



## A G E N D A

**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.**
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 Board held February 18, 2018.**
4. **Receive information regarding a change to the configuration of Victoria Park Walking Track.**
5. **Discuss the Highland Village Soccer Challenges and Future.**
6. **Receive Update on Park Foundation Donation and Kids Kastle.**
7. **Discuss relocating trees at Doubletree Ranch Park.**
8. **Project and Special Event Updates.**

### **Special Events**

- **Easter Egg Hunt - April 13, 2019**
- **Rail to Trails - April 13, 2019**
- **Celebrate Highland Village – June 1, 2019**

### **Project Update**

- **Unity Park Softball Addition**
  - **Doubletree Shade Structure**
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 April 15, 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 15th day of March, 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, FEBRUARY 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         | Chair                     |
|               | William Irwin     | Vice-Chair                |
|               | Gary Patz         |                           |
|               | Ken Koonsman      |                           |
|               | Janet Gershenfeld |                           |
|               | Vanessa Boyd      | Alternate                 |
|               | Kevan Fenderson   | Alternate                 |
| Staff Present | Phil Lozano       | Director of Parks and Rec |
|               | 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 Visitors

**3. Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Board held December 17, 2018.**

Mr. Patz motioned to approve the minutes from the Regular Meeting of the Parks and Recreation Board held December 17, 2018.

Ms. Gershenfeld seconded the motion.

Approved 5-0

**4. Receive Update on Park Projects and Special Events.**

DFW Directors meeting April 26<sup>th</sup> at DRP

Director Lozano Park Foundation potential funding opportunity for refreshing Kids Kastle entry

#### Bond 2018 updates

- Brazos Park parking lot.
  - Complete
- Highland Village Road Sidewalk
  - Engineering is ongoing – BW2
- Sunset Point Park
  - Out to bid
- Unity Park
  - Softball field project expected to start later this month
  - Pond and Drainage work design will be completed in March
  - Kids Kastle RFQ will go out in April
- Victoria Park
  - Will go out to bid in March.

#### Supplemental Request

- Playground shade covers for Lions club, Turpin, Lower Sellmeyer, Dog Park, and Unity exercise station – All completed except Unity exercise station.
- Village Park drinking fountain will be purchased and installed sometime in the spring.

#### Other

- Copperas Branch Park MP
  - Stakeholder meetings have begun
- Pilot Knoll Day Use Restrooms.
  - Completing site work.
- Doubletree
  - Shade structures, playground and adult swing project expected to start in March.
  - The bridge is expected to open in March.
- Event calendar

#### Work order System

- CityWorks WO system – launched, restroom, litter, dog park and, events

### **5. Discuss alternate meeting locations.**

Director Lozano proposed the Parks and Recreation Advisory Board meet in different locations. The Parks Board is open to the idea. The first meeting location will be at the Doubletree Ranch Park on May 20, 2019.

### **6. 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.)**

**No Future Agenda Items were discussed.**

**Next Regular Parks and Recreation Advisory Board meeting is scheduled for March 18, 2019**

**7. Adjournment**

**7:13 p.m.**

**CITY OF HIGHLAND VILLAGE**  
**PARK & RECREATION ADVISORY BOARD BRIEFING**

**AGENDA# 6**

**MEETING DATE: 03/18/2019**

**SUBJECT: Receive an Update on the Parks Foundation Donation related to Unity Park Entry and Kids Kastle Entry Area**

**PREPARED BY: Phil Lozano, Director of Parks and Recreation**

**COMMENTS**

Since our last meeting, The Park Foundation met and formally committed donating funds to the City in the amount of 125K for the Unity Park Entry and Kids Kastle Entry Area. Attached is the letter from the Parks Foundation confirming their commitment.

**Moving forward,**

La terra studio will start designing the Unity Park Entry and Kids Kastle Entry Area immediately.

Staff has identified that combining the following construction projects/tasks will potentially provide cost-saving opportunities.

- Unity Park pond and drainage work
- Entry feature improvements
- Kids Kastle demo

By combining the construction projects/tasks noted above, Kids Kastle will potentially close sooner than expected.

The construction date for Kids Kastle will be determined by the progress of the pond and drainage project and coordinating efforts with the contractor.



March 7, 2019

Mr. Michael Leavitt  
City of Highland Village  
1000 Highland Village Rd.  
Highland Village, Texas 75077

Mr. Leavitt:

The purpose of this letter is to confirm the commitment of the Highland Village Parks Foundation ("HVPF") to provide support for the Kids Kastle Entry / Plaza project your staff recently proposed.

A quorum of the Board of Directors of the HVPF met at a properly-called meeting on February 2, 2019. During the meeting, Mr. Robichaux made the following motion:

*The Highland Village Park Foundation shall commit to the City of Highland Village \$125,000 for the sole purpose of contributing to the planning and construction of the "Kids Kastle Entry / Plaza" project to be constructed simultaneous with the overall reconstruction of Kids Kastle, contingent upon the following conditions:*

- *HVPF board to confirm the final plans to be significantly consistent with the concept plan presented by the City of Highland Village staff to the HVPF Board on November 11, 2018, with estimated cost at least \$180,000; and,*
- *The City of HV must arrange funding for the remainder of the project.*

The motion was seconded by Charlie Turner. The motion passed by unanimous vote of 3-0. The above is reflected in the official minutes of the HVPF. In my capacity as Secretary of the Highland Village Parks Foundation, I confirm the above is true and correct.

A handwritten signature in black ink, appearing to read "L. Robichaux, IV".

Louis E. Robichaux, IV  
Secretary  
Highland Village Park Foundation