



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, October 17, 2016
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**

July 18, 2016

3. REGULAR AGENDA ITEMS

3a Discussion of future meeting dates

4. REPORTS

4a Recreation, Athletics, and Senior Center Reports

4b Parks Department 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, October 14, 2016 by 5:00 p.m.

Julie Prewitt
Administrative Support Specialist

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, July 18, 2016
6:00 p.m.

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1. CALL TO ORDER

Chair Michelle McGarry called the meeting of the Parks and Recreation Advisory board to order on July 18, 2016, at 6:03 p.m.

ROLL CALL

Present: Chair Michelle McGarry and Board members Debra Minea, Charles Bethards, Mitali Mandlekar, and Hillary Schwanbeck. City staff: Assistant City Manager/Director of Public Safety Mike Holder, Recreation and City Events Manager Lisa Escobedo, Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

Absent: Vice Chair Ajit Purandare and Board members Leti Carson and Ken Llewellyn; Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson, Colleyville Girls Softball Association representative Brent Hines, Colleyville Lacrosse Association representative Erika Davis Noble, and Colleyville Soccer Association representative Patrick Dunagan.

2. APPROVAL OF MINUTES

April 4, 2016

Board member Debra Minea moved to approve the April 4, 2016 meeting minutes as written. Board Member Hillary Schwanbeck seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Voluntary Park Fund Programming Presentation

Parks Manager, Heather Dowell, informed the board her presentation is the beginning of streamline funding requests as she helps create the vision for Colleyville's Parks through the Parks Master Plan. Manager Dowell presented an outline of six (6) items to be considered for funding from the Voluntary Park Fund not to exceed \$137,000 over the next six months.

1-Shade structures in Pleasant Run Park: requesting replacement of fabric and painting of 7 shade structures, 2 new concrete bleacher pads, and 6 new shade structure frames and fabric not to exceed \$45,000.

Board member Charlie Bethards asked what caused the holes in the fabric? Manager Dowell stated age, sun, and hail; there are a multitude of causes for the holes. Once fabric is 5 – 7 years old sun begins to fade and deteriorate fabric. Board member Charlie Bethards asked if there will be a request every 5 years for \$45,000 to replace fabric. Manager Dowell informed the board the plan is to replace the fabric in approximately seven years, average life of fabric. Board member Hillary Schwanbeck asked if it would be the full \$45,000. Manager Dowell stated request would be for \$15,000 to \$20,000 to install and replace fabric. Board member Mitali Mandlekar wanted to know if we would be able to select the vendor for fabric and select a fabric that would last longer. Manager Dowell let the board know parks is currently seeking different vendors and options. Board member Charlie Bethards wanted to know if fabric was the right material. Manager Dowell stated fabric is a good option, because it is less expensive initially and metal covers become damaged with hail and paint fades. The metal covers would still require re-painting and you would have structure with damage unless it could be replaced. Additionally, metal retains more heat. Board member Hillary Schwanbeck noted metal will add to the noise when it rains.

2 – Trash and recycle receptacles at Pleasant Run Park: requesting to replace 20 trash and 20 recycling receptacles in Pleasant Run Park to create a unified and consistent look throughout our parks not to exceed \$36,000. Board member Hillary Schwanbeck expressed concern over the high cost of the receptacles, and Manager Dowell informed board the cost is \$800 to \$1,000 each. There are less expensive ones available but, they do not last as long; this investment will be rewarded with only needing repainting in the future. Board member Hillary Schwanbeck asked if pricing was based on perfect match to other receptacles being used or a close match. Manager Dowell explained the receptacles being proposed are exactly the same and this will allow the parks department to keep parts on hand for any repairs needed and keep Colleyville's high standards. Board member Mitali Mandlekar asked if the new receptacles could have lids, like the current models. Manager Dowell stated rain guards can be added to the receptacles, and the parks department has reviewed purchasing this item. Assistant City Manager/Director of Public Safety, Mike Holder, informed the board maintaining cans that tip over and require trash to be cleaned up incur increased staff time expense. The new receptacles would affix to the ground and alleviate this expense.

3 – Landscape and irrigation conversion at Pleasant Run Park: requesting to remove old plant material, replacing with new beds and retro-fit irrigation to a drip system not to exceed \$20,000. Chair Michelle McGarry expressed concern that the request did not include enough funding to cover scope of work. Manager Dowell explained the project would be completed using funding from the Voluntary Park Fund and utilizing City landscaping funds and staff. Board member Debra Minea asked if there

would be more maintenance costs associated with the new larger beds. Manager Dowell stated associated costs would be dependent on choosing the right plant material that would not require a lot of trimming. It also would include staff checking irrigation, which is a service already in place, and then weeding the beds. Board member Debra Minea inquired if the area in question was up on a mound and will the beds be on top? Manager Dowell informed the board the beds will be towards the top of the berms and visible from the road; in addition to plants, trees will be added to that area.

4 – Repaint restroom interior floors and walls at Sparger Park and City Park: requesting to repair cracks and seal floors, remove peeling paint, and repaint to clean and brighten area not to exceed \$12,000.

5 – Fence replacement at Sparger Park: requesting to remove current fence by city staff and replace fence along the large parking lot and private property for safety and aesthetics not to exceed \$15,000. Board member Debra Minea inquired if the same kind of fence would be installed. Manager Dowell stated plan is to use the same material, it should last approximately 15 years.

6 – Replace City Park softball scoreboards: requesting to remove and replace the current 18 year old scoreboards with basic scoreboards that will include timers and wireless controllers not to exceed \$9,000. The current boards have been experiencing issues with buried wires connecting controllers, and controllers requiring repair taking two – six weeks. The goal is to attract more softball tournaments to create additional revenue to off-set upkeep expenses already being incurred. The Colleyville Girls Softball Association would like to partner with the City providing \$6,000 towards the total costs of \$15,000. The baseball association is currently in need of more fields with lighting, focusing their current funding on this issue. They will keep scoreboards for the fields on their list of priorities. Board member Charlie Bethards expressed concern on the ease of use. Manager Dowell stated new boards will be easy to use and will include wireless control boxes, eliminating the issues with the underground wiring. The scoreboards will include a 5 year warranty. Board member Charlie Bethards inquired about type of batteries wireless controllers will use. Manager Dowell responded the controllers will use inexpensive AA batteries.

Board member Hillary Schwanbeck requested a review of Voluntary Park funding source. Manager Dowell informed the board when a new water connection is established the water bill includes an additional voluntary charge of \$2.00 or \$5.00 paid to the fund monthly. The payments are constant and consistent. Board member Charlie Bethards inquired if there would be further requests for a significant amount of funding at every meeting. Manager Dowell informed the board the presentation proposes funding projects over the next six months and to make updates at the next meeting; going forward the plan is to present projects

covering six months to a year. There is a large fund balance and would like to make plans accordingly to line up with the Parks Master Plan and maintain the current park system.

Board member Debra Minea inquired if current focus is on soccer fields and Sparger Park, do you anticipate other parks requiring updating, what's left? Manager Dowell responded the baseball fields, the shade structures at the baseball fields; every park could use updating, she would really like to do one park at a time, bringing it up to standards.

Board member Charlie Bethards moved to approve the use of Voluntary Park Funds for the improvement of shade structures in Pleasant Run Park, replace trash receptacles, repaint restroom interior floors and walls, landscape and irrigation at Pleasant Run Park, fence replacement at Sparger Park and City Park softball scoreboards in an amount not to exceed \$137,000. Board member Debra Minea seconded the motion. Motion passed unanimously and recommendation will be forwarded to City Council.

Assistant City Manager/Director of Public Safety Mike Holder informed the board Manager Dowell has worked hard on reviewing the parks program and putting together a long range plan, instead of piecing items together. They have a long range plan to operate similar to the Colleyville Crime Control Prevention District, presenting a one year budget for annual approval, with a five year vision.

Board member Debra Minea reviewed the funding data and informed the board the annual donations will cover the requested funding. Board member Charlie Bethards questioned whether this was only funding available. Manager Dowell stated, no, there are different funds that have different dedicated purposes. We target the fund that best suites the need. Board member Mitali Mandlekar inquired if there were impact fees that could go towards new park construction? Manager Dowell responded, yes, Park Land Dedication Fund; when new projects are started they pay into it. Funds in Park Land Dedication have been earmarked for the next big park development/addition. Most projects being considered have 2 to 4 different funds covering the costs, allowing a reserve to be left in each fund.

Board member Mitali Mandlekar inquired if Voluntary Park Fund mainly used for maintenance projects or include: trails, areas along trails, erosion control? Manager Dowell informed the board it covers all basis.

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

Lisa Escobedo, Recreation and City Events Manager, updated the Board on Recreation, Athletics, Tennis, and the Senior Center activities for April, May and

June 2016. Manager Escobedo informed the Board members about the Texas Junior Anglers event held April 23, 2016 at the Colleyville Nature Center, over 150 people attended this free event. Manager Escobedo stated all youth sport associations finished their spring seasons and in June the summer recreation classes and programs began. Manager Escobedo reported Youth Summer Volleyball League began June 20th with a total of 14 teams participating and Fall Volleyball registration will begin July 25th. Summer Tennis Leagues in City Park have begun with 7 teams generating \$1,530 in revenue. Manager Escobedo updated the board on Senior Center activities including AARP tax help assisting 156 people and April 15, 2016 the Annual Senior Prom was held providing free dancing, food and fun. Manager Escobedo reported the Senior Center received a Grant from the Colleyville Woman's Club in the amount of \$4,000 to purchase new furniture for the Senior Center's entryway. Upcoming items of interest: Summer Reading Finale will be held on July 29, 2016 and the Senior Health Fair is scheduled for September 9, 2016.

4b Parks Department Update

Heather Dowell, Parks Manager, informed the Board L.D. Lockett project is in the final stages of review; previously project had been approved on old standards and had to be reevaluated. Manager Dowell will request to be placed back on contractor's calendar once final approval is received and will inform the board of projected start date once she receives the date from contractor.

Manager Dowell stated Parks has re-landscaped front beds at Webb House, keeping in the time period of the house, utilizing \$1,285.40 donated by Colleyville Garden club.

Manager Dowell advised the Board that the plant material has been removed from the circle bed at Pleasant Run Soccer Complex and she will design a new bed. Work is almost complete on the lower Pleasant Run Practice Soccer Fields; grading was completed and irrigation is almost done and then final grading will be performed. Parks department plans to start seeding the practice fields on Thursday.

Manager Dowell informed the board about the recent collaboration between parks and GIS departments recording all the park's asset information into the GIS system to be used during Parks Master Plan conception. This will allow tracking of what the City has now and plan for future growth and replacement. Manager Dowell advised that the RFP for Parks Master Plan is currently being reviewed and is scheduled to go out by the end of the month.

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

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

6. ADJOURNMENT

Board member Charlie Bethards moved to adjourn the meeting, and Board member Hillary Schwanbeck seconded. Motion carried unanimously. Chair Michelle McGarry adjourned the meeting at 6:57 p.m.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE ____ DAY OF ____ 2016.

Minutes taken and prepared by:

*Julie Prewitt
Administrative Support Specialist*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3a	Agenda Date 10/17/2016	Number
Type Regular Agenda Items		
Department Parks and Recreation Advisory Board		
Title		
Discussion of future meeting dates		

Explanation

Discussion of future 2017 meeting dates. Possible dates to consider: January 9, 2017 (Third Monday is Martin Luther King Day); April 10, 2017 (Third Monday is day after Easter); July 17, 2017; October 16, 2017

Attachments



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Agenda Number 4a

Agenda Date 10/17/2016

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Recreation, Athletics, and Senior Center Reports

Explanation

Recreation and City Events Manager, Lisa Escobedo, will provide a verbal update on the previous quarter's recreation, athletics, tennis, and Senior Center activities.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 4b

Agenda Date 10/17/2016

Number

Type Report

Department Parks and Recreation Advisory Board

Title

Parks Department Update

Explanation

Parks Manager, Heather Dowell, will provide a verbal update on accomplishments from the previous quarter, and give an overview of ongoing and upcoming projects.

Attachments