



## A G E N D A

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, AUGUST 19, 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. Check Presentation by the Highland Village Parks Foundation**
- 4. Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held June 17, 2019.**
- 5. Receive Presentation Naming the Bridge Connecting Doubletree Ranch Park to DCTA Garden Ridge Train Station.**
- 6. Receive Information on Design Day for the Kids Kastle Rebuild.**
- 7. Discuss Naming Rights, Sponsorship and Donation Methods for the Kids Kastle Rebuild Project.**
- 8. Receive Information on Facility and Recreation Program cost recovery.**
- 9. Project Updates and Special Events**
- 10. Discuss October PARB Meeting at Doubletree Ranch Park and Park Tour.**
- 11. 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.)**
- 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 16th day of August, 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.

Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2019, at \_\_\_\_:\_\_\_\_

By \_\_\_\_\_



## MINUTES

**PARKS AND RECREATION ADVISORY BOARD  
REGULAR MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
MONDAY, JUNE 17, 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
	Gary Patz	
	Ken Koonsman	
	Janet Gershenfeld	
	Kevan Fenderson	Alternate
	Vanessa Boyd	Alternate
Absent	William Irwin	Vice-Chair
Staff Present	Phil Lozano	Director of Parks and Rec
	Ken Heerman	Assistant City Manager
	Andra Foreman	Recreation 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 Visitors

**Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held May 20, 2019.**

Mr. Fenderson moved to approve the minutes with the correction of Ms. to Mr.

Ms. Gershenfeld seconded the motion.

Approved 5-0

**4. Recommend City Council approve City Manager enter into negotiations with Play by Design for design and related construction support services of the new Kids Kastle.**

A formal RFQ was advertised; two companies responded: Leather's and Associates and Play by Design. The two companies were interviewed by a panel consisting of staff and park board members Janet Gershenfeld and Kenneth Koonsman. The companies scored equal on the RFQ, the interview panel scored Play by Design a couple of points higher. Director Lozano contacted references, the City of Anna gave Play by Design a very high recommendation. Director Lozano recommended negotiating with Play by Design first.

Mr. Koonsman stated he felt both companies were very good, the references received carry a lot of weight. Ms. Gershenfeld was impressed that Play by Design stopped to check on the City of Denton to make sure they were still happy with their experience and outcome.

Ms. Gershenfeld moved to recommend City Council approve the City Manager enter into negotiations with Play by Design for design and related construction support services of the new Kids Kastle with an added caveat if negotiations become unsuccessful, the City Manager may enter into negotiations with Leather's and Associates.

Mr. Koonsman seconded the motion.

Approved 5-0

**5. Review Copperas Branch Master Plan Ideas.**

Director Lozano updated the Board on the Copperas Branch Park Master planning process. Mr. Lozano stated the response has been overwhelmingly positive; he reviewed many of the ideas that have been received; sand beach, lighted multipurpose athletic fields and fishing docks were some of the most popular.

Mr. Lozano stated the next step is to take all the ideas and formulate a plan consulting with the Corp of Engineers and TXDot to understand what is allowable and what is financially feasible for the City. SpeakUp Highland Village page will provide updates on the process.

Mr. Rush asked if the narrowness of the entrance road was going to be addressed. Mr. Lozano replied that emergency services and the parks department have identified that as a concern. He stated the bridge from Copperas Court was designed to hold the weight of an ambulance, options for pedestrian access are being discussed to alleviate pedestrian use of the road. There will be more discussion addressing this concern.

Mr. Koonsman asked how many residents responded on SpeakUp HV. Approximately 66 utilized the SpeakUp HV application. Mr. Koonsman remarked that he thought we did a great job of getting the word out.

**6. Receive Information on Youth Sports Groups User Fees.**

Recreation Manager Andra Foreman presented to the Board; Youth Sports Groups User Fees and how they break down by organization, user fees are as follows:

HVABSA - General User Fee: \$2.00 for each player registered with Licensee who is a resident of the City of Highland Village; \$14.00 for each player registered with Licensee who is not a resident of the City of Highland Village.

GLASA - General User Fee: \$2.00 for each player registered with Licensee who is a resident of the City of Highland Village, City of Lewisville, or City of Flower Mound; \$14.00 for each player registered with Licensee who is not a resident of the City of Highland Village, City of Lewisville, or Town of Flower Mound.

Neighborhood Sports (CO-SPONSORED with City) - Registration Fee: Ten percent (10%) of the registration fee that Licensee charges to participants who register to play on a team in Licensee's league on teams.

The Board asked where the money from User Fees is allocated. Mr. Heerman (off mic) stated they are received into the General Fund.

**7. Discuss Practice Field Usage for soccer and adult programming.**

Mr. Lozano reported that a group of young men were playing soccer on the Briarhill football field and the fields in front of Kid Kastle were be utilized with pop up goals. Mr. Lozano reminded the Board that Briarhill is owned by LISD and the City. Mr. Lozano plans on having discussions with LISD regarding renovations, lights and improving the use of the field. Mr. Lozano stated the City is exploring options for providing more fields at Copperas, Brazos and Briarhill.

Mr. Rush asked if the lower fields would remain open during the construction of Kids Kastle. Mr. Lozano replied the plan is for the area to remain open.

The Board discussed the cost of lighting the field at Briarhill and the possibility of sharing the cost with LISD and the youth sports organization.

**8. Discuss Parks and Open Space Master Plan process.**

Mr. Lozano stated that he does not have plans to update the Parks and Open Space Master Plan for about 2 more years. Mr. Lozano informed the Board that after the Bond projects are complete; the department will begin to focus on CAPRA accreditation, part of the process for CAPRA accreditation is an updated Master Plan. Mr. Lozano informed the Board that there are no new initiatives that need to be added to the Master Plan. Mr. Koonsman asked how the Copperas Branch Master Plan ties into the Parks and Open Space Master Plan. Mr. Lozano stated they are two separate documents. Mr. Rush asked if improvements were already being made to Copperas Branch. Mr. Lozano stated improvements are being made. The street department has asphalted the area into the parking under the bridge. Gates have been added, electrical and plumbing issues have been identified and are being resolved. Initiatives outside of the Master Plan may include adding picnic tables, grills and improving the turf quality of the open field.

Mr. Fenderson asked questions regarding CAPRA accreditation. Mr. Fenderson asked if the Master Plan would be updated during the CAPRA accreditation. Mr. Lozano stated we will look at the calendar and see when the best time to update will be during the process.

**9. Approve Cancellation of the July 15, 2019 Regular Meeting of the Parks and Recreation Advisory Board.**

Mr. Rush suggested a tour of the parks for the new members

Ms. Gershenfeld motioned to cancel the Regular Meeting of the Parks and Recreation Advisory Board scheduled for July 15, 2019.

Mr. Fenderson seconded the motion.

Approved 5-0

**10. Decide on Place and Date for a meeting in the Park.**

The October 21, 2019 meeting will be held at Doubletree Ranch Park.

**11. 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 requested items

**12. Adjournment**

6:58 p.m.

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 14th day of June, 2019 before 5:00 p.m.

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**Terry Golden**  
**Parks Administrative Assistant**

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Removed from posting on the \_\_\_\_\_ day of \_\_\_\_\_, 2009, at \_\_\_\_:\_\_\_\_

By \_\_\_\_\_