



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, March 5, 2018
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
January 8, 2018
- 3. REGULAR AGENDA ITEMS**
 - 3a** Colleyville Baseball Association discussion and report
- 4. REPORTS**
 - 4a** Parks Update
 - 4b** Recreation Update
- 5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, March 2, 2018 by 5:00 p.m.

Joyceinne Williams
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, January 8, 2018
6:00 p.m.

Colleyville Public Library
110 Main Street - 2nd Floor Meeting Room

1. CALL TO ORDER

Chair Hillary Schwanbeck called the meeting of the Parks and Recreation Advisory Board to order on January 8, at 6:02 p.m.

Present: Chair Hillary Schwanbeck, Vice Chair Mitali Mandlekar, Board Members Rich Hendler, Natalie Genco, Ajit Purandare, Jim Hasenpflug, and John Hillebrand. City staff: Mayor Richard Newton, Assistant City Manager, Adrienne Lothery, Parks Manager Heather Dowell, Senior Center and Recreation Manager Lisa Escobedo

Absent: Board member Cliff LeBlanc

2. APPROVAL OF MINUTES

October 2, 2017 and December 6, 2017

Board member Jim Hasenpflug moved to approve the October 2, 2017 and December 6, 2017 joint meeting minutes. Board Member John Hillebrand seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Update on Future Use Options for the Bidault House & Webb House

Assistant City Manager, Adrienne Lothery presented a property assessment presentation for the Bidault House and Webb House which was previously shared with the City Council and the Historical Preservation Committee. In August of 2017, Hidell and Associates Architects were engaged to conduct an assessment of the Bidault House and the Webb House. The presentation provided assessments of the properties' current conditions, structural integrity, building system, finishes, and layout. Estimated cost of repairs and different scenarios associated with public use of these structures were provided.

BIDAULT HOUSE:

There were two scenarios presented for usage:

- Museum for public education

- Tea Room (private owner – commercial use)
- Small Parties

Requirements for repairs and modifications for usage for public occupancy will require specialized attention in the following areas (details in presentation package that Adrienne Lothery presented):

- Plumbing
- Parking – Presently no parking available
- Historical Designation Requirements
- Zoning (SUP)
- Buffer Wall
- Landscape
- ADA Requirements

The Cost: Site Cost - \$98,950
 Structure Cost - \$121,660
 Engineering Fees - \$20,000

Total Estimated Project Cost - \$240, 610

Several questions were asked by the Board:

- How long has the City owned the Bidault property? Mayor Newton – Approx. 2011
- Why did the City purchase the property? Adrienne Lothery – It belonged to a citizen of Colleyville and the Historical Preservation Committee and City Council voted to keep it for historical purposes. Texas Historical Designation in 1980.
- What is it used for now? Adrienne Lothery - Nothing at the present. Preserved for family photos, etc. Looking for recommendations for future usage from citizens.
- Why do you need an 8 ft. masonry wall? Adrienne Lothery – Requirement from the land development code when a commercial usage is in a residential area.
- Why don't we let the interested party purchase the land? Mayor Newton - Mayor and Council wants to keep for historic reasons. One of the ideas for usage is a museum, as we have a Colleyville citizen with a large collection of great historic pieces. Adrienne Lothery – the interested party added stipulations to the purchase that would be a cost to the City and a minimum of 20 parking spaces would be required (which will not fit in the building area).

- Can we use the facility to rent out for small parties? Mayor Newton – Yes, this is one of the ideas for this facility.
- What is the square ft. of the building? Adrienne Lothery – 1200 sq. ft. – occupancy of 38-48 people.
- What is the acreage of the facility? Adrienne Lothery - .8 Acres
- Is there any other place for historical education? - Adrienne Lothery - Not at the present.

WEBB HOUSE:

Webb House is connected to the Cotton Belt Trail. The building is in relatively good condition.

Suggestions for usage:

- Trail Stop
- Public Meetings
- Small Parties

Modification and repair requirements include (details included in package Adrienne Lothery presented):

- Lead based paint handling
- ADA Requirements
- Fencing
- Restrooms Modifications

Cost – Two cost associated with this property includes:

Trail Stop - Site Cost - \$33,000
Structure Cost - \$152,426
Engineering Fees - \$20,000

Total Estimated Cost - \$205,426

Public Use & Meetings – Site Cost - \$33,000
Structure Cost- \$110,426
Engineering Fees - \$15,600

Total Estimated Cost - \$159,026

Adrienne Lothery discussed in detail the present restroom usage outside the building. "The restroom is located at grade, below the finished floor of the existing home structure. To use the restroom, the public is required to exit the structure, and walk, without benefit of a cover (canopy roof) to the restroom. For many public occupancy uses, this path of travel to a restroom violates code requirements." Suggested options from Hidell Associates Architects, Inc. included a new ADA unisex restroom (one design included one and the other two). Also, a cost to demo the existing detached restroom (safety reasons).

Adrienne Lothery stated the current fencing seems to create an indication that you can't enter into the Webb House. Property yard adjustments need to be done.

Questions asked by the Committee:

- Is there a kitchen? Heather Dowell – There is a small kitchen (not a full kitchen).
- Is it open when there is no function? Heather Dowell – No, the building is locked.
- What is the occupancy of the Webb House? Adrienne Lothery – Approx. 30-40.
- Will there be additional annual costs for maintenance? Adrienne Lothery – operating costs will be minimal. The property will not be staffed on a regular basis. Heather Dowell – currently landscaping upkeep, and climate control to make sure everything is working.
- What are some of your ideas for the future of the Webb House? Adrienne Lothery - Hopefully, in the future, there will be a Bransford Trail connecting to the Cotton Belt?
- Ideas include – Pumpkin Patch, Garden, Programming Opportunities, Christmas lighting, Farmers Market (one is already coming to Colleyville).
- Heather – right now the Webb House is being used for bridal shots, family pictures, group pictures, etc.
- What about the budget? Mayor/Adrienne – consideration already programmed in the 2018 budget.
- What are the next steps? Adrienne – City Council will schedule a worksession for further discussion. We were trying to get as much citizen input as possible.

3b Discussion of Future Meeting Dates

Rich Hendler discussed the proposed 2018 Parks Schedule:

- March 5, 2018
- May 7, 2018
- August 6, 2018
- October 1, 2018
- December 3, 2018

Rich Hendler also presented "Ideas for Further Discussions" stating that Parks and Recreation Board needs to continue to stay focused and not lose sight of their efforts.

Mayor Newton expressed his appreciation for the Committee and stated the staff and Council is in full support and will be engaged more often. He advised it is important for everyone to be fully educated on the scope of the Committee.

Heather Dowell indicated everyone should have received the by-laws upon appointment to the Committee, but they will be sent out again.

Rich Hendler stated the Committee must stay focused on the agenda and accomplishments from the items.

Heather Dowell reminded everyone the Committee sets the agenda.

Rich Hendler moved to approve the 2018 future Board meeting dates. Ajit Purandare seconded the motion.

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

Lisa Escobedo, started her update with recapping the events that have taken place since the last meeting:

- Winter Ball was held on January 26, 2018. It was a sell out and a success. The theme was "Hollywood" (without the "Hollywood Drama" per Committee member). There was a DJ, limousine ride, and pictures taken.
- Girls' volleyball registration began January 2 and will end February 9, 2018. Practice will begin February 26. Twenty plus teams signed up and they will be using two gyms at both schools, Colleyville

Middle School and Heritage Middle School. The first game will be held on March 3, 2018.

- There are 13 teams registered for tennis. The winter/ spring classes are from January through April. Spring class registration will begin in late February through early March.
- The Senior Center held their Annual Holiday Party December 13, 2017. Dinner along with Just Jazz provided music, picture taking, and the white elephant gift exchange. Sixty (60) seniors attended.
- Parks painted the interior of the Senior Center. Parks personnel was used on the extremely cold days.

UPCOMING:

- AARP is offering tax help at the Senior Center. Appointments will be scheduled from February 6, 2018 through April 17, 2018. Appointments are required.
- Colleyville Clean Sweep will be held April 7, 2018 from 9-11 a.m. at Colleyville Heritage parking lot. Items collected will include bulk trash, electronics, shredding, old tires, hazardous waste, etc. In the past there was a line for hazardous waste but last year it went exceptionally well, thanks to the help of Council getting the word out and along with the social media (and per Heather Dowell – because she worked on the line for hazardous material).
- Bunny Brunch will be held on March 24, 2018. This event is usually an early sell out. It will be held at Colleyville Center from 10 a.m. to Noon.
- In February, the Senior Center front and side canopy will be replaced.

4b Parks Report

- Heather Dowell reported parks is currently working on all spring contracts for softball, baseball, and soccer.
- The Parks Department has installed a new irrigation system on the new property south of City Hall and across from Library.
- There are continued improvements being done around the City Hall and The Village area. The pots in front of City Hall and medians down Main Street will be changed with seasonal plants.

Plans for more benches and more lighting are underway in an effort to revitalize the area, and bring people together to enjoy Main Street.

- Adrienne Lothery is working on new public art figures to be placed strategically throughout the City.
- The Christmas tree lighting around the City Hall and the first movie night were a success.
- Plans for a Farmer's Market are underway. Adrienne Lothery – Tentative date is March 24, 2018.
- Heroes Park – Parks is working with public works to make minor improvements to the fountain and replacement of shrubs and future improvements to come.
- Public Works cleared the channel in L.D. Lockett Park to help drainage problems which cause flooding on the trail constantly.

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

There was no one present wishing to speak.

6. ADJOURNMENT

Board member Ajit Purandare moved to adjourn the meeting, and board member Rich Hendler seconded. Motion carried unanimously. Chair Hillary Schwanbeck adjourned the meeting at 7:30 p.m.

APPROVED BY A VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS ON THIS THE 5TH DAY OF MARCH 2018.

Minutes prepared from a recording by:

*Joyceinne Williams
Administrative Secretary*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3a	Agenda Date 03/05/2018	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Colleyville Baseball Association discussion and report

Explanation

This item provides the opportunity for a presentation by and discussion of the Colleyville Baseball Association.

Attachments



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Agenda Number 4a	Agenda Date 03/05/2018	Number
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Type Report

Department Parks and Recreation

Title

Parks Update

Explanation

Parks activities update provided by Parks Manager Heather Dowell.

Attachments



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 4b

Agenda Date 03/05/2018

Number

Type Report

Department Parks and Recreation

Title

Recreation Update

Explanation

Update about Recreation activities provided by the Recreation Manager Lisa Escobedo.

Attachments