



City of Colleyville Parks and Recreation Advisory Board Agenda

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

Monday, July 1, 2019
6:00 p.m.

Colleyville Center
5301 Riverwalk Drive

1. CALL TO ORDER

2. APPROVAL OF MINUTES

April 29, 2019

3. REGULAR AGENDA ITEMS

3a Discussion of April 29, 2019, Parks and Recreation Advisory Board member's concerns

3b Discussion of proposed amendments to the Parks and Recreation Advisory Board bylaws

3c Discussion of the Pedestrian Transportation Committee

3d History of the Youth Sports Associations

3e Approval to use Park Land Dedication funds for restrooms at Colleyville Nature Center and Reagan Park

3f Discussion of a Pickle Ball court

4. REPORTS

4a Parks and Recreation Report

5. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Wednesday, June 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

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

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

City staff: Assistant City Manager Adrienne Lothery, Parks and Recreation Director Lisa Escobedo, Parks Maintenance Supervisor Chris Haworth, and Administrative Secretary Joyceinne Williams

2. APPROVAL OF MINUTES

Upon correction of the following statement, "Chair Hendler recommended that the agenda and draft minutes be distributed to the Chair and Vice Chair a week and half prior to the scheduled board meeting for review and the agenda and draft minutes will be distributed to the rest of the board members the Wednesday prior to the scheduled meeting".

Board member John Hillebrand moved to approve the March 4, 2019 minutes with the following correction: *Chair Hendler recommended that the agenda and draft minutes be distributed to the Chair and Vice Chair a week and half prior to the scheduled board meeting for review and the agenda and draft minutes will be distributed to the rest of the board members the Wednesday prior to the scheduled meeting.* Board member Hillary Schwanbeck seconded the motion. The motion carried unanimously.

3. REGULAR AGENDA ITEMS

3a Athletic Field Maintenance and Update

Director Escobedo reported she received several questions regarding the condition of the soccer fields at Pleasant Run. In a meeting with the Colleyville Soccer Association, and Parks Supervisor Haworth, it was decided the integrity of the turf on the fields was very weak as a result of overseeding, and the fields should not

be overseeded for one year. Director Escobedo explained overseeding would normally be done in October with rye. As overseeding was not done, and there was extensive rain in the fall, and no high temperatures to stimulate the Bermuda growth, the weeds are coming through.

Director Escobedo stated two years ago the City made a decision to use organic products on the fields in an effort to maintain a good environment, protect people who utilize the fields, and staff who maintain the fields. Currently, 85% organic measures are being utilized. Depending on overseeding and the weather, the City has decided to use a sliding scale on organic usage.

Director Escobedo and Parks Supervisor Haworth met with Texas AgriLife turf professionals to walk and discuss the fields. They have reiterated that since we did not overseed, the weeds have filled in the areas that would normally be occupied by the rye. The Bermuda has been very slow in growing due to the low temperatures. We might need to increase the aeration process but need to be careful with the frequency because it can cause loose soil that could cause players to have more accidents.

Vice Chair Mandlekar asked if we leverage any pre-emergents.

Director Escobedo stated that chemicals are not typically used with organics but we are using some type of pre-emergent (organics) with the sliding scale.

Board member Purandare asked about the drainage of the fields.

Parks Supervisor Haworth stated that moving forward the maintenance on the Pleasant Run soccer fields will include Colleyville staff aerating the fields multiple times. Aeration helps to avoid compaction of the soil and allows nutrients and water to travel deep into the root system. Throughout the summer we will continue using fertilizers, sliding scale organics, aerating the turf with necessary nutrients and water, and will overseed in the fall to strengthen the Bermuda. By fall, the fields should be up to the expectation of the citizens and the staff.

Vice Chair Mandlekar asked about the weed issue in the parks.

Parks Supervisor Haworth reported that a chemical called Certainty will be used. The first application will happen around the last of May or the first of June. It will be monitored to see if a second application will be needed.

Chair Hendler asked if there was any downside of using the fields during the maintenance period.

Director Escobedo stated that in the summer months we only have soccer camps which allows the opportunity to move the camps to other areas during maintenance.

Board member Purandare stated the fields are muddy where the Bermuda has not grown. He also stated that communication with CSA in the future would be appreciated.

Assistant City Manager Lothery reported that there has been communication with CSA and that there was going to be a presence at an upcoming board meeting but the association preferred that it is put in writing and they will inform all the coaches. Board member Purandare will attend the meeting to insure that everyone is informed.

Director Escobedo stated that CSA is aware of the conditions of the fields and our desire to maintain the fields at a high level. We will be communicating with CSA and a written report will be presented.

Board member Presson expressed his gratitude for the previous maintenance of the Colleyville fields. They were always well maintained and in excellent condition when his kids were playing. The explanation of what is happening with the fields now is understandable.

3b Park Board Protocol and Procedures

Vice Chair Mandlekar expressed the concerns of several board members about transparency, intent, and open perceptions during a prior meeting that was held with Mayor Newton, Chair Hendler, Assistant City Manager Lothery, and Director Escobedo in attendance. Everyone felt like they should have been heard.

Assistant City Manager Lothery stated that the meeting with Chair Hendler was initiated by Mayor Newton to insure that the new chair understood the council's visions, strategy, and strategic plans, and not to speak on behalf of the Parks Board or convey their views. Mayor Newton wanted to convey priorities of the council.

Board member Schwanbeck asked why Mayor Newton did not come to the board meeting to have this discussion. There would have been open transparency.

Vice Chair Mandlekar stated that there was no board members included and it was felt by several board members that the opportunity for other board members to be heard did not exist.

Board member Purandare stated that the board is a bipartisan committee that works for the citizens and everyone should have been spoken to and that the

perception of conflict of interest could be perceived by other board members that were not present.

Board member Schwanbeck stated that the board had full faith in the new chain of command but the board is still an entity even though there is a Chair that presides over the meeting.

Vice Chair Mandlekar stated that a communication email should have been sent out to the board to ensure that all views of the board and citizens were heard. "Why wasn't the Vice Chair involved?" "Why wasn't minutes taken from the meeting?"

Board member Hillebrand expressed some concerns about not knowing what direction of information was given from the Mayor? There should have been a summary of the meeting sent to the board members from the meeting. There needs to be a better protocol established for such a meeting.

Board member Presson stated that being a new member he did not know the process and how this information should have been handled, but transparency and intent to disseminate information to council regarding views of the board is understood.

Board member Schwanbeck indicated that this practice has never happened before but moving forward there may need to be rules put in place to make sure it is clear when information is given to the Mayor or Council, the board should be informed.

Board member LeBlanc stated that he was happy for the meeting the Chair had with Mayor Newton because he had concerns that the board's opinions were not being conveyed to council and this ensured the representation for the board while the council is in discussion of the master plan.

Chair Hendler apologized to the group regarding the perception and concerns of the board and that he was asked to attend the meeting with the understanding that he was acting as Chair for the board and an agenda developer.

Assistant City Manager Lothery assured the board that their concerns would be communicated. Assistant Manager Lothery added that Mayor Newton offered to have a meeting to talk with everyone.

Board member Schwanbeck stated that she would like to add to the agenda, for the next meeting, verbiage for a revision of the bylaws to the board.

Assistant City Manager Lothery stated that if there are draft revisions available, they should be reviewed by the City Secretary and City Attorney to insure that there are no issues before presenting to the board.

Assistant Manager Lothery reminded the board that revision of bylaws would need to be put on the agenda and approved by the board and submitted to council for approval.

Assistant City Manager Lothery reminded everyone regarding the rules of the email command. She reminded the board members to be cognizant of the fact that conversations among board members by emails are against the "Texas Open Meeting Act".

"ATTENTION ALL PUBLIC OFFICIALS: A "Reply to All" of this e-mail could lead to violations of the Texas Open Meeting Act. Please reply only to the sender."

Director Escobedo stated that council is in the process of implementing the master plan, the procedure to add items to the agenda has changed. It was agreed that the items can continue to be sent to Director Escobedo who will forward them to Chair Hendler and Vice Chair Mandlekar. Chair Hendler and Vice Chair Mandlekar will review the items and take in consideration the meeting timeframe and submit suggested items to Director Escobedo to prepare the agenda.

Assistant City Manager Lothery reminded the board that in order for the packet to be completed, staff will need enough time to receive the approved agenda items to prepare the packet to be posted and emailed out.

The board agreed that Chair Hendler and Vice Chair Mandlekar should receive the agenda and draft minutes for review on Wednesday, two weeks prior to the scheduled board meeting. All other board members will receive the packet the Wednesday before the scheduled board meeting.

3c CIP/Master Plan Projects Discussion

Director Escobedo addressed the individual 2018 park projects and open space master plan items that the department is presently working on.

Board member LeBlanc had a concern regarding the recommendation to develop a recreation center seemed to have moved up to the top priority of the master plan when the committee did not have it as a high priority, only a revision to the present Sr. Center.

Director Escobedo stated that as a result of various group's input, and the citizen survey, she was directed by council to research costs for construction and maintenance of a recreation center.

Assistant City Manager Lothery reiterated the City Council is directing the research and comparison of other cities recreation centers.

Vice Chair Mandlekar stated the signage at the Nature Center and the additional pet waste stations that were added are really nice.

Assistant City Manager Lothery explained how multiple funding sources are being utilized for projects from the list on the master plan.

Board member Schwanbeck asked about the status of the trails?

Assistant City Manager Lothery explained that grant funding for the trails is being requested by our Public Works Director and Director Escobedo.

Chair Hendler suggested that trails should be added on the priority list to keep it in focus.

Director Escobedo will update the board on trails as they become available including the timeline.

Chair Hendler stated that per the discussion of the board, the top priorities for the Master plan were the Sr. Center, trails, Nature Center, and trees.

Board member Hillebrand expressed concern regarding the tree planting mitigation project.

Assistant City Manager Lothery indicated that money is presently out for bid for the tree mitigation project.

Board member Schwanbeck stated that the restrooms at the Nature Center is also a top priority on the master plan.

The board discussed the City Park suggestions of a Splash Pad as long as it is in the shade and not at the expense of losing trees.

Board member Hillebrand asked about the status of the Tree Board.

Assistant City Manager Lothery stated that the bylaws were approved and now council is in the process of reviewing applications for new board members.

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

Director Escobedo stated a new date for a parks tour. The date that was suggested was Monday, June 10 at 6:00 p.m. Everyone should meet at Colleyville Senior Center.

4. REPORTS

4a Parks and Recreation

The Bunny Brunch was held on Saturday, April 13, the event was sold out with 250 participants.

The Texas Junior Anglers & Arbor Day Celebration was held on Saturday, April 27, with about 200 participants.

Spring Volleyball League will end on Saturday, May 11 with an end of the season tournament – 40 teams with over 300 participants.

Youth Sports Associations (soccer, baseball & softball) spring seasons will go through mid-May.

Sand Volleyball Leagues began April 1 & 3. The leagues will run through the end of May. Because of rain, the season will probably end in June.

Summer Volleyball League registration has begun and the season will run from June 10-July 27. We have been proposed with a new team made up of younger boys.

Spring Tennis Leagues will continue through mid-May.

Summer Tennis Leagues will begin in June out of City Park. Two of the courts will be resurfaced this summer which will cause some rescheduling and adjustments using the courts.

AARP Free Tax Help was provided from February 5-April 9. There were 153 people that took advantage of this free service.

McPherson Park Mud Log Barn recently had some restoration and repairs performed. One of the master plan projects.

The Village flower pots were placed and plant material and irrigation was installed on the four corners of the roundabout on Main Street and the two west corners at Pleasant Run and Main Street, about three to four weeks ago.

Colleyville Nature Center pond signs were recently installed. The signs were made out of a Post Oak tree that was removed at LD Lockett Park.

UPCOMING:

May 10 – Movies in the Village (Mary Poppins) at 8:15 pm

May 18 – Fire Department Open House (Station 1) from 10:00 a.m.-1:00 p.m.

May 31 – Summer Reading Kickoff from 6:00 p.m.-8:00 p.m.

June 21 – Stars & Guitars at 6:30 p.m. at Colleyville Center. Fireworks and John Michael Montgomery will perform.

Future Agenda Items:

Amendment to By-Laws

Trails Update (Funding)

Pickle Ball Court

Next scheduled meeting is July 1, 2019.

4b Green Lecture Series Report

Chair Hendler mentioned the Nature Center pond signs project was complete. History of the Local Birding Opportunities was held on April 9. Everyone enjoyed the beautiful bird photos with approx. 20-25 in attendance. Recycle/Composting was held on April 23 with approx. 8-10 in attendance. May 14th event cancelled. Texas Parks & Wildlife will present at the May 30th event.

5. ADJOURNMENT

Board member Eric Presson moved to adjourn the meeting, and board member Cliff LeBlanc seconded. Motion carried unanimously. Chair Rich Hendler adjourned the meeting at 7:51 p.m.

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 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Discussion of April 29, 2019, Parks and Recreation Advisory Board member's concerns		



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Agenda Number 3b	Agenda Date 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		

Title

Discussion of proposed amendments to the Parks and Recreation Advisory Board bylaws

Explanation

This item allows for discussion and consideration of bylaws amendments requested by Parks and Recreation Advisory Board members as follows:

Proposed addition/amendment to Article III (amend to 3.2 or insert as 3.3) Should any potential conflicts of interest arise, that may interfere with the Chair or Vice Chair's proper discharge of their duties in the public interest, the Chair or Vice Chair must disclose the matter to the Parks and Recreation Advisory Board at the earliest scheduled meeting or prior to assuming the position.

Proposed addition/amendment to Article IV (amend 4.3) An individual member of the Parks and Recreation Advisory Board may not act in an official capacity on behalf of the Board or outside of the responsibilities and functions described in these bylaws except through an act of the Board or explicit permission of the Board.

Attachments



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Agenda Number 3c	Agenda Date 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Discussion of the Pedestrian Transportation Committee		



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Agenda Number 3d	Agenda Date 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
History of the Youth Sports Associations		

Explanation

This Agenda item seeks to present the concept, seek inputs and acceptance and together approve an approach to collecting and making accessible Colleyville Sports Association History.

1) the hope is to have Involved Colleyville Citizens and Past Sports Association Presidents / officers and leaders assist the city in recollection and capturing the story of Youth sports. (Football, Baseball, Softball, Soccer). It may also include specific Parks, Trails, and past overall Master Plan documents and old press clippings.

2) Consider a virtual Colleyville Sports Hall of Fame Recognition process to note old & new Colleyville Sports Personalities and contributors . We'd need to develop a vetting and approval process and membership criteria.

Challenge: who will tackle? Where would we store paper, documents resource? Who will edit and oversee?

Thoughts: possibly consider a Library "Archive" option for paper and old news clips. Possible discussion of accepting Sports Memorabilia, Possibly a " Library Spot" to house Green, Outdoor, Local Sports Resources.

Possibly a single Lecture (by Sport) one per year to accent and note all time Colleyville Greats and creating a " Hall of Fame"

We should include Golf and other Sports presentations in this effort.



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Agenda Number 3e	Agenda Date 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Approval to use Park Land Dedication funds for restrooms at Colleyville Nature Center and Reagan Park		



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Agenda Number 3f	Agenda Date 7/1/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Discussion of a Pickle Ball court		



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Agenda Number 4a	Agenda Date 7/1/2019	Number
Type Report		
Department City Secretary		
Title		
Parks and Recreation Report		
