



**City of Colleyville  
Parks and Recreation  
Advisory Board  
Agenda**

City Hall  
100 Main Street  
Colleyville, Texas 76034  
817. 503.1000  
www.colleyville.com

---

Monday, April 4, 2022  
6:00 p.m.

Colleyville Center  
5301 Riverwalk Drive

---

- 1. CALL TO ORDER**
- 2. INTRODUCTION OF NEW BOARD MEMBERS**
- 3. APPROVAL OF MINUTES**  
January 10, 2022
- 4. REGULAR AGENDA ITEMS**
  - 4a** Review of the Parks and Recreation Advisory Board Bylaws
  - 4b** Election of a Chair and Vice Chair
- 5. REPORTS**
  - 5a** Parks and Recreation Director Report
- 6. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Thursday, March 31, 2022 by 5:00 p.m.

Christine Loven, TRMC  
City Secretary

*A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting. Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.*

*If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1130, and reasonable accommodations will be made to assist you.*



# City of Colleyville Parks and Recreation Advisory Board MINUTES

City Hall  
100 Main Street  
Colleyville, Texas  
76034  
817.503.1000  
www.colleyville.com

---

Monday, January 10, 2022  
6:00 p.m.

Colleyville Center  
5301 Riverwalk Drive

---

## 1. CALL TO ORDER

City Secretary Christine Loven called the meeting to order at 6:09 p.m. and called the roll:

**Present:** Members Dustan Goodell, Amy Ackermann, James Linn, and Eric Presson. Vice Chair Cliff LeBlanc arrived at 6:15 p.m.

**Absent:** Members John Hillebrand and Dan Witte.

**Also Present:** Councilmember Callie Rigney, Councilmember Kathy Wheat, Parks and Recreation Director Lisa Escobedo, and City Secretary Christine Loven.

## 2. APPROVAL OF MINUTES

### 2a November 8, 2021 Parks and Recreation Advisory Board Minutes

A motion was made to approve the minutes of November 8, 2021, by Eric Presson, seconded by Amy Ackerman, and passed unanimously.

## 3. REGULAR AGENDA ITEMS

### 3a Discussion and recommendation of a new City Park amenity

Parks and Recreation Director Lisa Escobedo provided a review of the site where the new amenity will be placed. On March 4, 2019, the Parks and Recreation Advisory Board recommended the Parks House be removed. The City Council approved the Board's recommendation at the March 19, 2019, City Council Meeting and the Parks House was removed in October 2021.

The City Council is seeking a recommendation from the Parks and Recreation Advisory Board for possible amenities on this 25,500 square foot site as it is a prime location, close in proximity to the playground, tennis courts, pavilion, and restrooms with eight parking spaces and mature trees.

Director Escobedo provided a spreadsheet of the 2018 Parks Master Plan projects which denoted ongoing, completed, and prioritized projects. She noted some of

the amenities which could be considered, which are included in the Master Plan are a splash pad, dog park, and/or outdoor fitness stations.

Member Goodell asked if there was a nearby dog park. Director Escobedo replied she is aware of a dog park in North Richland Hills and Grapevine. She stated usually dog parks are configured to accommodate large and small dogs with separation.

There was discussion regarding the use and maintenance of fitness equipment, as well as liability/replacement insurance costs for outdoor fitness equipment.

The Board discussed the possibilities of a splash pad. Vice Chair LeBlanc asked Director Escobedo for a comparison of the site size for the McPherson Park splash pad. Director Escobedo stated the McPherson Park site is approximately 1,300 square feet.

Director Escobedo explained the maintenance schedules, mechanical, and safety operations of the splash pad.

The Board deliberated on each of the three amenities discussed. Vice Chair LeBlanc made a motion to recommend City Council consider a splash pad be added to City Park at the former Park House location, seconded by Member Linn, and passed unanimously. Director Escobedo will bring forth the recommendation to the City Council at a future meeting.

Vice Chair LeBlanc asked Director Escobedo if it was possible to bring Erika Strickney, from Keep Colleyville Beautiful (KCB) back to the Board to discuss the Board working on projects in conjunction with KCB. Director Escobedo stated she would contact Erika.

Member Presson stated he is participating with KCB and would like the Board to be involved with them. Member Ackerman stated she would like to be on an email list regarding Board/KCB activities and would like to involve youth in the activities.

City Secretary Loven cautioned the Board regarding keeping the activities of the Board separate from those of KCB, noting the City Council had at one time made appointments to the KCB, but there was very little work performed by KCB and the Board and the responsibilities fell to staff. Now, maintenance is conducted by the parks staff under the direction of Director Escobedo.

Director Escobedo stated she would attempt to contact Erica and ask if she would like to attend the next meeting of the Board.

Vice Chair LeBlanc asked Director Escobedo why the restroom at Kimzey Park has not been constructed. Director Escobedo stated the HOA advised staff and City Council they do not want a restroom at this park.

There was discussion regarding asking City Council to move forward with the restroom as the park is City owned. Director Escobedo stated she will attempt another discussion with the HOA, but feels as long as there is objection to the facility by the surrounding home owners, the project will not move up in priority or funding by the City Council.

#### **4. REPORTS**

##### **4a Parks and Recreation Director Report**

This item was presented following the approval of minutes to provide an opportunity for Vice Chair Cliff LeBlanc to arrive before discussion of 3a.

Parks and Recreation Director Lisa Escobedo noted Joyceinne Williams has retired and this is why she is not present. She then reviewed the written report which was provided to the Board and recorded in the agenda packet.

Member Goodall noted he was at City Park and had the opportunity to watch the players and instructor on the Pickle Ball Courts. He stated the courts look very good and the instructor was great.

#### **5. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned without objection at 7:00 p.m.

*APPROVED BY A VOTE OF \_\_\_ AYES, \_\_\_ NAYS, ON THIS THE 4<sup>TH</sup> DAY OF APRIL 2022*

*Minutes taken and prepared by:  
Christine Loven, TRMC  
City Secretary*



# City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

<b>Agenda Number</b> 4a	<b>Agenda Date</b> 4/4/2022	<b>Number</b>
<b>Type</b> Regular Agenda Items		
<b>Department</b> City Secretary		

---

## **Title**

Review of the Parks and Recreation Advisory Board Bylaws

## **Explanation**

City Secretary Christine Loven will be available to answer questions regarding the bylaws.

## **Attachments**

1. Parks and Recreation Advisory Board Bylaws

# **Bylaws approved by City Council on April 2, 2013**

## **Parks and Recreation Advisory Board BYLAWS**

### **ARTICLE I – Identification and Purpose**

The Parks and Recreation Advisory Board was established by the City Council of Colleyville, Texas, by Ordinance O-89-719 on May 12, 1989. The purpose of Parks and Recreation Advisory Board is to serve as an advisory body to the City Council on all matters pertaining to the delivery of leisure services to the citizens of Colleyville.

### **ARTICLE II – Membership**

- 2.1 The Parks and Recreation Advisory Board shall consist of eight (8) members who shall be appointed by the City Council for a (2) year term.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Parks and Recreation Advisory Board shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Parks and Recreation Advisory Board fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

### **ARTICLE III – Officers**

- 3.1 The officers of the Parks and Recreation Advisory Board shall be the Chair and the Vice Chair.

- 3.2 The Parks and Recreation Advisory Board shall elect the Chair and Vice Chair from among the members annually at the first meeting in January and at such other times as these offices may become vacant. The officers shall serve one-year terms or until a successor is elected.
- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term. The office of the Chair will be a non-voting position, except in case of a tie.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of Parks and Recreation Advisory Board records.

#### **ARTICLE IV – Meetings**

- 4.1 Regular meetings shall be held quarterly on the first Monday of the month in the 2<sup>nd</sup> floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day. In the event any member of the Board is absent three consecutive meetings, a letter shall be submitted to the Mayor and City Council by the Board.
- 4.3 A majority of the voting Parks and Recreation Advisory Board shall constitute a quorum to conduct business of the Parks and Recreation Advisory Board. The act of the Parks and Recreation Advisory Board members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Parks and Recreation Advisory Board.
- 4.4 An agenda shall be prepared by the City Staff for each meeting of the Parks and Recreation Board. There shall be attached to each agenda a report of matters pending further action by the Board. An agenda will be posted in accordance with the Open Meeting Act. Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available in public documents 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.

- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside. The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.7 Staff representatives shall be in attendance at Board meetings. They should participate in meetings to provide staff assistance, report and recommendations.
- 4.8 Special meetings may be called at the request of the Chair or two or more members of the Parks and Recreation Advisory Board or as may be scheduled by a majority of the Board at any previous meeting for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Parks and Recreation Advisory Board may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

#### **ARTICLE V – Duties and Responsibilities**

- 5.1 The Parks and Recreation Advisory Board acts in an advisory capacity to the City Council in all matters pertaining to the delivery of leisure services to the citizens of Colleyville.
- 5.2 The Chair, or in his/her absence the Vice-Chair, shall preside at all meetings, shall decide all points of order or procedure. Staff representatives shall record, or cause to be recorded, accurate and complete minutes of all business proceedings.
- 5.3 Establish standing committees and other such committees from time to time may be deemed necessary.
- 5.4 The Parks and Recreation Advisory Board member will take the Attorney General Texas Open Meetings Act on-line training course, available on this link. [http://www.oag.state.tx.us/open/og\\_training.shtml#22](http://www.oag.state.tx.us/open/og_training.shtml#22), or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90<sup>th</sup> day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

**ARTICLE VI – Amendments**

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



# City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 4b

**Agenda Date** 4/4/2022

**Number**

**Type** Regular Agenda Items

**Department** City Secretary

---

**Title**

Election of a Chair and Vice Chair

**Explanation**

Per the Parks and Recreation Advisory Board Bylaws, a Chair and Vice Chair shall be elected by the Board and shall serve for a one-year term.

**Attachments**



# City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
[www.colleyville.com](http://www.colleyville.com)

---

**Agenda Number** 5a

**Agenda Date** 4/4/2022

**Number**

**Type** Report

**Department** Parks and Recreation

---

**Title**

Parks and Recreation Director Report

**Explanation**

Parks and Recreation Director Lisa Escobedo will review the attached report with the Board.

**Attachments**

1. Parks and Recreation Director Report - April 2022

# Parks & Recreation Advisory Board Meeting

April 4, 2022

## Recreation

- **Winter/Spring Recreation Classes** – continue to be held at the Colleyville Center and Library. There have been a few interruptions in classes due to voting and a water line break and flooding in the library, however, most of the programs have continued and are going well.
- **Winter Ball** – was a big success and sold out with 150 participants. The event took place on January 28 at the Colleyville Center and this year's theme was "Glow".
- **Junior Anglers & Arbor Day** – was held on Saturday, April 2 from 9 a.m. to Noon at the Nature Center. Crepe Myrtles and Vitex saplings were handed out.
- **Bunny Brunch & Lunch** – is scheduled for April 9 and both events are sold out (250 each). The event will consist of pictures with the bunny, egg hunt, petting zoo, inflatable slide, and other fun activities.

## Athletics

- **Youth Sports Associations (soccer, baseball & softball)** – Spring seasons have begun and will extend through May.
- **Youth Spring Volleyball League** – Youth volleyball is back with 26 teams and 265 players. League play is held at Colleyville and Heritage Middle Schools.
- **Coed Sand Volleyball League** – Ages 16-up begins April 4. We have 5 teams signed up to play at City Park.

## Tennis & Pickleball

- **Spring Tennis Leagues** began in late February. There are 11 teams playing at City Park.
- **Pickleball Lessons** are going strong with 6 classes being offered on Monday and Tuesday evenings (about 40 participants)

## Senior Center

- **Winter/Spring** programs are being offered at the Library and Colleyville Center.
- **AARP Tax Help** – is being offered on Tuesdays at the Library.

## Parks

- **Pre-emergent** – another round last week and this week to get ready for the spring.
- **Entry Sign at Pool Road & Hall-Johnson** – new landscape bed wall, irrigation, and landscape has been installed.
- **Preparing for the SH26 Medians** – City staff, along with Fain (general contractor) and Bright View (Landscape Company) walked the SH26 medians from John McCain to Main Street to inspect irrigation, conditions of the trees, hardscape and landscape material, in preparation for them to hand off ownership to the City.
- **Preparing for Spring** – Staff is currently preparing all of the landscape beds for spring. New plant material and mulch will soon be added. Irrigation is also being checked at all locations throughout the City.

## **Master Plan & CIP Project Update**

- **City Park Softball – Shade Structure and Playground** – This project begins this week and should take about 4-5 weeks. The lead time for the playground delivery was 12 weeks and the shade structure was 16 weeks.
- **Overland Park Enhancements** – Staff continues to work with vendors on renderings and options of a variety of playgrounds with the recommendations from the last meeting.
- **Glade/Riverwalk Roundabout** – The manufacturing of the bridge has begun, it should take about four weeks. Once the bridge is installed, the landscape company will grade the area and prep for installation of statues, landscape material, irrigation, and landscape lighting.
- **Senior Center Renovation Project** - The project has begun, with the demo well underway.

## **Upcoming Parks & Recreation Projects:**

- **Hall-Johnson / SH26 median beautification**
- **Entry way signs – beautification**
- **Sparger Park restroom renovation**

## **2022 Parks & Recreation Advisory Board Meeting Dates:**

- **July 11**
- **October 3**