



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
SPECIAL CALLED MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, JANUARY 22, 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.

Chairman Dave Rush called the Special Called Meeting of the Parks and Recreation Advisory Board to order at 6:00 p.m.

Roll Call

Present	Dave Rush	Chair
	William Irwin	Vice-Chair
	Gary Patz	
	Ken Koonsman	
Absent	Tamara Lisby	
	Christine Sherry	
Staff Present:	Phil Lozano, Director Parks and Recreation	
	Mike Leavitt, City Manager	
	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. Discuss status of Sunset Point Park.

City Manager Mike Leavitt briefed the board on the status of Sunset Point Park. City Manager Leavitt stated that just before the bond election information was brought to the Cities attention regarding the emergency access easement which provides ingress and egress to the property owners adjacent to the easement during high water events. Mr. Leavitt presented a power point presentation highlighting the issues of the emergency access easement and how it relates to Sunset Point Park. The easement is private and not owned by the city; it is not for public access. No trespassing signs are posted. The easement is used only by the burdened lots when access is not possible due to high water. The City is seeking more clarification on the use of the easement during emergency situations. Mr. Leavitt stated the City has made a commitment to make improvements to Sunset Point Park; and the need for a proper safe turn around. The City's fear is Sunset Point Park will turn into a destination spot. The Board asked Mr.

Leavitt questions regarding the easement document and the improvements planned to Sunset Point Park. Mr. Leavitt stated there are challenges regarding the improvements planned; the short term solution is to construct a barrier and a proper turn around. The city is also adding an outdoor warning siren. Until a true ingress and egress during high water is addressed; the construction of the other elements master planned for the park needs to be put on hold.

4. Discuss Status of the Public Art Advisory Board.

Recreation Manager Andra Foreman gave the history of the formation of the Public Art Advisory Board. Ms. Foreman stated that the statue that was donated in 2012 led to the realization that a public art policy was needed and thus a Public Art Advisory Board. The Art Board started the Highland Village Art Festival, participates in the Fall Festival and created the Artist of the Month program.

Parks and Recreation Director Phil Lozano stated lack of funding presented a challenge for the Public Art Advisory Board. After discussion with members of City Council it was decided to dissolve the Public Art Advisory Board and move toward a volunteer program. The Public Art master plan will remain in place and any donated artwork will be channeled thru the Parks and Recreation Advisory and City Council for acceptance in the future.

Mr. Patz asked about the Parks Foundation. City Manager Leavitt gave the Board a brief history on the how they got started and successes of the past.

5. Discuss Flag Football Field Usage and Scheduling.

Mr. Lozano reported that staff has reviewed the flag football schedule and is certain the parking lot will alleviate the parking on the street. It will also provide a sidewalk connection on Medina to access the park.

6. Receive Parks and Recreation Department Project and Activities Update.

Parks and Recreation Director Phil Lozano updated the Board on the following projects and activities:

Bond Updates:

- Highland Village Road Sidewalk – Engineering has begun.
- Brazos Park Parking Lot – RLG Consulting Engineering contract is signed and in the process of being funded.
- Sunset Point Park – On hold.
- Unity Park – Softball field and Kids Kastle are on hold until we understand what need to be done for drainage. Staff is meeting with Half and Associates to review the drainage report.
- Staff is meeting with local municipalities to review design firms where Kids Kastle type structures have been replaced or built. Staff met with the City of Denton last week.
- Victoria Park – The application for the proposed track improvement is under review with ONCOR.

Supplemental Request:

- Playground shade covers for Lions Club, Turpin, Lower Sellmeyer and Unity exercise stations – quotes have been requested from USA Shade.
- Lighting Improvements for Unity Park – contract is signed and in the process of being funded.
- Village Park drinking fountain will be purchased and installed in the Spring.

Copperas Branch Park:

- Currently still working on final punch list items.
- Pay Station is installed
- Beach sand has been installed.
- Dock is currently being rebuilt.
- Staff is getting quotes to have the remaining asphalt overlaid.
- Meeting scheduled with Halff and Associates for electrical and lighting for the new parking lot.

Pilot Knoll Restrooms:

- Overnight – walls are up, and the roof structure support is being installed. Waiting on change order quote from composite to metal.
- Day Use – The application for the proposed restroom replacement project is under review with the USACE.

Dog Park Shade Structures:

- Staff is in the process of getting material quotes to see what will cost to complete the project.

Department Updates:

- Marketing – VR Tour of Doubletree is scheduled for the Spring.
- New Events – Halloween at the Shops
- Christmas at the Ranch
- Surveys – Recreation Father/Daughter Dance and Seniors
- Surveys – Parks

Maintenance service review

- Prioritizing work – Safety first
- CityWorks WO system
- Looking at adjustments in the organization to provide better service
- Equipment
- Process review
- Licenses and Certification needs.

7. **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 February 19, 2018 at 6:00 p.m.

8. **Adjournment**

7:16 p.m.



Dave Rush, Chair

ATTEST:

Terry Golden, Administrative Assistant