



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, April 29, 2019
6:00 p.m.

Colleyville Center
5301 Riverwalk Drive

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
March 4, 2019
- 3. REGULAR AGENDA ITEMS**
 - 3a** Athletic Field Maintenance and Update
 - 3b** Park Board Protocol and Procedures
 - 3c** CIP/Master Plan Projects Discussion
 - 3d** Park Tour
- 4. REPORTS**
 - Parks and Recreation
 - Green Lecture Series Report
- 5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, April 26, 2019 by 5:00 p.m.

Joyceinne Williams
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 DRAFT MINUTES

City Hall
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Monday, March 4, 2019
6:00 p.m.

Colleyville Center
5300 Riverwalk Drive

1. CALL TO ORDER

Chair Rich Hendler called the meeting of the Parks and Recreation Advisory Board to order on March 4, 2019 at 6:03 p.m.

Present: Chair Rich Hendler, Vice Chair Mitali Mandlekar Board Members: Hillary Schwanbeck, John Hillebrand, Justin Fairless, and Eric Presson

City staff: Assistant City Manager, Adrienne Lothery, Parks and Recreation Director, Lisa Escobedo, Urban Forester, Caleb Tandy and Administrative Secretary, Joyceinne Williams

Absent: Cliff LeBlanc and Ajit Purandare

2. APPROVAL OF MINUTES

Upon correction of Justin Fairless' name, board member Hillary Schwanbeck moved to approve the February 4, 2019 minutes. Board member John Hillebrand seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

Chair Rich Hendler requested introduction of board members and city staff.

Chair Hendler spoke regarding a meeting he attended with Mayor Newton, Adrienne Lothery and Lisa Escobedo. The meeting was to clarify and understand the mission and future agenda of the Parks and Recreation Advisory Board. Some of the discussion will be shared in the meeting as the agenda items are discussed.

Chair Hendler stated he recommended the draft minutes be distributed to the Chair and Vice Chair a week prior to the scheduled board meeting and the draft minutes will be distributed to other board members Wednesday prior to the scheduled meeting.

3a Tree Inventory Update

Urban Forester Caleb Tandy distributed a copy of a pamphlet prepared by the Texas Forestry showing the different types of street trees that existed in Colleyville in 2005. The information did not show an exact tree inventory, only a sample survey showing a small percentage of street trees in several cities and communities. This information gave insight on the main type of trees that exist in Colleyville.

Urban Forester Tandy also gave a brief explanation of the definition of a public street tree – any tree within the public right of way, which is considered from the private property line (which often is the sidewalk) to the street. The property owner is responsible for the trimming of these street trees if it is obstructing traffic. Trees on the homeowner's property are also the responsibility of the homeowner.

Manager Adrienne Lothery reminded the board that the Land Development Code is in the process of being updated which will include an explanation of the tree ordinance.

Vice Chair Mitali Mandlekar suggested that the city provide basic tree information to the homeowners via the website, flyer, e-news, etc., educating the homeowners of their responsibility on tree maintenance.

3b Emerald Ash Borer Update

Urban Forester Tandy handed out information on the emerald ash borer. Trees impacted in Colleyville are the ash trees. It takes 2-3 years after the tree is infected, to kill the tree. There is no cure for the tree once it is affected. By the time damage is discovered the damage has already been done. An insecticide treatment can delay the process.

An urban forestry webpage, on the city website, is presently being developed that will provide valuable information for the homeowners.

3c Discuss Date Availability for Parks and Recreation Advisory Board Members to Tour Parks

Chair Hendler stated that the goal of the park visits is to educate each board member on the resources and of all the city parks.

Director Escobedo stated that touring the parks will provide a visual knowledge of each park to give the board an idea of the implementation of the master plan projects and the maintenance that is currently being done.

Director Escobedo suggested that a schedule for dates and times to tour the 13 city parks be sent to the board. It was suggested that there would be two tours, preferably on Saturday afternoons. The tours would take approximately 2 hours.

3d Discussion of the Parks House at City Park

Director Escobedo stated that the parks house located at City Park is no longer necessary for Parks office space. A discussion on future use of the space will be brought to the Board at a later date. The Parks Maintenance Supervisor will relocate his office to the park maintenance building to oversee park personnel.

The fact that there are beautiful trees already in the area and that this is a prime location near the fields, the Board was asked to start discussion on their recommendations for suggested ideas that would enhance the area and benefit the citizens.

Suggested usage of the location if the house was removed:

- An additional other covered area
- Add open space to the playground area
- A splash pad
- Additional parking spaces
- Remove parking spaces to extend tennis area
- Shady area

4. REPORTS

4a Recreation, Athletics, and Senior Center Report

Spring break camps start March 11.

Director Escobedo informed the Board that she will be presenting to Council on March 5 on the utilization and fee structures of recreation centers from surrounding cities. It was reminded that this is only an informative presentation to the council to explore and understand the components of the worth of a new recreation center. This recommendation was suggested on the master plan but is not the recommendation of the Parks and Recreation Board.

Manager Lothery reminded the Board the research was requested by council per the request of the citizen survey.

The information will provide council information to establish if there is a need for a facility and then provide estimated operating cost of a facility.

Director Escobedo reported:

Spring Volleyball league is the largest as to date. There are 41 teams with 407 participants.

Youth Sports Associations have started. Several cancellations because of weather.

Tennis leagues have 7 teams playing out of City Park.

AARP offering tax services for seniors every Tuesday through April 9.

The Senior Valentine Dance was held on February 13 with an attendance of 70 seniors.

Improvements to the Sr. Center new awnings and building siding.

Glade Road and Pool Road roundabout will be completed next week. Questions were asked regarding reason for change. Beautification, citizen complaints that the wall was too high, and overall refresh of landscape. Artwork on the roundabout was well received.

New landscape design at the 99¢ store at Cheek-Sparger and SH26. Looking at additional beautification coming into the city from the south.

Continuing to work on the parks restrooms. Currently painting and replacing fixtures.

Installed and replaced irrigation heads at Reagan Park to help water the infield for tilling and dragging during the summer.

South lot of city hall maintenance work is being done to help eliminate standing water.

UPCOMING:

March 15 – Movies in the Village at Colleyville – 7:45-9:15 p.m.

March 16 – Clean Sweep at Colleyville Heritage 9-11 a.m.

March 19 – Lisa Escobedo will present to the council a presentation on the Parks House.

March 20 – Open House at the Colleyville Center. The Mayor will present the “State of the City”, 6-8 p.m. and all city departments will be available to answer questions.

April 13 – Bunny Brunch at Colleyville Center – 10:00 a.m.-12:00 p.m. Tickets go on sale March 11 at 8:00 a.m. It usually sells out.

April 27 – Texas Junior Anglers and Arbor Day – Colleyville Nature Center 9-12 p.m.

Assistant City Manager Adrienne Lothery informed the Board that bidding on the upcoming Plaza design will be coming in the next week or two. The project should start in May with 180 days targeted for completion.

Conversation continues on the road work beautification plans for Highway 26 landscaping.

4b. Discussion of Topics and Future Potential Agenda Items for 2019

Discuss and receive input on which priorities from the new Master Plan should be recommended to the City Council for inclusion in the FY2020.

Budget and how implementation of Master Plan projects could be included over the next few years in the City's FY2020-FY2024 Comprehensive Capital Improvement Plan.

Chair Rich Hendler is encouraging each member to bring new items, new topics of interest, for the Board agenda.

5. ADJOURNMENT

Board member Hillary Schwanbeck moved to adjourn the meeting, and board member Eric Presson seconded. Motion carried unanimously. Chair Rich Hendler adjourned the meeting at 7:49 p.m.

APPROVED BY A VOTE OF _AYES, _NAYS, ON THIS THE 29TH DAY OF APRIL 2019.

*Minutes prepared from a recording by:
Joyceinne Williams
Administrative Secretary*



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

City Hall
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Agenda Number 3a	Agenda Date 4/29/2019	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Athletic Field Maintenance and Update



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3b	Agenda Date 4/29/2019	Number
Type Regular Agenda Items		
Department Parks and Recreation		

Title

Park Board Protocol and Procedures



City of Colleyville Parks and Recreation Advisory Board Agenda Briefing

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Agenda Number 3c	Agenda Date 4/29/2019	Number
Type Regular Agenda Items		
Department Parks and Recreation		
Title		
CIP/Master Plan Projects Discussion		

Explanation

Staff will review the attached Parks and Recreation Advisory Board ranking of Capital Projects and review the status of the attached individual park projects.

Attachments

1. Park Board Capital Projects Priority ranking
2. Park Master Plan - Individual Projects- April 2019 Update

Capital Projects Priority Ranking

Park Board Ranking

Colleyville Parks, Recreation & Open Space Master Plan

Draft 5/16/2018

Please indicate a High Priority (3), Medium Priority (2), Low Priority (1), or Not Needed (0) for each item on the list. Please place a number in the far left column that indicates your priority for the proposed improvement. Rank each improvement. The priority ranking is for the level of importance of the improvements and not necessarily the order in which they will be developed. Thank you very much.

Priority Level	Item No.	Capital Improvement	Average		Park Board Average Rank
Capital Projects Rank - High (3), Medium (2), Low (1), or Not Needed (0).					
	28	Pleasant Glade Tract (behind Senior Center) - Develop as a Neighborhood Park with playground, splash pad, picnic shelters, Pickleball courts, shaded fitness stations, tree planting for shade, parking, etc.. (fills a gap of park land in the east)		3.00	1
	40	Trails - Implement the Trails Plan		3.00	1
	18	Kimzey Park - Add a restroom building		2.83	3
	39	Trails - Develop a trail between Sparger Park and the Colleyville Nature Center		2.83	3
	43	Senior Center - Renovate Senior Center and add a multi-purpose program center (Park Board added this to replace items 36, 37 and 38)		2.83	3
	10	City-Wide - All parks - Tree planting program to provide shade and improve tree canopy		2.67	6
	12	CNC - Restroom Building		2.67	6
	13	CNC - Signage and wayfinding system		2.67	6
	23	L.D. Lockett - Clear out vegetation from drainage channel (in the 2018 CIP, causes backup of water and mosquito issues)		2.67	6
	8	City-wide - Provide accessible walkways to all playgrounds, picnic shelters, athletic fields and spectator areas to meet ADA guidelines		2.50	10
	24	McPherson - Rock House interior renovation, upgrade lighting (to allow more flexibility to support programs - Does not work well now)		2.50	10
	29	Pleasant Run - Shade, restrooms and drinking fountain on practice field side		2.50	10
	30	Pleasant Run - Develop trail system within park on north (practice fields) side to complete the loop (north of the practice fields to connect the Cotton Belt Trail to Pleasant Run Rd. where a new trail will be located)		2.50	10
	33	Reagan Park - New restroom building		2.50	10
	42	City Park - Splash pad near Kidsville (added by Park Board)		2.50	10
	19	Kimzey Park - Dredge pond (in the 2018 CIP already, but kept on the list to show early successes)		2.33	16
	5	City Park - Replace and enlarge shade shelters over spectator areas (current ones are faded and complaints of too small)		2.17	17
	7	City-wide - Consistent park signage system (including entrance signs, directional signs, park rules signs, and interpretive signs)		2.17	17
	17	Dog Park - Identify a location and develop a dog park (no location identifies yet - Requested by many)		2.17	17
	2	City Park - Both Restroom/Concession Buildings - Repair building exterior grout and wainscot, update interiors, improve concession areas		2.00	20
	3	City Park - Small playground near ballfields with shade cover (convenience for small children)		2.00	20
	20	Kimzey Park - Replace playground and improve drainage (playground is older and has drainage problems)		2.00	20
	25	McPherson - Pavilion/Restrooms renovations - painting and ventilation, additional electrical outlets		2.00	20
	26	McPherson - Upgrade Dairy Barn displays (interpretive signs are faded and unreadable)		2.00	20
	41	Woodbriar Park - Replace playground and shelter, improve trail system		2.00	20
	6	City Park - Additional netting at ball diamonds for spectator safety (to provide safer environment for spectators)		1.83	26
	11	CNC - Expand paved trail system and safer stream crossing (couple of minor stream crossings to be made safer)		1.83	26
	22	L.D. Lockett - Playground and exercise stations (as originally planned)		1.83	26
	27	McPherson - Rehabilitate the two historic mud house barns (need work to last over the long term)		1.83	26
	34	Reagan Park - Install irrigation system		1.83	26
	14	CNC - Establish as an arboretum with labelled trees and horticultural display areas.		1.67	31
	16	CNC - Install benches along trails		1.67	31
	32	Pleasant Run - Install accessible walk from overflow parking to park		1.67	31
	1	Athletic Fields - Upgrade turf on all fields		1.50	34
	9	City-wide - Install Wi-Fi in the larger parks for convenience of park users and potential for mobile apps for park programs/interpretation)		1.50	34
	21	Kimzey - Install shaded outdoor fitness stations		1.33	36
	31	Pleasant Run - Upgrade landscaping in parking lot islands		1.33	36
	4	City Park - Install shaded outdoor fitness stations		1.17	38
	35	Reagan Park - Shade and dugouts at fields for players and spectators. Walkways to spectator areas. (fields are used for practice only for now)		1.17	38

Priority Level	Item No.	Capital Improvement	Park Board Average Rank	
Capital Projects Rank - High (3), Medium (2), Low (1), or Not Needed (0).			Average	
	36	Recreation Center - Develop a Recreation Center at the Senior Center site with kitchen, program space, gym, walking track, aerobics/dance rooms.	1.00	40
	15	CNC - Develop bird blinds	0.83	41
	38	Senior Center - Develop a new Senior Center Wing on the Recreation Center with meeting and program space, kitchen, computer lab, game room, craft room	0.83	41
	37	Recreation Center - Develop an indoor pool as part of the proposed Recreation Center	0.17	43

2018 Parks, Recreation, and Open Space Master Plan

Individual Park Projects

1. Bransford Park/Webb House

- Modify Webb House to allow for public use – project under construction with completion this summer
- Decorate in a period appropriate manner
- Open building for educational tours
- Utilize as a trail stop and family gathering place – current project will include a new restroom and rest stop for trail users
- Add trees and landscaping – landscaping enhancements will follow once the building improvements are complete
- Install a new main park sign

2. City Park

- Upgrade restroom buildings
- Update concessions
- Replace shade structures over dugouts and replace and enlarge shade over spectator areas – Shade structures have been quoted and will be replaced this summer
- Expand backstop netting
- Install tactile warning strips along the central walkway
- Improve brick paving at the pond overlook
- Update park signage
- Add splash pad near Kidsville playground
- Add small playground near ball diamonds with a shade cover

3. Colleyville Nature Center

- Install a restroom building
- Install improved signage and wayfinding signage system – Pond signs will be installed in Spring
- Expand trail system and improve smaller drainage crossing
- Establish Center as an arboretum with interpretive signage at trees and vegetation; plant additional native trees to enhance the arboretum experience
- Install benches along the trail
- Install bird blinds at strategic locations
- Create handicapped accessible fishing on the dock
- Dredge the ponds as needed
- Implement and maintain an invasive species eradication program
- Explore the feasibility of adding a nature education center for educational programming

4. Colleyville Senior Center and Pleasant Glade Tract

- Develop master plan for park
- Explore community need for a new recreation/multi-generational facility to replace the Senior Center - Council has toured a few recreation centers and have had multiple worksession presentations on the process and different facets of a recreation center. Another presentation is scheduled for this summer to further discuss this topic.
- Develop land as a neighborhood park

5. Kimzey Park

- Add restroom building
- Improve drainage at the playground and upgrade play equipment
- **Dredge the pond** – Project completed in Fall 2018. Kimzey Pond was stocked with a variety of fish in Spring 2019.
- Replace and upgrade signage

6. L.D. Lockett Park and Trailhead

- Plan for the addition of a playground and fitness stations

7. McCain Park

Improvements to be considered in the SH26 landscape design project.

8. McPherson Park

- Perform interior renovations to the Rock House with expanded spaces, improved lighting, and improved circulation
- **Complete development of Community Garden** – An Advisory Committee was formed in January 2019 and the group is working towards the creation and implementation of a Community Garden.
- Renovate pavilions and restrooms, plus additions of electrical outlets at the shelters
- Upgrade the Dairy Barn interpretive display signage
- **Rehabilitate the two Mud House barns for future functionality** – Project completed in Spring 2019
- Upgrade park signage
- Install additional shade at splash pad
- Determine uses for existing barns

9. Pleasant Run Soccer Complex

ADDED: Recently replaced (2) of the practice light poles and fixtures and inspected the integrity of all of the soccer complex athletic light poles.

- Provide shade, restrooms, and drinking fountains near the practice field
- Develop a trail to connect the Cotton Belt Trail to new trail along Pleasant Run Road
- Replace entry and park wayfinding signage
- Provide accessible walkways to all fields
- Upgrade landscaping in parking lot islands
- Provide paved path from overflow parking lot to the complex
- Make improvements to existing restroom and concession building

10. Reagan Park

- Provide shaded bleachers and dugouts
- Create accessible walkways to fields
- Add small restroom building
- **Upgrade irrigation system** – In Winter 2018/2019, Park staff added irrigation heads to the infields of the baseball and softball fields to help with keeping the fields maintained properly, especially in the heat of the summer.

11. Sparger Park

ADDED: Replaced the playground material that was washed out from the very rainy fall season. This was an additional replacement from the annual installation of the playground material.

- Upgrade park signage

- Improve connections to Tara Neighborhood trail system

12. Woodbriar Park

- Replace playground and picnic shelter
- Improve existing trail



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Department Parks and Recreation		

Title

Park Tour



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Agenda Number	Agenda Date 4/29/2019	Number
Type Report		
Department Parks and Recreation		

Title
Parks and Recreation



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Green Lecture Series Report