



## A G E N D A

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, DECEMBER 18, 2017 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 August 21, 2017 regular meeting of the Parks and Recreation Advisory Board.**
7. **Consider Recommendation to City Council Approval Closing Sunset Point Park When N. Edgewater Road is Closed Due to Flooding or Maintenance Events.**
8. **Discussion on items related to the Bond Election held November 7, 2017.**
9. **Receive Parks and Recreation Department Project and Activities Update.**
10. **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.)**

### **Sunset Point Park Hours**

**Next Regular Parks and Recreation Advisory Board meeting is scheduled for January 15, 2018 at 6:00 p.m.**

11. **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 15th day of December, 2017 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.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2017 at \_\_\_\_\_ by \_\_\_\_\_.



## MINUTES

**PARKS AND RECREATION ADVISORY BOARD  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, AUGUST 21, 2017 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
	Tamara Lisby	
	Dave Rush	
	Gary Patz	
	Christine Sherry	Alternate

Staff Present: Linda Cornelius, 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.)*

No Visitor Comments

**3. Consider Approval of Minutes of the Parks and Recreation Advisory Board Regular Meeting Held April 17, 2017.**

Mr. Irwin moved to approve the Minutes of the Parks and Recreation Advisory Board Meeting held April 17, 2017.

Mr. Stewart seconded the motion.

Approved 5-0

**4. Introduction of New Staff Members.**

Recreation Manager Andra Foreman introduced Adam Richter as the new Recreation Coordinator.

Director Linda Cornelius informed the Board; Matt Ansted has replaced Tommy White as Parks Superintendent.

**5. Discussion and Possible Action regarding the Naming of the Dog Park located at Unity Park.**

When the dog park was in design the City had received numerous suggestions that we allow the public to submit names for consideration for the new dog park. As a result, the City posted on the City's web page from April 18th through May 5th, a notice that we would be accepting nominations for consideration. An e-mail message was sent on April 14th, 2017 to the individuals/businesses who donated a bench for the dog park and to the dog park "support group" in an effort to get the word out about the naming opportunity.

At the regular Parks and Recreation Advisory Board meeting held on April 17, 2017 the Board was made aware of the dog park naming opportunity and what role they play in naming or re-naming of parks and park facilities, based upon new policies.

Mr. Irwin suggested that it remain the Unity Dog Park. The Board agreed to leave the informal name as the Unity Dog Park.

Mr. Irwin motioned not to formally name the Unity Dog Park at this time.

Ms. Lisby seconded the motion.

Approved 5-0

**6. Receive Information on the Parks and Recreation Department Supplemental Budget Request for FY 2017-2018.**

Director Cornelius updated the Board on Department Supplemental Budget request for FY2017-2018. Supplemental Budget Request are as follows:

- Frost Proof Drinking Fountain for Village Park
- Musco Control Link Remote Facility Management System will allow staff to control athletic lighting from a computer or cell phone.
- Light Shields for Unity athletic lights - Light Shields direct the light down minimizing spillage and glare.
- Shade Structures for Lions Club Playground, Turpin Playground, Lower Sellmeyer Playground, Unity Exercise Station.
- Automated Pay Station for Copperas Branch Park
- Full-Time Park Technician Position for the 4-B crew which maintains the trails, Doubletree Ranch Park, Lakeside Community Park.

**7. Receive Information and Discuss the General Obligation Bond Election to be held on November 7, 2017.**

On August 14 the City Council held a special meeting to call a bond election totaling \$7,150,000 for street and park improvements. The approval of these proposed

propositions will not require a tax increase as a reduction in debt service starting in 2017 has provided a window to consider new debt issuance. Two propositions will be placed on the November 7 ballot. The first proposition, totaling \$2.86M, is for the full reconstruction of streets that have reached the end of their life cycle. The streets targeted are Rosedale Street, Ranier Court, Catesby Place, Rockland Drive, Hickory Ridge Drive, Oak Forest Drive, Winding Creek Drive, Dickinson Drive, South Clearwater Drive, Scenic Drive, North Clearwater Drive, Springway Drive, Mockingbird Drive, Post Oak Drive, Pecan, Raintree Drive, Greensprings Street, Duvall, Baird Circle, Donna Circle, Savanna Drive, and Arbor Court.

The second proposition, totaling \$4.29M, is for park and recreation improvements. Specifically, several improvements to the City's only community park, Unity Park. The play area, Kids Kastle, is at the end of its useful life and in need of replacement with new recycled plastic materials that will provide increased safety and less maintenance. The ponds at Unity Park require dredging to remove the accumulated silt and improvements to address drainage considerations. A drainage study conducted in 2017 recommended making improvements to accommodate a 50-year flood which will also benefit the surrounding area. A section of the park will be redeveloped to add an additional softball field to complement the existing baseball fields. The Unity Park improvements total \$2.54M.

Other park projects included are the extension of the Brazos Park parking lot, in the amount of \$353,000. Several years ago a parking lot was built at this park to alleviate parking on adjacent streets. Popularity of the fields has prompted the need to increase the size of the parking area. The development of Sunset Park, which is classified as a mini park and serves local residents as a neighborhood park site and provides water access to Lewisville Lake, comes in at an estimated cost of \$162,700. The development will address erosion issues and safety concerns along with enhanced roadway completion to facilitate emergency vehicle access and turn around capabilities. Public input was solicited on the design for the park in the spring of 2017 and was approved by Council. Resurfacing the walking track at Victoria Park to remove cracked and uneven pavement which can be a tripping hazard to patrons is included at an estimated cost of \$275,000. Finally, construction of the trail segment on Highland Village Road from the Municipal Complex to Sellmeyer Lane is included at an estimated cost of \$922,300. A large number of residents adjacent to this section have no access to the City trail system to connect to Lions Club Park, Lakeside Community Park, and Doubletree Ranch Park. This presents a potential safety issue as people walk the two-lane Highland Village Road to access these amenities.

The City Council will hold a Town Hall Meeting at 7:00 p.m. on Thursday, September 14 to provide information on the propositions considered for this bond election as well as information on the upcoming utility rate increase. The meeting will take place at the Highland Village Municipal Complex.

Mr. Irwin asked what the time frame would be moving forward if the bond election is approved. Mr. Heerman stated the issuance of Bonds would be early next year.

Mr. Stewart asked about educating the public regard the bond election.

Director Cornelius stated Ms. Mullins has a plan to get the word out to the public.

**8. Discuss Adding a July 4<sup>th</sup> Parade as a City Event.**

Mr. Irwin discussed with the Board and Director Cornelius the possibility of a community driven 4<sup>th</sup> of July Parade. Director Cornelius stated she would start exploring the possibility of a parade.

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

**Doubletree Ranch Park** – In process of closing out the project. All punch list items have been completed. Warranty work will occur as needed.

**In-House Projects -** Parks Construction Crew will be installing the LightGuard enhanced pedestrian crossing at 948 Highland Village Road and Clearwater Drive South in the next few weeks.

**EVENTS / ACTIVITIES:**

**Splash Pad at Doubletree Ranch Park** – With the start of school the splash pad facility has entered into off season days / hours. Hours will be on Saturday and Sunday from 10:00 a.m. – 8:00 p.m. through September.

**Paper Shredding** – September 16, Pilot Knoll Park from 2:00 p.m. – 5:00 p.m.

**Recreation Leagues:**

- Fall Adult Kickball Registration ends on Aug. 25<sup>th</sup>, play begins Sept. 6th
- Youth Flag Football League fall season begins Sept. 16<sup>th</sup> (Brazos Park)
- Cheerleading – fall season begins Sept. 16<sup>th</sup> and ends Nov. 4<sup>th</sup> (Brazos Park)

Community Education, Fitness Classes, Tennis Program and Senior Trips activities are scheduled and registration can be made on line or at the Parks Administrative office.

**10. 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 Scheduled Meeting:** September 18, 2017

**11. Adjournment**

**Meeting Adjourned at 7:13 p.m.**

**CITY OF HIGHLAND VILLAGE**  
**PARKS AND RECREATION ADVISORY BOARD BRIEFING**

**AGENDA# 7**

**MEETING DATE: 12-18-2017**

**SUBJECT: CONSIDER RECOMMENDATION TO CITY COUNCIL  
APPROVAL CLOSING SUNSET POINT PARK WHEN N.  
EDGEWATER ROAD IS CLOSED DUE TO FLOODING OR  
MAINTENANCE EVENTS.**

**PREPARED BY: PHIL LOZANO**

**COMMENTS:**

City staff will provide information related to the closure of Sunset Point Park when N. Edgewater Road is closed due to flooding or maintenance events

**RECOMMENDATION:**

Closing Sunset Point Park when N. Edgewater Road is closed due to flooding or maintenance events.