



# 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 2, 2017  
6:00 p.m.

Colleyville Public Library  
110 Main Street - 2<sup>nd</sup> Floor

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

July 10, 2017

September 13, 2017

**3. REGULAR AGENDA ITEMS**

**3a** Update on Parks, Recreation and Open Space Master Plan

**3b** Overview of the Colleyville Youth Soccer Association

**4. REPORTS**

**4a** Recreation, Athletics, and Senior Center Report

**4b** Parks Report

**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, September 29, 2017 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 DRAFT MINUTES

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

Monday, July 10, 2017

6:00 p.m.

Colleyville Public Library

110 Main Street - 2<sup>nd</sup> Floor Meeting Room

### 1. CALL TO ORDER

Vice Chair Mitali Mandlekar called the meeting of the Parks and Recreation Advisory board to order on July 10, 2017, at 6:07 p.m.

**Present:** Chair Hillary Schwanbeck, Vice Chair Mitali Mandlekar, Board Members Rich Hendler, Cliff LeBlanc, John Hillebrand, Natalie Genco, Ajit Purandare, and Jim Hasenpflug. Youth Sport Associations Liaisons: Colleyville Baseball Association representative Brenton Johnson. City staff: Parks Manager Heather Dowell and Administrative Support Specialist Julie Prewitt.

**Absent:** Youth Sport Associations Liaison: Colleyville Lacrosse Association representative Erika Davis-Noble and Colleyville Girls Softball Association representative Matt Koch, and Colleyville Soccer Association representative Patrick Dunagan.

### 2. APPROVAL OF MINUTES

April 10, 2017

Board member Cliff LeBlanc stated he had a question about the previous minutes regarding the Park Land Dedication fund information from last meeting. Parks Manager, Heather Dowell, stated she will address the Park Land Dedication fund in agenda item 3a.

Board member Jim Hasenpflug moved to approve the April 10, 2017 meeting minutes as written. Board Member John Hillebrand seconded the motion. The motion carried unanimously.

### 3. REGULAR AGENDA ITEMS

#### 3a Update on Park Land Dedication Fund

Parks Manager, Heather Dowell, referenced last meeting's question concerning the Park Land Dedication fund status report showing negative interest. Manager Dowell has been in-touch with Staff members, from the finance department. A finance staff member stated the account is an investment account, and the

interest can be negative in the beginning of the year due to the end of year interest accrual that is completed in the prior year. The interest line can show up as a negative number until the interest is accrued throughout the year, it is merely an accounting entry, it is not actually part of the account. The account currently has \$3,705 in investment earnings to date.

Chair Hillary Schwanbeck arrived and assumed running the meeting at 6:11 p.m.

- 3b** Consider the Colleyville Nature Center Pond Naming Ad Hoc Committee's recommendation and approval of the May 1, 2017 Ad Hoc Committee minutes

Board member and Colleyville Nature Center Pond Naming Ad Hoc Committee member Cliff LeBlanc informed the board the committee reviewed the recommendation of names provided by the Facebook Friends of Colleyville Nature Center and moved to recommend those pond names to the board and City Council.

Board member Mitali Mandlekar asked if these are the names the residents proposed. Board Member and Colleyville Nature Center Pond Naming Ad Hoc Committee member Cliff LeBlanc stated yes. Board member and Colleyville Nature Center Pond Naming Ad Hoc Committee member Ajit Purandare stated they looked at the regulations, and all the names met the requirements.

Board member Ajit Purandare moved to approve recommending the nine pond names recommended by the Colleyville Nature Center Pond Naming Ad Hoc Committee to city council, board member Mitali Mandlekar seconded. The nine pond names are attached in a map.

Board member Jim Hasenpflug sought confirmation that the vote was not approving the pond names, just recommending them to council. Manager Dowell stated yes, the recommended names will still go to council for final approval.

The motion to recommend the pond names to City Council passed unanimously.

Board member and Colleyville Nature Center Pond Naming Ad Hoc Committee member John Hillebrand moved to approve the minutes of the May 1, 2017, Colleyville Nature Center Pond Naming Ad Hoc Committee, Board member and Colleyville Nature Center Pond Naming Ad Hoc Committee member Cliff LeBlanc seconded. The motion carried unanimously.

Chair Hillary Schwanbeck stated the Colleyville Nature Center nine pond names will be recommended to City Council. Once the names are approved, the Ad Hoc committee will dissolve.

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**3c** Consider the frequency the Parks and Recreation Advisory Board Meets

Chair Hillary Schwanbeck informed the board the Parks and Recreation Advisory Board bylaws state the board meets quarterly. It has been requested by board member Rich Hendler to meet more frequently.

Board member Ajit Purandare asked board member Rich Hendler to give the pros and cons of meeting monthly. Board member Rich Hendler stated he did not make a suggestion to meet monthly, he made a suggestion for the board to discuss quarterly meetings. Board member Hendler thinks it would be wise to look at how often the board meets, due to the fact we are in a huge master plan revision. Board member Hendler stated he does not have a preconceived notion of meeting bi-monthly or monthly, they could call special meetings.

Board member Cliff LeBlanc asked a bylaws question, "If the board had a monthly meeting, and a member did not show up, and there is no quorum, then the board would just go on to the next meeting?" Manager Dowell stated she spoke with the assistant City Secretary and was told if the board wanted to have more meetings, it is welcome to have more. The board will need to meet as a public meeting; you will need to have a quorum, and if you miss a meeting it will count against your 75% attendance record. Manager Dowell also stated the board may call meetings when they want to, they don't have to call them special meetings, and they don't have to change the bylaws to call more meetings.

Board member Rich Hendler asked previous Parks and Recreation Advisory board members if the quarterly meetings worked out. Board member Mitali Mandlekar, answered the quarterly meetings worked out fine, Manager Dowell can reach out to the board to attend meetings with the consultant. Board member Mandlekar stated if we have a meeting scheduled and the consultant is coming another day, then we may have to decide between attending the meeting with the consultant or the board meeting.

Board member Cliff LeBlanc asked if the Special Meetings would count as voting meetings. Manager Dowell stated you can take action like a regular meeting.

Board member Hillary Schwanbeck asked about the stakeholder meetings called in June, can you call more meetings like that, or would it need to be more official. Manager Dowell stated we can call meetings either way, we knew there would not be a quorum at the meetings, and therefore no posting was required. If we need to have a meeting and the board can meet at one time where there will be a quorum, then we need to post an agenda with a 72 hour notice.

Board member Jim Hasenpflug asked when the master plan will be done. Manger Dowell informed the board it should be completed by the end of the year, in her

report she will discuss the Parks, Recreation and Open Space master plan update, she will be looking to have a meeting with the board in September and having a public meeting with the consultant. Manager Dowell stated as the consultant does a report/update, she definitely wants the board to see the information, and if the board would like to have a meeting to discuss the information, it can. The consultant is working to compile all the stakeholder information and present it at a public meeting on the first or second week of September.

Board member Jim Hasenpflug asked when do you, Manager Dowell, expect the consultant to start drawing conclusions, formulating a plan, something we could give feedback on, earlier than later. Manager Dowell stated sometime after the September public meetings. Manager Dowell let the board know we should start receiving information from the consultant in October, then we will be meeting with the board, to be followed by council for input. After the meetings the consultant will go back through the draft and add the comments from everyone.

Board member Cliff LeBlanc asked if there is a plan for a special meeting for this board to provide influence/opinion about the master plan to council. Manager Dowell answered, when the consultant comes out with the first proposal, the board will be able to give feedback and your feedback will go to council for review.

Board member Rich Hendler stated, "And if there was a bi-monthly meeting, we could actually have an open forum at this group so we could, to discuss that, to make our joint response. I personally want to do more, at a minimum I would say bi-monthly and if we didn't have enough agenda items, but bottom line is I think we could be doing a ton more, we could be free thinking, we can get together. I mean, if there is a problem with quorums or if there is a problem with time and people don't want that, but going from quarterly to bi-monthly would add two more meetings. And, personally to have waited three months to approve an ad hoc committee thing on pond naming and that's what we are showing as our action today, maybe that's why people have difficulty making the meetings. That's just an opinion, that's just probably not a good comment that I made. But, I think we could be doing a ton more; I think we could be having meetings, you know bring the sports groups in, have them give reports, we could be talking to the senior citizens, I think we could be doing a ton more at these meetings but, that's me and if everyone is happy with the status quo, so will I be."

Board member Ajit Purandare stated he would not be opposed to bi-monthly meetings, two more meetings, that's six instead of four. Board member Purandare does not think that's an extraordinary requirement.

Board member Rich Hendler stated he does not know what it would take to make the change, he wanted to get a feel if everyone was happy with quarterly meetings.

Board member Ajit Purandare stated that it's July now, and from a Colleyville Soccer Association prospective, the board will not have a meeting before the season starts, and will almost be done before the next meeting; to Rich's point there is no chance for feedback.

Board member Rich Hendler stated, "Before, back when I was, it was a parks board, the liaisons were not part of the meetings. But, the point is you could have, in bi-monthly meetings, you could have a sport come by year and just give an update, and stir it up, and do you know, have speakers, bring an arborist in. I'm just thinking that we, this board should stir the pot, and that's, you know maybe that's not appropriate, but I like not waiting until October. Meaning, just what he said, school, maybe bring in the school district in, I mean the liaison, and the parks board; I get that we rely on staff, but we as a board represent citizenry, and we can be bringing things forward as far as, items etcetera." Board members Mitali Mandlekar and Ajit Purandare agreed with board member Hendler. Manager Dowell stated that staff is looking for the board to bring forward items they want to address.

Chair Hillary Schwanbeck asked what is the best process to bring items to the agenda before it is created. Manager Dowell informed the board a member can bring an item to staff or the chair, if you want to follow processes, a member would send the request to the chair, and the chair would send the request to the parks manager. Manager Dowell stated staff is happy to add any item to the agenda, there is the requirement of having the agenda published and posted 72 hours prior to the meeting that will need to be followed.

Board member Rich Hendler stated he requested the frequency of meetings be placed on the agenda to have a discussion to see if the board was happy with what they were doing. Board member Hendler hopes the board gets together before the draft of the master plan is put together, because we should be putting together something and hearing from each other. Board member Hendler stated that's what we are is an advisory board.

Chair Schwanbeck is not opposed to bi-monthly meetings. Chair Schwanbeck asked if the board did move to bi-monthly meetings, how would the board like to move towards that? Board member Cliff LeBlanc asked if they wanted to move October's meeting to September. Manager Dowell stated you can do that, when she gets the dates from the contractor for the Master Plan she will give them to the board, and they can decide if they want to meet before that date, or go to that meeting and meet after. Manager Dowell stated that is something we need to discuss.

Board member Mitali Mandlekar stated she defiantly wants to be involved in the public meetings, anything involving the master plan process. Board member Mandlekar stated she is concerned if the board has a bi-monthly meeting that it

would impact the schedule of feedback from the board members on the master plan process. Board member Mandlekar stated a board member would then be attending 2 or 3 meetings in one month, board meetings and stakeholder meetings, and she would want park board members to be involved in the stakeholder meetings, it is really important. Manager Dowell stated it is important the park board be involved, as soon as she gets the date from the contractor she will send it out. Manager Dowell stated if the board would like to see the information the contractor has collected from the surveys before the public meetings, she can send it out and then the board can attend the public meetings and meet to discuss after the public meeting.

Chair Schwanbeck stated to keep in mind this is a brief season of mini meetings that is important to have, not something long term. Chair Schwanbeck continued, we can look at starting to meet bi-monthly in 2018 and start effecting more change.

Board member Cliff LeBlanc stated the more active we are as a board the more important we will be to staff during implementation. Unfortunately, the quarterly system has made us backseat, reactive mode. If we met more often, we could be more impactful to the community.

Chair Hillary Schwanbeck agreed. Board member Ajit Purandare also agreed, and stated the board would be more responsive.

Chair Schwanbeck stated we don't go bi-monthly until 2018; for the remainder of this year have our regular scheduled meetings and add additional meetings where we feel necessary for the master plan.

Board member Rich Hendler stated that makes perfect sense, and will state again he thinks this board needs to meet before we get consultant input from the meetings. Board member Hendler personally is on this board to find out what the other board members think, and we need to do that before. Board member Hendler stated we had split sessions, that was great, we had stakeholder meetings, that was great, but he thinks bi-monthly meetings, no rush in this; January, March, May, July, September, November, and call off July for vacations. Board member Hendler does not want to upset anybody meeting their criteria.

Board member Cliff LeBlanc stated he would like to have a special meeting to call out the board's priorities concerning the master plan from all the feedback, in a month or two months, whatever is best.

Board member Rich Hendler thanked board member LeBlanc, and stated that would be a great idea.

Board member Jim Hasenpflug asked when the consultant comes back in September for the public meeting will he be here for several days or just in and out. Manager Dowell let the board know it will be a day or two, if the board would like to set up another meeting with the consultant, the consultant can be contacted to try to block that time out.

Board member Jim Hasenpflug would like to meet with the consultant as a group prior to the public meeting to hear where they are coming from and offer constructive comments either at that time or at the public meeting as well. Board member Hasenpflug also stated the board should meet as a group again, to discuss how the public meeting went, what follow up items the board has, and what follow-up items the consultant is looking at. Board member Hasenpflug would like both of those meetings to be official meetings, and for the board to also attend the public meeting. Board member Hasenpflug stated as an advisory council it would be good to hear before the consultant speaks to the public, and if there is anything dramatic, they could interject information as needed. Board member Hasenpflug stated as an advisory board to both the parks manager and the consultant, the board should hear what is going to be said beforehand.

Board member Mitali Mandlekar stated these are great ideas and asked Manager Dowell if the additional meetings are included in the contract with the consultant. Manager Dowell stated she would have to contact the consultant and see if they are willing to do the additional meetings without a charge, there are a certain amount of meetings included in the contract.

Board member Jim Hasenpflug stated that was why he asked about the travel plans of the consultant, he did not want to incur any additional costs, if the consultant was in town a day or two before the public meeting, the board could meet with him.

Board member Cliff LeBlanc asked if there were any meetings scheduled with City Council. Manager Dowell stated not before the public meetings, there will be another meeting when City Council gets the preliminary plan. Manager Dowell stated we had a meeting with council where they provided their input, and as we gain information from them, we will be sending it out for people to review and add in their input.

Board member John Hillebrand stated he liked the concept of meeting with the consultant before the public meetings, he would like to get a sense of what direction the consultant is going and what they see as primary issues that they want to address so the board can have some input into that discussion and influence. Board member Hillebrand would like some feedback from the consultant before the board meets the first time, then after the public meetings when they are starting to pull their information together a little more concretely, (the board) adding some input, he believes is a good idea.

Board member Rich Hendler stated, "So I am not asking for action, I just wanted to see which way the wind was blowing. Cliff made a comment sort of on momentum, we need bi-monthly, there is just a little bit more, 3 months is a long time, and that's our choice that's fine. But, I just like that idea to get into a routine; we are volunteering, we are not paid staff, so it has to be a dialogue with our staff as well, meeting rooms, I understand all that. But, I just, I think we can be doing a little bit more, and that schedule would be a little bit more conducive to getting involved and representing the citizenry."

Board member Jim Hasenpflug stated, "What I would like to suggest, that so, maybe we can move on, is that you have heard our comments and our desire to be involved more in the strategic thing. So if we can try to accomplish that, that's going to lead to several more meetings here in the next few months, and then as it starts to wind up, you said I think you said around the end of the year, you know we are going to want to have additional meetings with them as it comes down, and as that sort of winds down, then we can reevaluate. Hey, how did we like this, did we feel we were more effective, and if we were, then let's plan for more frequent meetings in 2018."

Board member Rich Hendler thanked board member Hasenpflug.

Board member Ajit Purandare stated then bi-monthly meetings in 2018.

Board member Jim Hasenpflug stated to re-evaluate sometime in November.

Board member Cliff LeBlanc stated that they are going to need to do a survey, since there are a couple of people not here, to find out what is the best time and date.

Liaison Brenton Johnson stated he supported the idea.

Board member Jim Hasenpflug stated as we schedule these additional meetings, with the exception of where we have the consultant, we should all feel empowered to put other items on the agenda, whether it's from one of the youth associations to talk about something that's coming up in their year; then anyone of us can call and get it on the agenda. Board member Hasenpflug stated the board should not hesitate, these additional meetings do not have to be 100% exclusively tied to the master plan.

Board member Cliff LeBlanc asked if there is any plans for additional expenses or new expenses or any of those kind of things for facilities. Manager Dowell asked as far as the Voluntary Park Fund? Board member LeBlanc stated well, tarps or anything. Manager Dowell stated right now we are not planning any large items, because we are looking to the master plan to set the next 10 years out. Manager

Dowell informed the board that in the master plan there will be an implementation plan, which looks at all of our funding and will help line it all out.

Board member LeBlanc stated, so you are going to wait through the master plan stuff? Manger Dowell stated we are still going to be doing small projects, we are not going to do any major re-dos, we are not looking to use any Voluntary Park Funds right now and we want the consultant to have all of that to look at with their information to create the implementation plan.

Board member LeBlanc asked, so those items do not need to get the board's approval? Manager Dowell stated when we go through the master plan we will look to the board for approval, and when it comes to the funding we will look to the board for approval.

Board member LeBlanc stated he meant the small things, little projects. Manger Dowell stated not out of the general fund, only out of the Voluntary Park Fund, day to day maintenance we do not come to the board.

Board member Natalie Genco joined the meeting at 6:41 p.m.

Chair Schwanbeck stated we will add this to another agenda, later in the year or beginning of 2018 to discuss.

#### **4. REPORTS**

##### **4a Recreation, Athletics, and Senior Center report**

Manager Dowell gave the Recreation, Athletics and Senior Center update for Recreation and City Events Manager Lisa Escobedo. Starting off with Recreation, The Texas Junior Anglers event was held at the Colleyville Nature Center on April 22<sup>nd</sup> with over 150 people attending the free event. The summer recreation classes started in June and will continue through August.

All the youth sports associations have finished their spring season. Spring Volleyball finished their season with a tournament May 13<sup>th</sup> with the largest league to date, 40 teams and 392 girls participating. Summer Volleyball started and will end July 29<sup>th</sup> and it is the largest summer league to date with 19 teams, and 180 girls participating. Fall Volleyball will begin registration July 24<sup>th</sup>.

Tennis has 5 teams playing at City Park. The summer tennis classes include weekly camps as well as monthly classes.

The Senior Center had AARP come and prepare taxes free of charge again this year, 115 people participated.

In May the Senior Center received a \$2,893 grant from the Colleyville Woman's Club to be used to purchase audio equipment for the large room at the Senior Center.

Upcoming events are the Library Reading Finale on July 28<sup>th</sup>, and the Senior Health Fair on September 8<sup>th</sup>.

#### **4b Parks Report**

Parks Manager, Heather Dowell, informed the board the parks staff has been busy with youth sports associations' spring seasons and several tournaments outside of the associations. The parks staff tried letting the youth baseball association practice on the competition fields. Liaison Brenton Johnson stated this change went outstandingly well and the change in practice area has helped their membership numbers, and thanked Manager Dowell.

Board member Natalie Genco asked what youth sports association does Mr. Johnson represent. Liaison Brenton Johnson stated Colleyville Baseball Association.

Board member Rich Hendler asked in reference to the practice fields, does each team get a practice each week, or was it a rotation. Liaison Johnson stated the association tried to use it as a single practice a week. Board member Hendler then asked what ages. Liaison Johnson stated different ages and different fields, from 6 years old to 13/14 years old. Liaison Johnson stated we are a recreation organization, so our recreation teams had first priority, and tried to limit the number of slots to keep from damaging the fields.

Board member Ajit Purandare asked Liaison Johnson about other cities going to turf fields. Liaison Johnson stated the infields are artificial turf. Board member Purandare asked if that change is supposed to be better or worse. Liaison Johnson replied depends on what type is put in, a lot of teams like it because it is reducing injury during tournaments, and they are not having to drag the infields all the time. Liaison Johnson stated from a prospective of your facility or one with turf fields they are going to go to the other one; from an association prospective it makes it easier for us to get all the scheduled games in.

Manager Dowell informed the board the Pleasant Run lower practice fields continue to be closed this summer and the grow-in looks good, hopefully they will be ready by August 5<sup>th</sup> for the new season, and parks staff will start working on the upper fields.

Manager Dowell stated you will see more improvements on the practice fields as Pleasant Run Road is under construction. When they redo the road there is a trail that is supposed to be built along the front of the park, the Cotton Belt trail will

connect from an off-shoot that will come down into Pleasant Run Park and utilize the trail that is already there, then go through the church property and through the front of the practice fields, where a new fence will also be put up. This change will allow for connectivity from the Cotton Belt Trail, to the park and neighborhoods.

The park staff is working on replacing dead plant material around town where there is die off and working to plant the area out in front of city hall. The staff is working hard to keep up with the heat and maintenance; we are fortunate for all the rain we have had over the past couple of weeks.

L. D. Lockett Park is almost complete, marketing staff is working on a grand opening date and as soon as the date is set Manger Dowell will inform the board. Over the next few weeks parks staff will work on the finishing touches, grass was not scheduled in the contract so parks staff is going to re-sod the disturbed areas. This fall park staff will add some trees in the area where some were lost.

The Parks, Recreation and Open Space Master Plan is progressing. Manager Dowell would like to thank the board for attending the meetings with the consultant. A lot of good feedback was obtained from the stakeholder meetings, 10 meetings were held with over 90 people attending. Many similar topics were discussed during the meetings, this will be helpful to prioritize and make big improvements. Fifteen hundred random 5 page surveys were mailed out to Colleyville residents, the consultant has received over 300 surveys to date. 183 on-line surveys have been completed to date, this survey will stay open until after the public meetings. In September the consultant will be meeting with 5<sup>th</sup> and 6<sup>th</sup> graders along with some high school students to get their feedback for the master plan.

Board member Cliff LeBlanc requested for Manger Dowell to inform the board when the meetings are held with the students, he may want to attend. Manger Dowell affirmed.

Manger Dowell informed the board planning for the public meeting is continuing; the meeting will have some of the mapping, different discussions covering topics that have already been discussed and an inter-active part. As soon as the meeting date is set it will be sent out to the board.

The next step in the master plan process will be to assemble all the meeting information and the surveys to see the citizen's desires. It will be put into a list order and later compiled into an implementation plan. The implementation plan will look at projects, priorities, funding sources and availability, timelines and grant opportunities. It will provide conceptual plans or ideas and basic prices associated with the plans that will allow the city to plan for big projects over the next 10 years.

Chair Hillary Schwanbeck asked Manager Dowell what the policy is related to unlocking the restrooms at McPherson Park. Manager Dowell stated staff usually comes in at 7am, and the first thing they do is go out and unlock the bathrooms, at night someone comes back around 9pm to 10 pm to lock them. L. D. Lockett Park has the first bathroom locks with a timer, we are trying the timer locks out with a hope to install them at all the parks. Staff would like to set the locks to unlock at 5am and lock at 10pm without staff having to come back to lock up. So far there have been no issues with the timer locks. Chair Schwanbeck stated she found the restroom doors at the McPherson Park big pavilion locked the other day. Manager Dowell stated those restrooms are not always unlocked due to infrequent use, she will make a note.

Board member Mitali Mandlekar asked if the timer locks will have a remote access, would you be able to lock and unlock remotely. Manager Dowell stated not that she is aware. Board member Cliff LeBlanc stated it depends on the brand of locks, there are some that have apps. Board member Mitali Mandlekar stated it would be nice for the future, so you don't have to be physically there.

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

Citizen Dave Dudziak of 2301 Wikes Court, Colleyville spoke on behalf of Kimzey Park and Ross Downs/Longwood neighborhood. Mr. Dudziak stated he was not aware there was a Parks, Recreation and Open Space Master Plan update occurring until today when he was looking at the City's website. Mr. Dudziak referenced in the past the City of Colleyville kept a priority list of park projects and he had worked with the city to get Kimzey Park upgrade projects on the list. Current items he would like added to the 2018 priority list for Kimzey Park: 1) Dredge the pond, 2) Address flooding in the playground area when it rains, 3) Add a drinking fountain, 4) Add some wildflowers to open space, and 5) Add shade structures to park around playground area for parents watching children. Mr. Dudziak would also like for the city to look at angle/location of ramps from sidewalks to street, he has to almost be standing in the street to push the button for the crosswalk to be activated, and feels it is an endangerment.

Manager Dowell informed Mr. Dudziak and the board the pond dredging and playground flooding at Kimzey Park has already been identified with the master plan process.

Board member Jim Hasenpflug requested Mr. Dudziak to clarify the ramp angle. Mr. Dudziak stated the ramp is facing the street at a 45 degree angle instead of strait across. Board member Mitali Mandlekar stated that is a separate ordinance. Mr. Dudziak stated he is aware of it. Board member Ajit Purandare stated Highway

26 is a state highway and he would need to take up the issue with Austin. Mr. Dudziak stated it is the same on Glade Road.

Mr. Dudziak would like to thank the board for the lights on Bransford Road at Cotton Belt Trail crossing.

Mr. Dudziak stated he would like a sign on the Cotton Belt Trail for parents to wear bike helmets since their kids are wearing helmets.

Board member Ajit Purandare asked how is the crossing going, especially the one intersected at Pleasant Run Road. Board member Rich Hendler stated the signs help, but there are still people distracted there. Chair Schwanbeck stated that the intersection really needs a stop sign.

Board member Ajit Purandare asked if there were any other intersections along the Cotton Belt trail Mr. Dudziak felt were hairy along the trail. Mr. Dudziak stated Pleasant Run Rd and Bransford Rd are the two busiest, maybe McCain could be better. Board member Natalie Genco stated maybe a sign stating helmets save lives. Mr. Dudziak stated something for awareness and education.

Mr. Dudziak stated the master plan is a great project, and would like to state board member Rich Hendler is right, about meeting more often and getting ahead of the consultant, they need to hear about Colleyville from the board, make sure the consultant doesn't take over your job.

Board member Rich Hendler asked Mr. Dudziak how can we increase cyclist or use on the Cotton Belt Trail by the citizenry. Mr. Dudziak suggested better connection points to the trail. Mr. Dudziak stated the L. D. Lockett Park is good for the ability to get water and use the facilities, and that's important. Board member Hendler suggested some safe signs to alert people that there's people coming down the trail, because a girl came jogging out from L. D. Lockett park without looking the other day and almost caused an accident. Mr. Dudziak suggested more advertising or demonstrations of some kind to get people involved, there are plenty of people on the trail, but not enough.

Board member John Hillebrand thanked Mr. Dudziak for his comments and bringing up some good points, and that you have brought forward citizen awareness of the master plan; you are an HOA president, active with biking and you did not know the master plan was happening. Board member Hillebrand stated he would hope that HOAs would notify their residents that the master plan is happening or have temporary signage on the Cotton Belt Trail telling "You could have input" and list the website or put signs at the pavilions/sporting events to let the citizens know that we are doing the master plan. Mr. Dudziak stated that board member Hillebrand is right, and referenced signs in parts of Grapevine that are on their trails, those signs are developing awareness with citizenry. Board

member Hillebrand stated he does not think laminated signs would cost that much, they would only be up for a couple of months; you could stick them on a fence post or in the ground, just so the people who use the facilities know about the master plan. Board member Hillebrand thanked Mr. Dudziak for coming and for his comments, they are exactly the type of input the board needs to hear and the consultants.

Mr. Dudziak referenced board member Handler's point and stated the more active the board is the more active participation you will receive in return. Mr. Dudziak thanked the board for listening to his requests.

Citizen John Furin of 3113 Hazlewood Court, Bedford, Texas stated he was a retired GCISD educator and coach. Mr. Furin informed the board he was there to let them know about the Extreme Flag Football organization he is bringing to Colleyville. The goal of Extreme Flag Football is to make the game of football safer. There is a patent on Extreme Flag Football and it is a 501(c)3 organization. Coach Willis at Colleyville Heritage High School is behind the program. Mr. Furin would like to give back to the community by bringing the program to Colleyville, he will be providing a skills development night and speakers to mentor the participants as part of the enrollment fee. The first season will be held at Compass Church. There will be an information meeting at Dick's Sporting Goods on Saturday, July 22<sup>nd</sup>.

Board member Natalie Genco asked what the ages of the players were. Mr. Furin stated there will be three divisions in the fall season; 1<sup>st</sup> & 2<sup>nd</sup> graders, 3<sup>rd</sup> and 4<sup>th</sup> graders, and 5<sup>th</sup> and 6<sup>th</sup> grades will be together. In the spring we may add a 7<sup>th</sup> and 8<sup>th</sup> grade division.

Board member Natalie Genco stated this may be the way of the future.

Board member Rich Hendler asked if July 22<sup>nd</sup> will be a sign up, or do you have a try-out. Mr. Furin answered that there are no try outs, you just sign up.

Board member Hendler asked when the practices will start. Mr. Furin stated the skills will start Monday night the week after sign ups, and practices will follow on Tuesdays.

Mr. Furin stated he had flyers for anyone interested.

Board member Natalie Genco wanted to let the board be aware of a project she has been working on, a Community Garden. The garden will not be a part of the parks, it is a separate 501(c)3, and will be located in McPherson Park. The initial presentation has been presented to council, and it will be voted upon in a couple of weeks. Board member Genco likes to think of it as a community builder, a

place where families can go and learn together. The targeted dig date is early November.

Chair Hillary Schwanbeck asked board member Natalie Genco who has the mulcher. Board member Genco stated the parks department has the chipper and will be mulching. Chair Schwanbeck stated to let her know if they need any good mulch, she has a lot of good scrap that they are paying to be hauled off to Alpine.

Board member Rich Hendler stated he would like a plot. Board member Genco stated the plots are very limited right now, only 33 to begin.

Board member Rich Hendler asked to explain the dig date. Board member Genco stated in November they are going to build the beds, put dirt in, and mulch. If someone wanted a winter garden they can, but the North Richland Hills Community Garden suggested they build the beds and let them sit before starting to plant.

Board member Natalie Genco stated they are going to encourage plot renters to donate their excess vegetables, there will be a designated picnic table for Grace Food pantry to come by and pick up the extra vegetables.

## **6. ADJOURNMENT**

Board member Mitali Mandlekar moved to adjourn the meeting, and board member Jim Hasenpflug seconded. Motion carried unanimously. Chair Hillary Schwanbeck adjourned the meeting at 7:48 p.m.

*APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS, AND \_\_\_\_ ABSTENTIONS ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_.*

*Minutes taken and prepared by:*

*Julie Prewitt*

*Attachment: Map of recommended pond names for the Colleyville Nature Center ponds*

[illegible]

**City of Colleyville**



# City of Colleyville

## Parks and Recreation Advisory Board Special Meeting DRAFT MINUTES

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

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Wednesday, September 13, 2017  
6:00 p.m.

Colleyville Public Library  
110 Main Street - 2<sup>nd</sup> Floor Meeting Room

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### 1. CALL TO ORDER

Chair Hillary Schwanbeck called the special meeting of the Parks and Recreation Advisory board to order on September 13, 2017, at 6:04 p.m.

**Present:** Chair Hillary Schwanbeck, Vice Chair Mitali Mandlekar, Board Members Rich Hendler, Cliff LeBlanc, John Hillebrand, and Jim Hasenpflug. Council Member Bobby Lindamood. Youth Sports Associations Liaisons: Colleyville Soccer Association representative Nathan White and Colleyville Girls Softball Association representative Matt Koch. City Council member Bobby Lindamood. City staff: Parks Manager Heather Dowell, Senior Center/Recreation Manager Lisa Escobedo, Administrative Support Specialist Julie Prewitt, and Brandstetter Carroll, Inc. representatives Patrick Hoagland and Elizabeth Holser.

**Absent:** Board Members Natalie Genco and Ajit Purandare. Youth Sport Associations Liaisons: Colleyville Baseball Association liaison Brenton Johnson, and Colleyville Lacrosse Association representative Erika Davis-Noble.

### 2. DISCUSSION WITH CONSULTANT

- 2a** Discussion with Parks and Recreation Master Plan consultant, Brandstetter Carroll Inc., regarding the direction of the Parks, Recreation and Open Space Master Plan.

Parks Manager, Heather Dowell, introduced the consultants Pat Hoagland and Elizabeth Holser from Brandstetter Carroll, Inc., then she informed the board they will give the board an update on the Parks, Recreation and Open Space Master Plan. Brandstetter Carroll, Inc. representative Patrick Hoagland presented an overview of the work that has been completed to date and what is planned in the future.

Board member Cliff LeBlanc asked Mr. Hoagland if they had spoken with the children yet. Mr. Hoagland stated they have not spoken with any children yet,

they would still like to. They are experiencing difficulty in getting an appointment set.

Board member Rich Hendler asked if there was a football organization. Mr. Hoagland stated they were not at the meetings. Parks manager, Heather Dowell, stated we do not have a football organization that uses the City of Colleyville's fields. Board member Hillary Schwanbeck asked if they had tried the high school's booster clubs. Manager Dowell stated no, they had not. Board member Rich Hendler asked where do Colleyville children play football, and where are their games played. Senior Center/Recreation Manager, Lisa Escobedo, stated the youth play football through the Grapevine/Colleyville Youth Football Association and is scheduled through Grapevine Parks and Recreation. As far as where games are played, Manager Escobedo stated she is not sure since the games are scheduled through Grapevine Parks and Recreation. Games are probably played at a GCISD school or Grapevine park.

Board member Rich Hendler asked what the target date for the draft copy of the Parks, Recreation and Open Space Master Plan presentation to City Council. Mr. Hoagland stated he needed to revise the schedule since the public engagement segment was not held until September, it's probably right after the first of the year.

Board member Cliff LeBlanc asked Mr. Hoagland if there will be a visual of all the information presented later. Mr. Hoagland confirmed there will be.

Council Member Bobby Lindamood asked Mr. Hoagland if Colleyville's pocket parks will be represented on the visual to be presented later. Mr. Hoagland stated the existing parks, i.e. the HOA parks, were on the maps as well as city trails and the private trails.

Brandstetter Carroll, Inc. consultant Mr. Hoagland continued with the presentation moving on to discuss the surveys. 1,500 surveys were mailed to Colleyville residents, the consultants expected around 300 to be returned. The consultants have received 534 completed mailed surveys back. To date the consultants have received 952 responses to the on-line/paper survey, which is open to all users of Colleyville facilities and activities.

Board member John Hillebrand asked Mr. Hoagland if his responses are based on the statistically valid survey. Mr. Hoagland stated yes, just the statistically valid random sample survey is in the presentation.

Board member Hillary Schwanbeck asked if the benchmark is based on similar type of communities or just a national benchmark. Mr. Hoagland stated the benchmark is all of ETC Institutes' (company used to conduct the survey) communities they have surveyed across the country.

Board member Cliff LeBlanc asked if Mr. Hoagland knew the standard deviation of the survey. Mr. Hoagland stated plus or minus 4.2%

Board member Mitali Mandlekar referenced a chart shown by Mr. Hoagland, it shows and stated the needs are probably lower due to neighborhood parks having good access for the residents. Mr. Hoagland stated that is probably correct, the key is looking at the unmet needs.

Board member Rich Hendler asked Mr. Hoagland if the scores reflected for golf are always that low. Mr. Hoagland stated it is just below tennis courts, it just shows what's most important to a household.

Mr. Hoagland moved to present Priority Investment Ratings, which combines the importance to households and unmet needs.

Board Member Mitali Mandlekar stated she found it interesting that off leash dog parks keeps showing up high on the list of needs.

Then Mr. Hoagland moved on to show the same statistical data for recreation programs.

Board member Rich Hendler commented that the data presented was incredible, and was great to see it put all together. Mr. Hoagland said this is a company that has started putting these statistics together.

Board member Cliff LeBlanc stated he noticed that a lot of the recreation programming is skewed towards older demographics. Is that normal? Mr. Hoagland stated yes, those activities are things you can do your entire life that come to the top of the statistics. If you look at youth activities they have approximately an 8 year span of when people participate in them.

Board member Cliff LeBlanc asked how do you make sure you don't lose track of some of the activities for the youth. Mr. Hoagland stated the sports show up as a small group, but we know they are an important group and look at making sure we cover these groups. That's why we do so many different types of public engagement in this phase of data collection.

Board member John Hillebrand stated the way the questions are structured imply the youth's needs are being met. Mr. Hoagland stated yes. Board member John Hillebrand stated they have programs and are happy with the facilities, they don't perceive the need that they need more and the city may have addressed their needs very well. Board member Cliff LeBlanc stated it's not addressing them that I'm talking about, it's in the grand plan of things you are trying to set the vision, if you totally focus on the items at the top of the chart you may forget about the

things that keep people around. Council member Bobby Lindamood stated something else to remember, that five years ago the average age of a Colleyville resident was 56, now it's 47. It's kind of getting younger, but before long it will creep back up.

Board member Cliff LeBlanc asked if we ever use Radio/Television to get the message out about events. Council member Bobby Lindamood stated we are too small.

Board member Rich Hendler asked Mr. Hoagland if the two page survey was an old one. Mr. Hoagland stated the information presented was from the 6 page mailed survey. The two page is the web-survey that is on-line now.

Board member Rich Hendler stated the information is so actionable and direct, thank you.

Council member Bobby Lindamood asked when the on-line survey will close. Mr. Hoagland stated we can close it at any time, but we want to keep it open until after the public meeting tomorrow night. We will probably close it next week.

Board member Cliff LeBlanc asked if Mr. Hoagland had a number of the sidewalks around, what sidewalks are not there and the trails. Mr. Hoagland stated they just had a meeting about the trails. Council Member Bobby Lindamood stated the city has a sidewalk committee.

Board member Cliff LeBlanc asked if there are other options concerning a rec center, have you considered them. Council member Bobby Lindamood stated the council has spoken to Life Time Fitness, they don't want to be in competition with them.

Mr. Hoagland informed the board that the public meeting tomorrow night will be set up into 3 stations.

Board member Mitali Mandlekar stated she felt that was a great way to get information so the whole conversation doesn't get shifted.

Brandstetter Carroll consultant, Mr. Hoagland, finished the presentation.

Board member Rich Hendler asked about the stakeholder meetings that were planned to interact with students at the schools. Parks Manager, Heather Dowell, stated that she has tried several times through different contacts with no follow through from the schools. She is continuing to try and welcomes any contacts that will allow her to make this happen.

Board member Mitali Mandlekar asked if there was a specific age group being targeted. Manager Dowell stated 5<sup>th</sup> and/or 6<sup>th</sup> graders and teenagers in a high school.

Council member Bobby Lindamood asked what information is needed to give to the school when they reach out to the schools. Manager Dowell stated the consultants and a City of Colleyville representative would like to meet with the children to ask them what the students would like to see in their parks.

Board member Rich Hendler asked what is the time frame being looked at to meet with the children. Manager Dowell stated the schedule would need to be considered to see when the consultant would be back in town.

Board member Rich Hendler asked if October was being considered. Mr. Hoagland answered probably, I would need to look at the schedule.

Board member Rich Hendler stated he would like to ask if the development of a recreation center is what people really want. Council Member Bobby Lindamood stated he has heard more people wanting better sidewalks and trails more than he has heard of people wanting a community center, but he has heard they want a community center as well. It has not been a big out cry, but there are people that want a community center, and they feel it anchors a community.

### **3. ADJOURNMENT**

The presentation was adjourned at 7:35 p.m.

*APPROVED BY A VOTE OF \_\_\_\_ AYES, \_\_\_\_ NAYS, AND \_\_\_\_ ABSTENTIONS ON THIS  
THE \_\_\_\_ DAY OF \_\_\_\_.*

*Minutes taken and prepared by:*

*Julie Prewitt,  
Administrative Support Specialist*



# 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)

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|                                                        |                               |               |
|--------------------------------------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 3a                                | <b>Agenda Date</b> 10/02/2017 | <b>Number</b> |
| <b>Type</b> Regular Agenda Items                       |                               |               |
| <b>Department</b> Parks and Recreation Advisory Board  |                               |               |
| <b>Title</b>                                           |                               |               |
| Update on Parks, Recreation and Open Space Master Plan |                               |               |

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## Explanation

Parks Manager, Heather Dowell, will inform the board on the consultant's, Brandstetter Carroll, Inc., progress on the Parks, Recreation and Open Space Master Plan update.

## Attachments



# City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall  
100 Main Street  
Colleyville, Texas 76034  
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|                                                       |                               |               |
|-------------------------------------------------------|-------------------------------|---------------|
| <b>Agenda Number</b> 3b                               | <b>Agenda Date</b> 10/02/2017 | <b>Number</b> |
| <b>Type</b> Regular Agenda Items                      |                               |               |
| <b>Department</b> Parks and Recreation Advisory Board |                               |               |
| <b>Title</b>                                          |                               |               |

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Overview of the Colleyville Youth Soccer Association

## Explanation

Colleyville Youth Soccer Association liaison, Patrick Dunagan, will present an overview of their youth soccer program.

## 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)

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**Agenda Number** 4a

**Agenda Date** 10/02/2017

**Number**

**Type** Report

**Department** Parks and Recreation Advisory Board

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**Title**

Recreation, Athletics, and Senior Center Report

**Explanation**

Recreation and City Events Manager, Lisa Escobedo, will provide an update on recreation, athletics, and Senior Center activities.

**Attachments**



# City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall  
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[www.colleyville.com](http://www.colleyville.com)

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**Agenda Number** 4b

**Agenda Date** 10/02/2017

**Number**

**Type** Report

**Department** Parks and Recreation Advisory Board

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**Title**

Parks Report

**Explanation**

Parks Manager, Heather Dowell, will provide an update on the parks department accomplishments and give an overview of ongoing projects.

**Attachments**