



MINUTES

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING and WORK SESSION
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, August 16, 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
	Kevan Fenderson	Alternate, Place 1
Absent:	Mitch O'Brey	Place 3
	Vanessa Boyd	Alternate, Place 2
Staff Members:	Phil Lozano	Parks and Recreation Director
	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. Volunteer Presentation

Mayor Charlotte Wilcox presented the Parks and Recreation Board Members a Certificate of Appreciation for Outstanding Contributions and Dedication on Development of the Multi-Year Parks Capital Improvement Plan. Mayor Wilcox on behalf of the City Council thanked the Board for their service to the City. The Board was given an appreciation gift on behalf of the City.

4. Approve Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held June 21, 2021.

Mr. Fenderson moved to approve the minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on June 21, 2021.

Mr. Koonsman seconded the motion.

Approved 5-0

5. Receive Presentation of Kolaches & Koffee at K-9 Kastle.

Recreation Manager Andra Foreman and Recreation Coordinator Bree Shamsy introduced Recreation Intern Ryan Shumate, Ryan attends UNT and has been an intern in the Parks and Recreation office since March of 2021. Ryan Shumate presented the Board with an overview of the event Kolaches & Koffee at K-9 Kastle, the event was held at K-9 Kastle the morning of August 14, 2021. Highlights of the event included: Coffee and Breakfast, Dog centric vendors and a Caricature Artist. Animal Services registered pets and provided information pamphlets along with coloring books for children. Ryan concluded his presentation discussing how much he has learned from this department, not only about recreation but Park Maintenance as well.

6. Employee Spotlight Presentation Gabe Doria Parks Supervisor.

Director Lozano and Assistant Director Fince Espinoza introduced Gabe Doria. Gabe is the Parks Supervisor. Gabe Doria has been with the City of Highland Village for over 14 years. Gabe started his career in the Utilities Department and has been in the Parks Department for 7 years. Gabe is a husband, father and a Military Veteran. Gabe enjoys playing and coaching soccer. Gabe's job duties include supervising personnel engaged in performing grounds and parks maintenance insuring appropriate safety precautions. Gabe is a Certified Professional Turf Manager and a Licensed Irrigator.

7. Receive Information on Volunteer Recognition Program.

Director Lozano presented the Volunteer Recognition Program, the program consists of Three tiers.

- ◆ 1 – 20 Hours
 - Scooter Coin(s)
 - Thank you Letter
 - Recognition in the CM Newsletter

- ◆ 21 – 60 Hours
 - Scooter Coin(s)
 - Thank you letter
 - Recognition in the CM Newsletter
 - City social media recognition

- ◆ 61 + Hours
 - Scooter coin(s)
 - Thank you letter
 - Recognition in the CM Newsletter
 - City social media recognition
 - Park pass

Mr. Lozano emphasized the importance of the volunteer program. This year alone we have been the recipient of 790 hours of volunteer work, 790 hours equates to roughly \$12,640 dollars savings of contracted labor. The goal of the program is to make volunteering an enjoyable experience and show our appreciation for their hard work.

8. Receive Information on Tree Replacement Program.

Director Lozano presented the Program goals of the Tree Planting Program.

- Replace and/or reforest

- Native and adaptive to our area
- Low maintenance, pest, and disease
- Ability to get irrigation to the tree(s)

Director Lozano has chosen Chinese Pistache and Sawtooth Oak for Unity Park, Pin Oak and Burr Oak for Doubletree Ranch Park. These species have beautiful showy color in the fall and do not require a lot of maintenance.

Mr. Patz asked about the trees in the Median of Briarhill, Mr. Lozano stated those trees would be addressed as well. Mr. Lozano stated trees would be replaced where it makes sense and some trees may not be replaced at all. Mr. Irwin asked if trees would be placed in the Dog Park – Mr. Lozano stated shade would be provided by structures but trees would not be planted inside the dog park.

Tree assessments have started at City Parks and buildings to identify the winter storm damage. The damage will be monitored and addressed as needed. Safety is the number 1 priority. The City will develop a mitigation plan for each site.

9. Provide Project and Special Event Updates.

Victoria Park, Brazos Trail Connection, Highland Village Road Sidewalk has been started. The contractor chose to start at Victoria Park. This is a 270 day project and is estimated to be completed May 6, 2022. This project may be extend longer due to material shortages and other delays that could arise.

Chapel Hill Trail Connection has been submitted to KCS Railroad and is awaiting approval.

Concerts in the Park start this Saturday Night August 21st @ 7 p.m. Concerts kick off with King George at Doubletree Ranch Park. Infinite Journey and

10. 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 Meeting is scheduled for September 20, 2021.

11. Adjournment of Regular Meeting

Adjournment at 7:12 p.m.