



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, AUGUST 17, 2020 at 6:00 p.m.
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

Pursuant to Governor Greg Abbott's temporary suspension of various provisions of the Texas Open Meetings Act and in an effort to protect the health and safety of the public, the public will not be allowed to attend the Parks and Recreation Advisory Board meeting in person. Members of the public may view the Parks and Recreation Advisory Board meeting live at no cost via the following Internet link: <https://www.highlandvillage.org/922/Highland-Village-Television>

Any person wishing to provide comments on any matter to be considered on this agenda should email such comments to the Parks and Recreation Administrative Assistant at tgolden@highlandvillage.org by 1:00 p.m. on Monday, August 17, 2020.

1. Call to Order & Roll Call for Parks and Recreation Advisory Board.

Chair Dave Rush called the meeting to order at 6:00 p.m.

Roll Call

Present:	Dave Rush	Place 3, Chair
	Gary Patz	Place 4
	Janet Gershenfeld	Place 2
	Kevan Fenderson	Alternate, Place 1
	Vanessa Boyd	Alternate, Place 2
Absent:	Bill Irwin	Vice Chair, Place 1
	Kenneth Koonsman	Place 5
Staff Members:	Phil Lozano	Parks and Recreation Director
	Ken Heerman	Assistant City Manager
	Fince Espinoza	Assistant Director
	Andra Foreman	Recreation Manager
	Bree Shamsy	Recreation Coordinator
	Luke Trujillo	Recreation Intern
	Terry Golden	Administrative Assistant

2. Consider Approval of Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on June 15, 2020.

Ms. Gershenfeld moved to approve the minutes of the Regular Meeting of the Parks and Recreation Advisory Board held on June 15, 2020.

Mr. Fenderson seconded the motion.

Approved 5-0

3. Receive a Presentation on Recreation Programming and Planning during Covid19 update.

Recreation Manager Andra Foreman provided the Parks and Recreation Advisory Board with a presentation that highlighted recreation programming in a pandemic.

Ms. Foreman listed the events that were cancelled due to Covid19, they include: Easter Egg Hunt, movies and concerts in the park, Celebrate Highland Village, Fall Festival, senior programming and community education classes.

Ms. Foreman stated the challenge became engaging the community thru virtual programming. With the increased usage of the park and trail system; the first activity offered was a Nature Scavenger Hunt. Other activities offered was a Virtual 5K, Egg Hunt in the Neighborhood, Build a Fort, Chalk Walk, Time Capsule and Geocaching.

Ms. Foreman provided Social Medial analytics for each program.

Senior programming includes weekly and monthly newsletters, 182 seniors receive the newsletters via email.

Spring Athletic Leagues were able to restart this summer, they included: Youth Flag Football, Youth Baseball and Softball, Adult Kickball and Senior Pickleball.

Upcoming events include: Concert in the Park(ing) Lot – the city has partnered with the Shops of Highland Village, City Business Scavenger Hunt, Let's Get Reel and Amazing Race.

4. Receive a Presentation on Parks and Recreation Facilities Site Assessment.

Bree Shamsy Recreation Coordinator introduced the Department Intern Luke Trujillo. Luke provided the board with a power point presentation highlighting the facilities at Doubletree Ranch Park. The purpose of the facility assessment is To evaluate the site's current state of operation and functionality. The data collected will serve the community by developing a long-term plan for maintaining, renovating and ultimately replacing the facility. In the future, the parks department will use this tool as the framework to assess all the Park facilities and amenities.

5. Receive Information on Doubletree Ranch Wi-Fi.

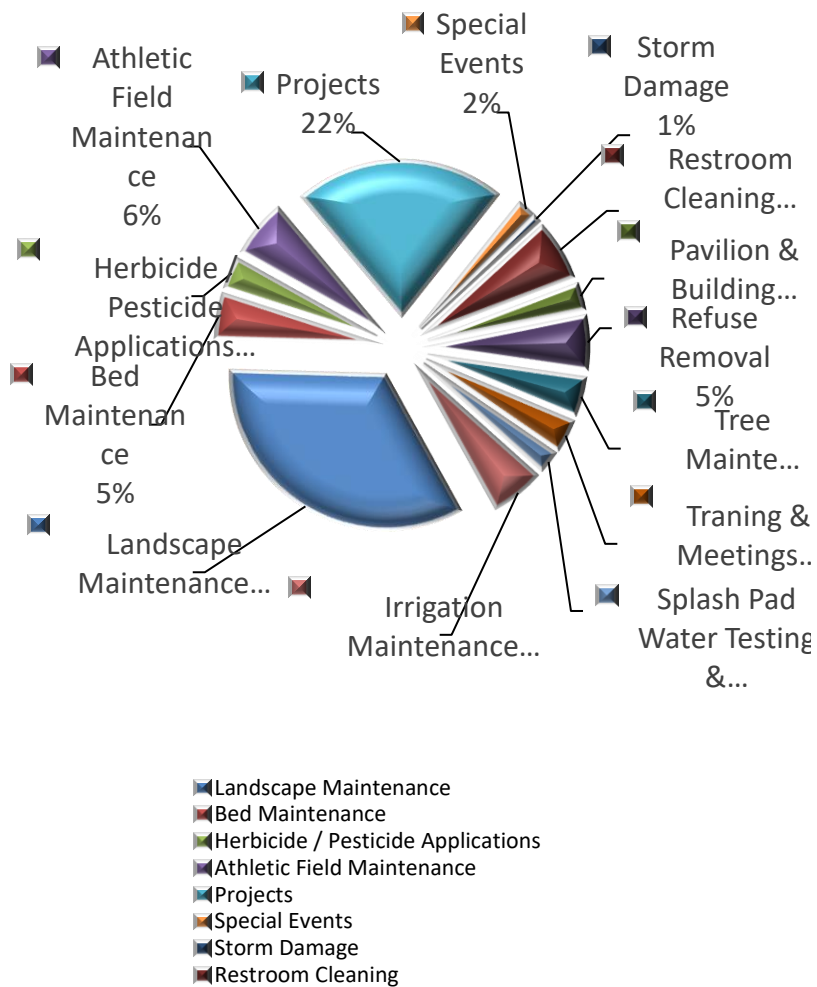
Director Lozano informed the Board that request for Wi-Fi is being monitored by staff. Wi-Fi is currently shut off – 1 complaint has been received. When the Barn becomes available we will continue to log requests for Wi-Fi, the cost of public Wi-Fi is approximately \$8500 per year; budgetary funds may be better utilized elsewhere.

6. Receive a Presentation on Parks and Recreation Work Order System.

Deputy Director Espinoza provided the Board with an update on the Work Order System. Mr. Espinoza expounded on the usefulness of the Facilities Site Assessment and what a great tool it will be for the department.

Mr. Espinoza stated there were challenges with the Work Order system in the beginning, the staff has worked thru most of the problems and we are proud to announce the staff has successfully matched 100 percent labor and work order hours for 20 weeks straight. Mr. Espinoza presented the board with a pie chart that quantifies work hours.

Parks & Recreation Workflow Chart
4,092 Work Orders Completed March -
July 2020
All Labor Hours Accounted For In The
Work Order System



7. Receive Park Project Update

Sunset Point Park – Project is finalized – ADA review was performed and no deficiencies found.

Unity Park Softball Field Addition – Project is complete – ADA review found a few items that are in the process of completing.

Highland Village Tennis Center- Adam Richter has created a project manual which includes all specifications and contract documents needed to satisfy our procurement policies, solicited and acquired bids, submitted and received an executed contract last week. This week, he will issue a notice to proceed to the contractor and they will begin the work in September of this year. The contractor is going to resurface;

- HV Tennis Center

- Sellmeyer Tennis Courts

- Paint Pickle ball Lines at Unity Courts

Pilot Knoll Park Asphalt Maintenance Project – Adam Richter has created a project manual which includes all specifications and contract documents needed to satisfy our procurement policies, solicited and acquired bids, and is currently working with the lowest qualified bidder to acquire the necessary paperwork so that the contract may be submitted for approval. The entire park will be closed from September 9-16 to complete the work.

Pilot Knoll Buoy Installation – Last week around SUP inlet. Reinstalled the buoys around Copperas Branch Park too.

Playground Surfacing – Adam Richter being the city's designated CPSI, inspected all of the playgrounds and found that Lion's Club, Turpin & Village Park playgrounds needed fiber. It has been ordered and will be delivered August 26 (next Wednesday). He inspects all playground 2 times per year.

PFC Aaron M. Hudson – Joey Hardin has been working on this project and has already installed the decomposed granite pads for the stone benches and the storyboard. He has also installed the upright monument stones on the entry side of both bridges. He will continue the installation of the remaining plaques beginning on September 8. I'm coordinating with several electrical contractors to have up lighting installed on both stone entry monuments as well.

Unity Park Plaza Project – Project is substantially complete – ADA review was performed and no deficiencies found. There is a small punch list that was created and the contractor is in the process of scheduling those repairs. Last week, the contractor installed irrigation and sod around the southern and western section of the Kids Kastle playground.

Unity Park Kids Kastle Playground Project – This project is currently on hold due to the current pandemic BUT a few staff members and volunteers from Valley Creek Church have been working on installing some stand-alone equipment throughout the site.

- Dug and poured the footing for the caterpillar

- Dug and poured the footing for the climb rock boulder

- Cleaned out multiple holes within the 2-5 year old area

- Footing and installation of the hops jumping stands

- Assembled and set into place the 10 post swing frame

- Assembled and set halfway into place the two zip line frames

Park staff has cleaned up and organized the site to secure and minimize the footprint of the site. They've remediated the portions of the practice soccer field where ruts were beneath the area where the composite wood materials were

stored. Once the grass roots in well, staff will move the fencing in towards the playground so that 90% of the soccer field may be utilized.

A BIG THANK YOU TO VALLEY CREEK CHURCH FOR ALL OF THEIR ASSISTANCE!!!

HV Rd., Victoria & Chapel Hill Sidewalk Projects – Parks staff has reviewed the plans and specifications for these three projects and provided comments to the design firm. Public Works staff is in the process of reviewing the plans and specifications and will also provide comments to the design firm. Once all of the comments are received, the design firm will update the plans and specifications and resubmit them for staff to review. We plan to bid these projects later this year.

Irrigation & Fire Suppression Backflow Inspections – This year, all 37 backflow devices have been inspected and repaired before their yearly due date. I'd like to thank Adam personally for taking this task and owning it 100% and completing it before their due date! Your work makes a huge difference in our department and it doesn't go unnoticed!

8. Review Goals set by the Department.

Director Lozano updated the Board on goals set for the Department including:

Work Order System
Facility Assessment
Additional Marketing
Kids Kastle Rebuild Project
Cost Recovery Strategy

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.)

Mr. Fenderson provided the board with information regarding Pollinator best practices. Mr. Fenderson asked staff to identify if a pollinator program is feasible for future park projects and provide a presentation on a future agenda.

Next Meeting Scheduled for September 21, 2020

10. Adjournment

7:40 p.m.