



A G E N D A

**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.**
2. **Introduction of New Board Members.**
3. **Conduct Election of Parks and Recreation Advisory Board Chairperson.**
4. **Conduct Election of Parks and Recreation Advisory Board Vice Chairperson.**
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.)*
6. **Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Advisory Board Meeting held September 17, 2018.**
7. **Discuss Copperas Branch Park Master Plan**
8. **Special Event Assignments.**

 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**
10. **Discuss Availability for a Work Session to be held on November 12, 2018.**
11. **Future Agenda Items.**

 Next Meeting November 19, 2018. Cancelled.
12. **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 12th Day of October 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.



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS MONDAY,
SEPTEMBER 17, 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	Alternate
Janet Gershenfeld	Alternate

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 Visitors were present.

3. Approve Minutes of the Parks and Recreation Advisory Board Regular Meeting held on June 18, 2018.

Mr. Irwin motioned to approve the minutes of the Parks and Recreation Advisory Board Regular Meeting held on June 18, 2018.

Christine Sherry seconded the motion.

Approved 5-0

4. Introduction of sculptor Daren Fagan and receive information on possible art opportunities.

Parks Director Phil Lozano informed the Board of a previous meeting between himself, Mayor Wilcox and City Manager Michael Leavitt. At that meeting Mr. Fagan introduced

himself and proposed placement of Art in the City Parks. Mr. Lozano stated that any artwork displayed in the City Parks would come before the Park Board for approval. Director Lozano introduced Daren Fagan.

Sculptor Daren Fagan spoke to the Board about his ideas to place Art in the Highland Village Parks and Inland Trail System. Mr. Fagan's sculptures are kinetic made from recycled material. Mr. Fagan stated he was chosen to do the first public sculpture in the City of Lewisville at the MCL Theatre. Mr. Fagan extended an invitation to come by his home to check out his work in person. Mr. Fagan creates modern abstract art that moves. Mr. Irwin was concerned about liability – Mr. Lozano stated part of the process is to make certain the artwork is completely safe to place in the parks or on the trails.

5. Discuss Park Inspections performed by the Parks and Recreation Advisory Board Members.

Parks Director Phil Lozano thanked the board for conducting their park inspections – a lot of great information was received including changing our maintenance day of the Dog Park from Wednesday to Tuesday or Thursday. Flower Mound's Dog Park is closed on Wednesday also.

A future agenda item will be to discuss the frequency of inspections.

6. Receive information on FY18/19 City Budget / Mission and Values 2018.

Parks Director Phil Lozano presented the budget highlights for the Board.

The FY 18/19 budget includes the following:

New Equipment: Replacement Tractor, 16' Mower and Aerifier.

Targeted Maintenance: Mulching of DRP landscape beds, tree care, topdressing for soccer fields, adding electrical plugs on light poles.

New Position: New Applicator Position - Responsible for building and managing the department's pesticide program and managing records. Improve control of invasive weed populations, improved the look and health of landscape beds, improved turf quality, improved pond maintenance and improve overall park appeal.

Maintenance Division Reorg – the parks maintenance division has been restructured to be more efficient.

7. Receive information and discussion on Park Fees, Doubletree Ranch Park rental statistics and Doubletree Ranch Park rental contract changes.

Director Lozano presented the rental usage information of Doubletree Ranch Park Barn Rooms 101 and 102. Mr. Lozano informed the Board that discussions of Doubletree Ranch Park rental rates will take place on a future agenda.

8. Receive Project Update.

Parks Manager Fince' Espinoza provided the Board with an update of current projects.

Unity Softball Field currently in design.
Victoria Park currently in design.

Unity Pond currently final design.
Highland Village Road Sidewalk in design 5ft sidewalk Municipal Complex to Lakeside Community Park. Prelim Layout.

Sunset Point Park – Phase 1, 3 Parking Spaces, Bollards and Security Lighting.

Brazos Park Parking Lot Addition
Enhanced Crosswalk @ HS Blvd. @ Comm. Center Drive

Shade Structures Being Installed Over:

- Lions Club Park Playground
- Turpin Park Playground
- Lower Sellmeyer Park Playground
- Unity Park Exercise Equipment
- Unity Park Dog Park Seating Areas

Pilot Knoll Park Wi Fi in the Campground Area
Pilot Knoll Day Use Restroom Replacement

Proposed DRP Park Enhancements:
Shade Structures
Park Playground
Older Teens and Adult Swings

9. **Receive Marketing and Event Update.**

Recreation Coordinator Adam Richter provided the following update.

Concert in the Park – Saturday, September 22 from 7:00 p.m.-9:00 p.m.

Doubletree Ranch Park

King George (George Strait Tribute band)

We'll have food truck, snow cone vendor and beer for purchase

We'll also have our HV Parks tent on site; Camp Gladiator and Bach to Rock scheduled to be on site at event

Volunteer Opportunities: If you'd like to come out and be a part of this event we could use some assistance in the HV Parks tent handing out surveys

Fall Festival Honoring Veterans – November 3 from 10:00 a.m. – 2:00 p.m.

Unity Park

Partnering with the Denton County Veterans Coalition

- i. Goal for the DCVC – raise money for vets and their families

Will feature: “Warehouse” a Dave Matthews tribute band

- ii. Categorized as Alternative Rock Band

Event will also feature: Food Vendors, Arts and crafts vendors, petting zoo, bounce houses, car show and other activities for children

Volunteer Opportunity – HV Parks tent handing out giveaways and assisting with surveys

Tri-Town Amazing Race – Saturday, November 10 from 8:00 am – 1:30 pm

We are partnering with Flower Mound & Lewisville

This event will take place at various parks throughout the three cities where the teams will make pit stops and try to complete various challenges (the parks featured in HV – Pilot Knoll, Doubletree Ranch Park, Unity Park and Victoria Park)

The event will kick off at Doubletree Ranch Park with a brief meeting with all of the teams and a small breakfast.

From there the teams will then disperse into the three cities and the goal is to finish the challenges first. The teams will meet back in Lewisville at 12:30p for lunch/awards ceremony.

Prizes will be awarded to the top three teams who finish. A trophy cup will be awarded to the first place team and the winning team will have their name engraved into the cup. The cup will then be housed in the winning team's recreation center/community center for the next year. So if the winning team is from Highland Village, that cup is coming to the DuVall Center for 1 year.

Volunteer Opportunities: I am currently in need of some help manning the pit stop challenges at the four parks in Highland Village.

Volunteers would be asked to helping check in teams as they arrive to the challenge and confirm they have completed the challenge by stamping their passport.

Christmas at the Ranch – Saturday, December 8 from 10:00 a.m. – 1:00 p.m.

Taking place at Doubletree Ranch Park

Event will feature Santa's workshop in the Barn (crafts and write letters to Santa)

Reindeer, Christmas Carolers from some of the local schools in here in Highland Village, lawn ornaments, laser show in the barn, hot cocoa, carriage rides and a special visit from Santa Clause.

The vendor who we are working with is Dallas Elevate. In addition to the lawn ornaments and laser show, they are also provides snow machines that will produce artificial snow.

Ornaments: rein deer, Santa clause, Christmas bulbs, etc.

Following the event on December 8, the fun does not end.

Throughout the holiday season – the park will be decorated with the lawn ornaments, snow (snow machines), lights and carriage rides will be offered (Saturdays and Sundays from 5pm-8pm)

- December 8 – 10:00 am – 1:00 pm
- December 15 – 5:00 pm – 8:00 pm
- December 16 – 5:00 pm – 8:00 pm
- December 22 – 5:00 pm – 8:00 pm
- December 23 – 5:00 pm – 8:00 pm
- December 29 – 5:00 pm – 8:00 pm
- December 30 – 5:00 pm – 8:00 pm

NO COST

10. Adjournment.

DRAFT

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

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