



City of Colleyville

Parks and Recreation Advisory Board Agenda

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

Monday, January 11, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

2. APPROVAL OF MINUTES

October 12, 2015

3. REGULAR AGENDA ITEMS

3a Use of Voluntary Park Funds for the improvement of a portion of the practice fields at Pleasant Run Park in a amount not to exceed \$70,000.

3b Legislative update

3c Discussion of future meeting dates

4. REPORTS

4a Recreation update

4b Parks update

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

6. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, January 8, 2016, by 5:00 p.m.

Rylee Truckenmiller
Administrative 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 Administrative Assistant at least 48 hours in advance at 817.503.1180, and reasonable accommodations will be made to assist you.



City of Colleyville

Parks and Recreation Advisory Board MINUTES

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Monday, October 12, 2015
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

1. CALL TO ORDER

Board Member Charles Bethards called the meeting of the Parks and Recreation Advisory Board to order on October 12 2015 at 6:18 p.m. and called the roll.

Present: Board members Leti Carson, Ken Llewellyn, Debra Minea, and Hillary Schwanbeck

Absent: Board members David Hays, Michelle McGarry, and Ajit Purandare

City Staff: Assistant City Manager/ Director of Public Safety Chief Mike Holder, Parks Manager James Hubbard, and Administrative Support Specialist Rylee Truckenmiller were also present.

2. APPROVAL OF MINUTES

July 6, 2015

Hillary Schwanbeck moved to approve the July 6, 2015 meeting minutes as written. Ken Llewellyn seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Staff and board member introductions

Parks and Recreation Board Vice Chair Charlie Bethards, had all in attendance introduce themselves. The Parks and Recreation Board has one new member, Debra Minea, and four advisory members from Colleyville's sport associations, Erika Davis Noble, Brenton Johnson, Brent Hines, and Patrick Dunagan.

3b Recommendation of a Parks and Recreation Advisory Board Member for appointment to the Park Land Dedication Committee

Charlie Bethards ask if there is a volunteer for the Park Land Dedication Committee. Ken Llewellyn asked how often this committee meets. Hubbard responded with as needed. Ken Llewellyn has volunteered to be recommended

for the position, which will be taken to City Council.

Leti Carson made a motion to approve Ken Llewellyn be appointed to Park Land Dedication Committee. Hillary Schwanbeck seconded the motion. The motion carried with a unanimous vote.

3c Approval of the use of Voluntary Park Funds for three park improvement projects in a total combined amount not to exceed \$39,500

Parks Manager James Hubbard discussed the use of Voluntary Park Funds for three park improvement projects, the first of these projects would be to install flashing signage at the trail crossing of the Cotton Belt Trail at Bransford and Pleasant Run Road. This exact signage already exists at the crossing of John McCain and the Cotton Belt Trail. Board member Debra Minea asked if the signage was automatic or if you had to set it off. Manager James Hubbard responded with you do have to press a button in order to activate the flashing lights. Board member Charlie Bethards questioned if this is a sign for the traffic. Hubbard answered yes the purpose is for the traffic. Board member Leti Carson asked if this is what the \$39,500 is for. Hubbard replied by saying that is for the total of the three parks projects proposed, this project is asking for \$23,000. Board member Ken Llewellyn asked if there is any signage letting the pedestrian know that traffic still has the right away. Hubbard stated there is no signage of that sort right now.

Hubbard gave a brief overview of the second project. In September of 2015 the fountain at Kimzey Park ceased working upon and evaluation by a reputable fountain company it has been recommended to get a new fountain. Staff has received a quote for \$10,673 for a new fountain, which includes a light kit. Hubbard stated the fountain is necessary for this pond due to the algae. Llewellyn asked if the lights were timer controlled, Hubbard answered they are timer controlled.

Hubbard addressed the third project. Replacement of the 13 trash receptacles at Kimzey Park and to bring them to the current branding standard of the parks. These receptacles would match the ones previously installed at Sparger Park, at a cost of \$10,968. Staff is seeking approval to use \$8,500 with the remainder coming from previously donated funds for park improvements. Llewellyn asked if we could reduce the number from 13 to 11 receptacles, Hubbard stated that we could have 11 receptacles in the park and would entertain the idea of how to place these receptacles. Hubbard stated he does have an employee that visits this park Monday through Friday so the trash receptacles will rarely be full. Llewellyn expressed that he would go with Hubbard's number of originally receptacles.

Leti Carson made a motion to approve the use of Voluntary Park Funds for three park improvement projects, in a total combined amount not to exceed \$39,500. Debra Minea seconded the motion. The motion carried with a unanimous vote.

3d Approval to use Park Land Dedication Fund monies to reimburse the Tax Increment Financing Fund for the acquisition of the real property located at 7100 Colleyville Boulevard

Parks Manager James Hubbard gave a brief overview of the acquired 7100 Colleyville Boulevard, stating that per resolution R-15-3877 allocated funding for the acquisition of the real property in the price of \$84,450 and proceeds from the Park Land Dedication Fund approved during October 1, 2014 of \$150,000 and \$244,602 from the Tax Increment Financing District 1 project plan category of Trails and Public Amenities. Hubbard states that they are seeking the \$244,602, which can now be reimbursed to the Tax Increment Financing Fund, since this is an allowable acquired property being held as park land, and it is intended to be the site of future park improvements to include the Cotton Belt Trail – Phase III connection.

Board member Charlie Bethards asked where this property is located. Hubbard stated it is at the northwest corner of SH26 and John McCain. Board member Debra Minea asked if the City of Colleyville had already purchased this land. Hubbard agreed. Bethards asked how this completed the Cotton Belt Trail. Hubbard responded the Cotton Belt Trail comes north bound into the property and connects along the bridge on SH26. Bethards inquired if Hubbard was just asking to move money from one sport to another, Hubbard agreed. Bethards questioned why we would want to do that, Hubbard answered that it is to use the more restrictive Park Land Dedication Fund monies for park land and leave money in the TIF, which can be used to vast variety of projects.

Hillary made a motion to approve the use of Park Land Dedication Fund monies in an amount not to exceed \$244,602 to reimburse the Tax Increment Financing Fund per Resolution R-15-3877. Ken Llewellyn seconded the motion. The motion carried with a unanimous vote

3e Approval to use Park Land Dedication Fund monies for the construction of the Cotton Belt Trail - Phase III project

Parks Manager James Hubbard gave a brief overview of the acquired property at 7100 Colleyville Boulevard to be used for the Cotton Belt Trail – Phase III, to create a visible amenity near the City's northern boundary. At the City Council meeting on August 18, 2015 staff presented a rendering which reflects the layout for this property and provides connection of the Cotton Belt Trail at John McCain Road to the completed portion of the trail that extends to the northern City limit. The improvements to the property include the addition of a curvilinear seating

area with three benches, newly planted trees and irrigated open space. This project was advertised for bid in October of 2015, and the best value was by C. Green Scaping, LP in the amount of \$341,133.10. This amount includes a 10 percent contingency allowance that is controlled by the City to cover any cost overages that may occur during construction and installation. Hubbard stated they are seeking \$120,000 from Park Land Dedication Fund monies, the rest of the project is funded by other allocated funds.

Board member Debra Minea asked if plumbing would have to be added to this project for things such as water fountains. Hubbard stated that there is one water fountain and there will be a new water tap installed and the water fountain will then drain into a sump pit. Board member Hillary Schwanbeck asked if Hubbard was involved in the bid process, Hubbard stated he was, Schwanbeck questioned why they went with C. Green Scaping, LP when the SOI bid was lower. Hubbard remarked that SOI reference checks didn't check out as well as C. Green Scaping, LP, and the bid was awarded for best value, instead of lowest bid since there was only a \$90 price difference. Board member Charlie Bathards asked what happens if it floods. Hubbard responded he has never seen it under water, even when other parts of the City are, but the City has selected amenities wisely if there ever was saturation.

Leti Carson made a motion to approve the use of up to \$120,000 from the Park Land Dedication Fund monies for the acquisition of park land and amenities for the Cotton Belt Trail Phase III project. Debra Minea seconded the motion. The motion carried with a unanimous vote.

4. REPORTS

4a Recreation, Athletics, Tennis, and Senior Center reports

Rylee Truckenmiller, Administrative Support Specialist updated the Board on Recreation and Special Events activities for the months of September and October and upcoming events for winter 2015. Recreation summer classes kicked off in June and ran through August, where we had over 900 participants in a variety of sports, art, science, and engineering programs. Specialist Truckenmiller stated the Recreation department was starting a new fall Karate program for all ages and skill level and fall Girls on the Run which is usually only a spring program.

Truckenmiller indicated that all the associations: CBA, CGSA, CSA, and CLA have all started their fall seasons. Along with the associations, the City of Colleyville Girls Volleyball league started in September with 275 girls participating and 29 teams, this is a 39% increase from last fall. Fall Tennis Leagues continue to be popular at City Park and have generated 14 teams and brought in revenue of \$3,608.

Additionally Truckenmiller explained the Annual Senior Health Fair was conducted Friday, September 11, 2015 from 9am- noon at the Senior Center with 40 vendors and approximately 70 participants. The Senior Center trips are popular and have included: Reunion Tower in Dallas, 53rd Annual American Indian Pow Wow, State Fair of Texas, Eisenhower's 125th Birthday Celebration and the monthly trip to Winstar Casino. Truckenmiller stated upcoming events are Haunted Trails Fest on Saturday, October 17th at the Colleyville Nature Center, City Tree Lighting and Library Holiday Open House on Friday, December 4th, and annual Senior Holiday Party on Wednesday, December 16 at the Colleyville Senior Center.

4b Overview of ongoing and upcoming Parks projects

Parks Manager James Hubbard updated the Board on the several recent improvements at City Park, added bird netting at the concession stand and the pavilion, new LED lighting was installed at the pavilion and at the concession area, and tennis courts 5 & 6 were resurfaced, along with the basketball court updates to the blue/green color scheme of the parks in the City. As it was approved by the Board Hubbard stated they did install new benches and trash receptacles recently at Sparger Park. The Pleasant Run playground is designed to begin in early December and be complete prior to Colleyville's Soccer Association spring 2016 season. Hubbard explained the splash pad recirculation system at McPherson Park, had been approved by in the board earlier this year will start with installation sometime in November and will be completed by May of 2016. Hubbard also indicated L.D. Lockett Park had another proposal approved by City Council in August and the contract was awarded in early September. Due to project costs there is currently no plans to install a playground at L.D. Lockett Park.

5. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

There were no citizen comments/presentations regarding items not on agenda.

6. ADJOURNMENT

A motion was made by Ken Llewellyn and seconded by Hillary Schwanbeck to adjourn the meeting. The motion carried with a unanimous vote. Board Member Charles Bethards adjourned the meeting at 7:18 p.m.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE _____ DAY OF _____.

Minutes taken and prepared by:

*Rylee Truckenmiller
Administrative Support Specialist*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 01/11/2016	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		

Use of Voluntary Park Funds for the improvement of a portion of the practice fields at Pleasant Run Park in a amount not to exceed \$70,000.

Explanation

Background

There are approximately 8.5 acres dedicated to soccer practice fields on the north end of Pleasant Run Park. The western portion of this area, representing approximately 4.5 acres of the property, is currently not irrigated and the grade tends to hamper surface drainage. The eastern portion of the property is currently irrigated and graded in a manner consistent with the needs of patrons to include the Colleyville Soccer Association, and therefore is not included in the proposed plan to improve the fields.

Update

At the Pre Council meeting on July 21, 2015, staff presented an update on Pleasant Run Park, which centered primarily on the condition of the park's competition and practice soccer fields. In the months since July, staff has focused on improving the condition of the competition fields and, per City Council direction, has prepared a plan to improve a portion of the practice fields in partnership with the Colleyville Soccer Association (CSA).

On November 17, 2015, staff met with members of the CSA Board, including the current association president, to present a plan to improve the practice fields. The proposed project, developed by staff, includes dirt work to improve the drainage and playability of the fields in conjunction with the installation of an irrigation system and the establishment of new turf from seed. The project, as proposed and presented at the Pre Council meeting on December 1, 2015, does not include improvements to the lighting or the existing chain link fence on the property, which are items that were previously identified for consideration in an improvement project. The CSA board members present at the meeting were very supportive of the proposed project. The project was designed to meet the needs of patrons while limiting inconvenience caused by the improvement project.

The estimated cost to complete this project ranges between \$85,000 and \$100,000 and is largely dependent on the amount of dirt work necessary as determined by the site survey and grading plan. The CSA has agreed to contribute \$30,000 dollars toward the project. As seen in the attachment, there is an unencumbered balance of \$725,102 in the Voluntary Park Fund as of

December 31, 2015.

Staff is seeking the Board's recommendation to utilize Voluntary Park Fund monies in an amount not to exceed \$70,000 for the purposes of completing this project. If recommended, staff will seek City Council approval for the use of the funds at an upcoming City Council meeting.

Attachments

1. Financial Status of the Voluntary Park Fund - As of December 31, 2015
2. Project Presentation - Pre Council Meeting December 1, 2015

FINANCIAL STATUS OF VOLUNTARY PARK FUND AT 12-31-2015

FUND BALANCE AT 9-30-2015: \$851,338

FY 2016 REVENUE

Donations:	PROJECTED	ACTUAL
October	\$13,573	\$13,573
November	\$12,505	\$12,505
December	\$14,563	\$14,563
January	\$14,573	\$0
February	\$14,583	\$0
March	\$14,593	\$0
April	\$14,603	\$0
May	\$14,613	\$0
June	\$14,623	\$0
July	\$14,633	\$0
August	\$14,643	\$0
September	\$14,653	\$0
Total Donations	\$186,825	\$40,642
Interest income Received	\$2,500	\$0
TOTAL	\$189,325	\$40,642

FY 2016 EXPENDITURES

	RECOMMENDED (PARKS BOARD)	APPROVED (COUNCIL)	EXPENDED YEAR-TO-DATE
BALANCE OF COTTONBELT TRAIL PHASE III ~~	\$44,954	\$44,954	\$3,714
BALANCE OF MCPHERSON - PHASE II <<	\$14,812	\$14,812	\$0
BALANCE OF FY 2015 LASER LEVELING OF BASEBALL FIELDS ##	\$12,611	\$12,611	\$0
FLASHING SIGNAGE AT TRAIL INTERSECTION**	\$23,000	\$23,000	\$15,271
REPLACE KIMZEY PARK TRASH RECEPTACLES**	\$8,500	\$8,500	\$8,088
REPLACE KIMZEY PARK FOUNTAIN**	\$8,000	\$8,000	\$7,097
PLEASANT RUN PLAYGROUND^^	\$55,000	\$55,000	\$0
TOTAL	\$166,877	\$166,877	\$34,169

UNENCUMBERED FUND BALANCE AT 12-31-2015 (COUNCIL APPROVED) \$725,102

PROJECTED FUND BALANCE AT 9-30-2016 \$873,785

EXPENDITURE KEY:

EXPENDITURE KEY:

-- FY 2015 PROJECT/APPROVED JUNE 2001

<< FY 2015 PROJECT/APPROVED JAN 2006

FY 2015 PROJECT/APPROVED NOV 2013

^^FY 2015 PROJECT/APPROVED JAN 2015 (R-15-3835)

Pleasant Run Park

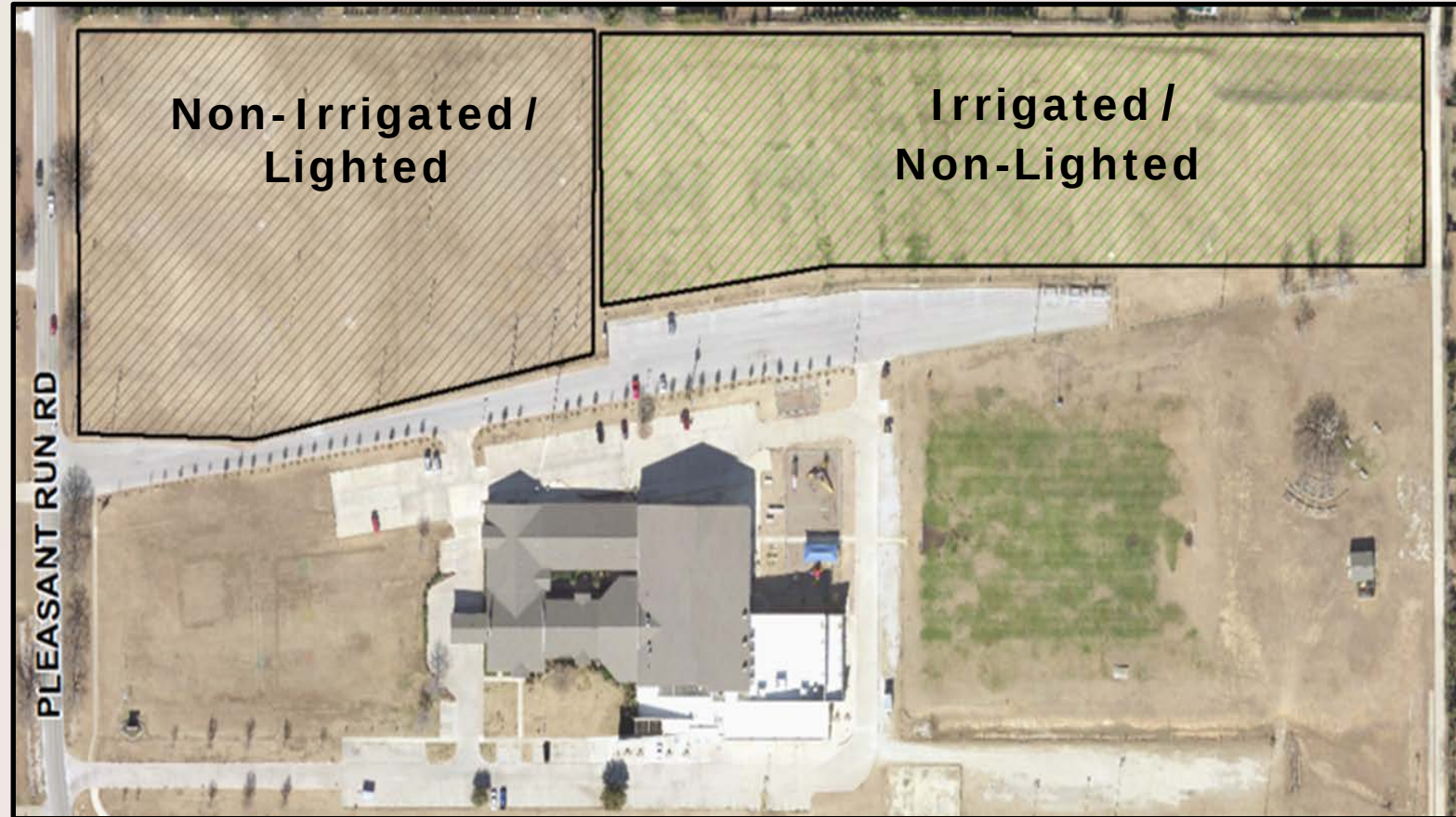
Practice Field Improvement Project

Pre Council Meeting
December 1, 2015

Background



- 8.5 acres at Pleasant Run Park dedicated to soccer practice fields
- Western portion of the property is not irrigated and slopes toward Pleasant Run Road
- Colleyville Soccer Association has priority use of the fields and desires to partner with the City to improve the fields



Current Conditions



Area 1

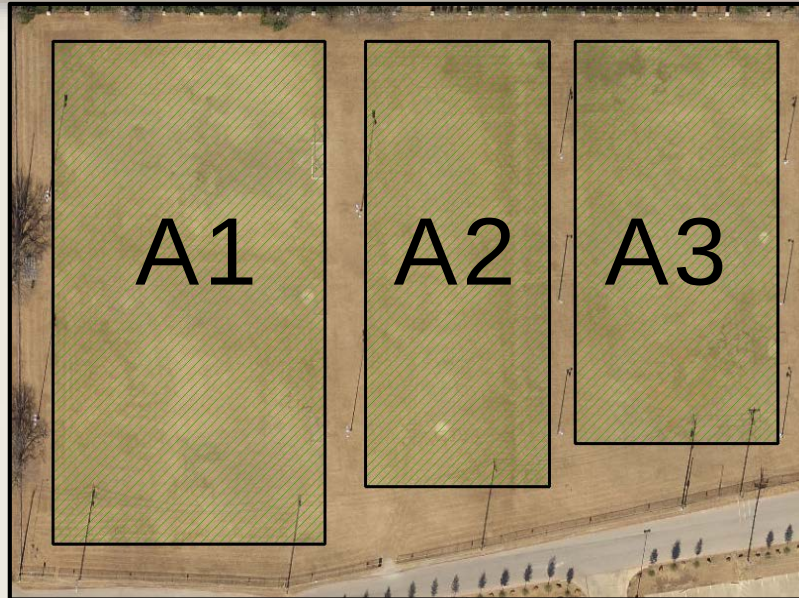
- 1.5 acres
- Grade is generally level
- Low areas holding water

Area 2

- 1 acre
- Southern half slopes considerably

Area 3

- 1 acre
- Grade is generally level
- Only minor grading needed



Proposed Project



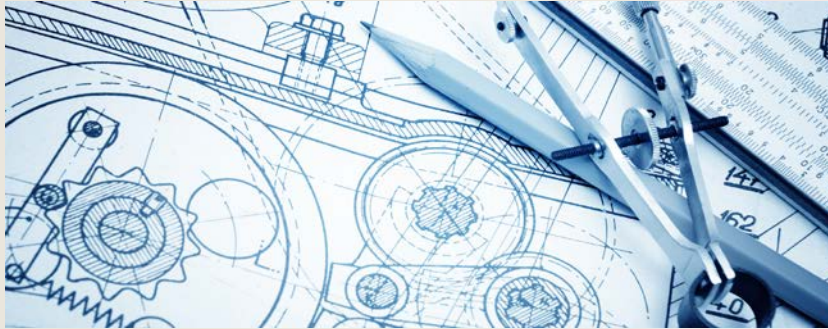
Site Survey



Soil
Preparation



Design



Irrigation
Installation



Dirt Work



Seed



Estimated Project Cost



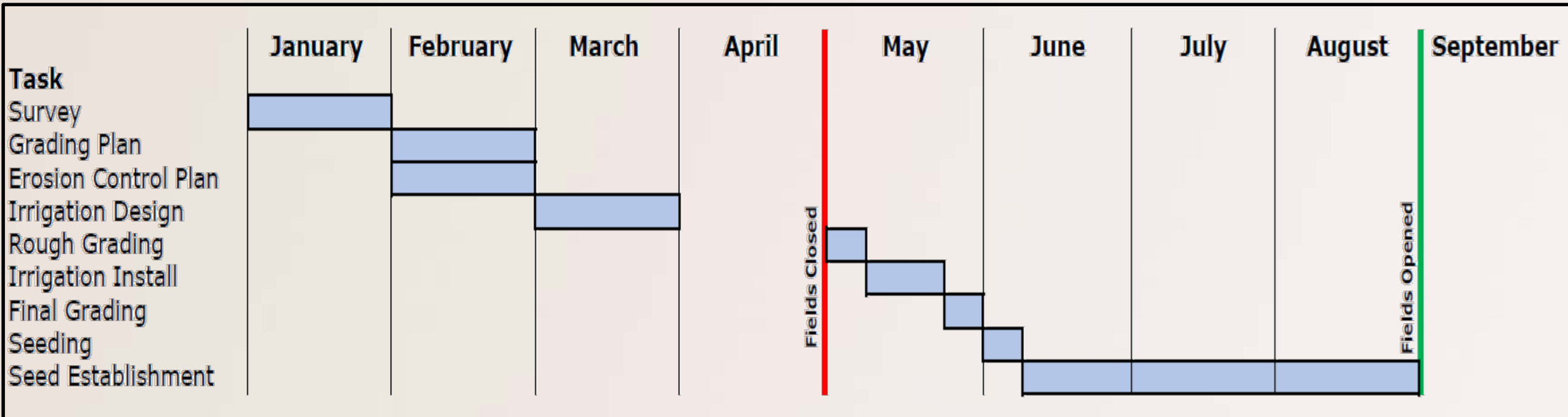
Project Tasks	Estimated Cost
Professional Services (survey work, grading plan, erosion control plan, irrigation design)	\$10,000
Dirt Work (rough and final grading)	\$20,000
Soil Amendment / Preparation	\$10,000
Irrigation System (in ground)	\$35,000-50,000
Seeding	\$10,000
Total Estimated Project Cost	\$85,000 - \$100,000

Proposed Project Schedule



Project schedule designed to:

- minimize disruption to the Colleyville Soccer Association
- reduce the likelihood of weather related delays
- reduce the cost of seeding (a winter project would require a cool season grass to be established)



Project Funding / Partnership



- Staff recommends the use of the Voluntary Park Fund for the City contribution.
- An amendment to the Capital Improvement Plan would be prepared for consideration.
- The Colleyville Soccer Association has agreed to contribute \$30,000 toward the proposed project.



Questions and Discussion



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3b	Agenda Date 01/11/2016	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Legislative update		

Explanation

Staff to provide an update related to recent changes in State law that went into effect January 1, 2016 and City Council Resolution R-16-3951.

Attachments

1. City Council Resolution - R-16-3951

RESOLUTION R-16-3951

A RESOLUTION REGARDING OPEN MEETINGS

WHEREAS, the Penal Code provides authority for the regulation of open carry at open meetings; and

WHEREAS, all legal prerequisites for the approval of this resolution have been met, including but not limited to the Open Meetings Act.

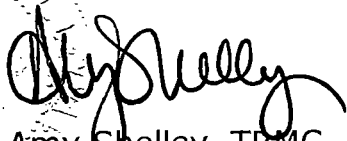
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

- Sec. 1. THAT all matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety.
- Sec. 2. THAT the city manager or designee is authorized to provide notice as required by Penal Code Section 30.07, in regard to the prohibition for open carrying a firearm into a posted open meeting in the City of Colleyville, Texas.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 6 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 5TH DAY OF JANUARY 2016.

ATTEST:



Amy Shelley, TRMC
City Secretary

CITY OF COLLEYVILLE



David Kelly
Mayor



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3c	Agenda Date 01/11/2016	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		

Discussion of future meeting dates

Explanation

Discussion of future 2016 meeting dates.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 4a	Agenda Date 01/11/2016	Number
Type Report		
Department Parks and Recreation Advisory Board		
Title		
Recreation update		

Explanation

A member of the Recreation staff will provide an update regarding ongoing programming and services.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 4b

Agenda Date 01/11/2016

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Parks update

Explanation

Parks staff to provide an overview of completed, ongoing, and upcoming parks projects.

Attachments