sizes, approximate costs, play elements, materials used and types of fall zone materials used:

Kids Kingdom located in Rowlett

Eureka Park located in Denton

Fort Wildflower located in Flower Mound

Virginia Weaver Park located in Cedar Hill

Mr. Leavitt and Mr. Lozano reported the new Kids Kastle play area would still have a castle element, but the new feature will look different from what is currently there. He reported on the importance of age appropriate designs, appropriate spacing between different play structures, as well as use of appropriate fall zone material. Councilmember Jaworski asked about the life expectancy and cost of a unitarian playground surface. Mr. Lozano reported the cost would be approximately \$200,000 and would need to be replaced about every seven to ten (7 – 10) years, approximately every three (3) years in high traffic areas. Councilmember Fiester reported there were some problems with the fall zone material used at Fort Wildflower. Mr. Lozano stated he was aware and had discussed the issue with the Flower Mound staff. Councilmember Fiester suggested City staff visit Bicentennial Park located in Southlake as it is a unique park and includes natural earth forms with various types of play elements and surfaces.

Board and Council members voiced concerns of having separate play areas for different ages. Consensus is to have a rest area located between the two for easy viewing of both playgrounds.

Mr. Leavitt reported on funding for the project and that a community build would be the most cost effective, with demo work to be done by a contractor. He further stated the importance of City Council and Board members being advocates for the community build project. Since a large number of volunteers will be needed for the project, the Council and Board can assist by raising awareness to our residents and area businesses about the project. Mr. Lozano reported City staff would oversee the project and coordinate

April 15, 2019—Special Joint City Council & Parks and Recreation Advisory Board Meeting Minutes (Cont)  
volunteers for specific tasks, while also providing a rest area and food at the work site for the volunteers. He added that staff is already reaching out to area businesses and organizations about the project in order to generate interest of those wanting to volunteer their time. Everyone agreed that getting news of the community build project and the need for volunteers out to the public early would be key to a successful project. Mr. Leavitt reported a contractor would be selected soon, with demo happening later in June. To be more cost effective, the demo of the playgrounds and pond area will occur at the same time, resulting in the those areas being closed while improvements are made. City staff is targeting the community rebuild project to take place around spring break of 2020.

- **Pond and Drainage Improvements**

Mr. Lozano reported the needed pond and drainage improvements would require extensive site and grading work. A map was presented that showed an overlay of the improvement/expansion area of the pond, including the proposed grading, proposed water surface area and proposed storm drain improvements. Mr. Leavitt added there would be a 4:1 slope and that the drainage improvements at this site would allow for a controlled release at the park which will also help other nearby areas affected by water flow.

Mr. Lozano and Mr. Leavitt reported in order to have the critical grades needed for the pond to meet requirements of a 50-year floodplain, removal of some trees located outside of Kids Kastle would be required. Council and Board members voiced strong concern regarding removal of the trees. Various options and costs relating to the pond, retaining walls and trees were discussed, including shifting the location of the ponds or elimination of the ponds all together. Mr. Leavitt stated the park and water feature were originally funded through a grant received from Texas Parks and Wildlife, therefore staff would have to ask permission to eliminate the water feature and may also have to reimburse the grant funds. Improvements would then have to be done downstream to address the drainage issue, which would result in the removal of trees from a greenbelt area. Mr. Lozano reported there is wildlife that relies on the ponds, residents enjoy the ponds and that the ponds are used for educational purposes by the school district.

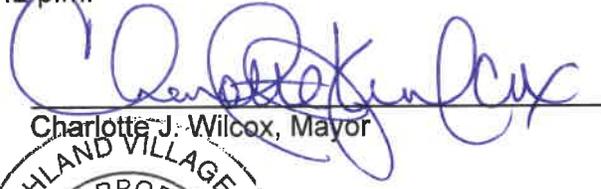
Councilmember Jaworski asked how many times in the past 20 years the city experienced a 50-year and/or 100-year flood event. Mr. Leavitt reported 500-year floods have occurred approximately two times in recent years. Mayor Wilcox suggested contacting our consultant to determine feasible options that would not require removal of the trees. Mr. Lozano reported the consultant had been instructed to provide an option that remains within our budget and that has minimal impact on tree removal. Mr. Leavitt stated they have worked with the consultant on several revisions and the concept being presented has the least impact on the trees. Councilmember Fiester asked to see a graphic of the canopy coverage of the trees that will remain, which staff will have to get.

Relating to the 4:1 ratio for the slope, Vice Chair Irwin asked if a different ratio could be considered. Councilmember Fiester reported a 4:1 is good from a maintenance aspect for soil or grass. Chair Rush and Deputy Mayor Pro Tem Fleming asked about making the pond deeper; staff reported that does not provide the volume needed.

Consensus of Council and the Board is to look at options to save as many trees as possible and to provide a graphic of the canopy coverage. Mr. Leavitt stated he would have Public Works Director Scott Kriston work with the consultant to address Board and Council concerns, and to provide an overlay showing the canopy coverage and types of trees. There will not be another joint meeting; information will be disseminated to the Board and Council at their respective meetings. Mr. Leavitt stated the project will go out for bid soon and will come before them for formal action to award.

**5. Adjournment - City Council**

Mayor Wilcox adjourned the meeting at 8:42 p.m.



Charlotte J. Wilcox, Mayor

**ATTEST:**



Angela Miller, City Secretary



**6. Adjournment – Parks and Recreation Advisory Board**

Chair Dave Rush adjourned the meeting at 8:42 p.m.

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Dave Rush, Chair

**ATTEST:**

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Terry Golden, Administrative Assistant