



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, JUNE 21, 2021, 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:	Gary Patz	Place 4
	Janet Gershenfeld	Place 2
	Kenneth Koonsman	Place 5
	Bill Irwin	Place 1
	Mitch O'Brey	Place 3
	Kevan Fenderson	Alternate, Place 1
Absent:	Vanessa Boyd	Alternate, Place 2
Staff Members:	Phil Lozano	Parks and Recreation Director
	Terry Golden	Administrative Assistant

2. Approve Minutes from the Parks and Recreation Advisory Board Regular Meeting Held on April 19, 2021.

Mr. Irwin moved to approve the Minutes from the Parks and Recreation Advisory Board Regular Meeting held on April 19, 2021.

Mr. O'Brey seconded the motion.

Approved 5-0

3. Approve Minutes from the Parks and Recreation Advisory Board Work Session Held on April 19, 2021.

Mr. Irwin moved to approve the Minutes from the Parks and Recreation Advisory Board Work Session held on April 19, 2021.

Mr. O'Brey seconded the motion.

Approved 5-0

4. Approve Minutes from the Parks and Recreation Advisory Board Work Session Held on May 17, 2021.

Mr. Irwin moved to approve the Minutes from the Parks and Recreation Advisory Board Work Session held on May 17, 2021.

Mr. O'Brey seconded the motion.

Approved 5-0

5. Receive an Update on the Pilot Knoll Cabin Feasibility Study from la terra Studio.

Director Lozano introduced Brad Moulton of la terra studio. Mr. Moulton updated the Board on the work that has been done since the last presentation. Updates include an updated concept plan and cost opinions. Conceptual layout includes 16 sites 75-100' apart. Potential gross revenue projections were provided as well as comparisons in the local area (Flower Mound and Grapevine).

6. Discuss Development of a Tree Planting Program.

Parks and Recreation Director Phil Lozano expressed his ideas for the development of a tree planting plan. Mr. Lozano stated that the program should be handled in-house to ensure success. The City would purchase a minimum of 4 inch caliper trees from the City approved list and rely on volunteers to help with a planting day. Drip irrigation must be provided for each tree – gator bags are labor intensive and do not provide a good start to the growing period. A tree plan is essential, planning for future growth and will ensure success in the long haul. Mr. Lozano presented a 3 step plan:

Replace – Replace trees that are dying. The Pine Trees at Doubletree Ranch Park have outlived their expectancy. This is one area that will need to be replaced in the near future.

Re-forest- Introduce an area of new trees that are appropriate for the plan.

Specimen Planting – Planting of specimen trees in appropriate locations to ensure success.

Mr. Fenderson asked if a City owned nursery would enhance our community engagement and reduce our cost. Mr. Lozano replied that the challenges with a tree farm would be cost of time and maintenance. Maintenance of a tree farm is very intensive and would put a strain on the maintenance program that is already strained.

Mr. Irwin asked if other cities has tree farms. Mr. Lozano stated that he did not have any experience with a tree farm but certainly other programs such as community gardens and butterfly gardens; this type of program is typically managed and run by volunteers and does not put a strain on city resources.

Ms. Gershenfeld stated that the Master Gardeners work with LELA growing trees and native grasses. Growing trees to the caliper needed is a challenge in North Texas with the heat of the summer and the colder winters. She stated that finding consistent volunteers is also a challenge.

The Board collectively agreed with moving forward developing the plan that has been presented.

Mr. Lozano stated that staff would work on the plan and set a goal of a planting day in the spring of 2022.

7. Discuss Volunteer Recognition Program.

Director Lozano initiated a plan for recognizing the many volunteers that have provided their time and service to several projects in the City. Mr. Lozano would like to honor the volunteers and all that they do for the City. Mr. Lozano provided the Board with an outline of what the program would look like.

1 – 20 Hours of Service

- **Scooter Coin(s)**
- **Thank you letter**
- **City Manager Newsletter**
- **City Social Media Recognition**

21-60 Hours of Service

- **HV Yeti**
- **Thank you letter**
- **City Manager Newsletter**
- **City Social Media Recognition**

61+ Hours of Service

- **Plaque**
- **Formal Parks Board Recognition**
- **City Manager Newsletter**
- **City Social Media Recognition**

Mr. Lozano stated that he would like the Board to “own” the Volunteer Recognition Program and is open to suggestions.

Mr. Patz thought the idea was great and suggested the gifts could be items the Parks Department already has on hand such as Park Passes, t-shirts, hats etc. Partnering with some of our vendors like SUP to provide lessons.

Mr. Irwin suggested we should be careful not to over commit and maybe re-evaluate the levels. Mr. Lozano would like to recognize all volunteers. Ms. Gershenfeld stated that when you recognize volunteers they tend to return.

Large groups would receive a plaque – individuals would receive recognition also.

This program is in the developmental stages and all input is appreciated. Mr. Lozano is going to define the program and bring it back to the board in a future meeting. Mr. Koonsman asked how often volunteers would be recognized. Mr. Lozano stated that this is a work in progress and there are many aspects to consider.

Mr. Fenderson suggested small group and large group letters and also individual type letters. Mr. Irwin questioned the frequency of recognition and felt like if it was too frequent it would not mean as much. Letters will come from the Parks and Recreation Advisory Board. Mr. Lozano clarified Formal Parks Board Recognition would be in person at a Parks Board meeting. Letter could be as simple as a Thank you note.

In conclusion the Board agreed that volunteers need to be recognized. Mr. Lozano will build the framework of the program and asked the Board Members to give their input.

Mr. Fenderson volunteered to draft the thank you letters.

- 8. 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.)**

Project Updates

Next Meeting is scheduled for July 19, 2021

- 9. Adjournment**

7:38 p.m.