



A G E N D A

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, OCTOBER 20, 2025 at 6:00 p.m.
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS**

- 1. Call to Order & Roll Call for Parks and Recreation Advisory Board**
- 2. Visitors Comments** *(Anyone wishing to address the Parks and Recreation Advisory board must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Parks and Recreation Advisory Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*
- 3. Approve the Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on August 18, 2025**
- 4. Review and Discuss Public Art Master Plan and Policies**
- 5. Receive an Update on the City Trail Tunnel Art Project and Discuss Draft of the Request for Proposals (RFP) Document for Said Project**
- 6. Receive a Presentation and Discuss Parks and Recreation Proposed Fee changes; Provide feedback and make a Recommendation for City Council consideration**
- 7. Receive an update on the Lower Sellmeyer Park Public Meeting**
- 8. Status Reports on Current Projects and Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting.)**
- 9. Adjournment**

I HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE PUBLIC BULLETIN BOARD AT THE MUNICIPAL COMPLEX, 1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS IN ACCORDANCE WITH THE TEXAS GOVERNMENT CODE, CHAPTER 55I, ON THE 14th Day of October, 2025 before 5:00 p.m.

Kristin Thomas

**Kristin Thomas
Administrative Assistant**

Removed from posting on the _____ day of _____, 2025, at ____: ____

By _____



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 3

MEETING DATE: October 20, 2025

SUBJECT: Approve Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on August 18, 2025

PREPARED BY: Kristin Thomas, Administrative Assistant

BACKGROUND

Minutes are approved by a majority vote of Parks and Recreation Advisory Board and listed on the Agenda. The Board is encouraged to contact the Administrative Assistant prior to the meeting if there are any suggested changes. Upon doing so, staff can make suggested changes and the minutes in order to contribute to a time efficient meeting. If the change is substantial in nature, a copy of the suggested change will be provided to the Board for consideration prior to the vote, or could be moved to a future meeting for approval.

The Board should review and consider approval of the minutes. The Board's vote and approval of the minutes reflect agreement with the accuracy of the minutes.

RECOMMENDATION

To approve minutes of the Regular Highland Village Parks and Recreation Advisory Board Meeting held on August 18, 2025.



MINUTES
PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, AUGUST 18, 2025 at 6:00 p.m.
HIGHLAND VILLAGE MUNICIPAL COMPLEX
COUNCIL CHAMBERS
1000 HIGHLAND VILLAGE ROAD, HIGHLAND VILLAGE, TEXAS

1. Call to Order & Roll Call for Highland Village Community Development Corporation.

The meeting was called to order at 6:00 p.m.

Present:	Dave Rush	Place 5
	Hogan Heathington	Chairman, Place 2
	Tyler Gump	Vice Chair, Place 3
	Ryan Melson	Alternate 1
	Kevin Pearson	Place 4
	Patrick Finch	Alternate 2
Absent:	Leslie Andrus	Place 1
Staff Members:	Phil Lozano	Parks & Recreation Director
	Andra Foreman	Assistant Director of Recreation

2. Visitors' Comments. *(Anyone wishing to address the Parks and Recreation Advisory board must complete a Speaker's Request form and return it to the Administrative Assistant. In accordance with the Texas Open Meetings Act, the Parks and Recreation Advisory Board is restricted in discussing or taking action on items not posted on the agenda. Action on your statement can only be taken at a future meeting. In order to expedite the flow of business and to provide all visitors the opportunity to speak, the Chairperson may impose a three (3) minute limitation on any person addressing the Board.)*

No visitor comments.

3. Approve Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on July 21, 2025.

Motion made by Dave Rush to approve minutes from the regular meeting of the Parks and Recreation Advisory Board on April 21, 2025.

Seconded by Ryan Melson.

Motion approved by a vote of 5-0

4. Provide information related to vandalism/graffiti/tagging on trail tunnel(s) and mural(s) in the City of Highland Village, Lewisville and Flower Mound and the Bowery and McAuliffe Elementary.

The Commander from the Highland Village Police Department provided a report detailing when the vandalism/graffiti occurred and the estimated cost to cover the damages. Phil shared that he spoke with the Parks and Recreation Directors from both Flower Mound and Lewisville. The Lewisville Parks and Recreation Director reported that there are no known issues with vandalism, graffiti, or tagging. Similarly, the City of Flower Mound Parks and Recreation Department stated that they do not have any significant issues; and if any do occur, they are minimal and easy to clean.

5. Discuss the development of a comprehensive plan for the City Trail Tunnel Art Project.

Establish key points to be included in the discussion, such as how to address vandalism, associated costs, preferred theme or style, and other relevant considerations.

Schedule a workshop meeting for the week of September 8.

6. Discuss setting a public meeting on November 1, 2025 at Lower Sellmeyer Park to discuss improvements to the park.

The meeting is scheduled to take place on Friday, November 1, from 10:00 AM to 12:00 PM, with Doubletree Ranch Park as the rain location. Motion made by Kevin Pearson to approve public meeting. Seconded by Dave Rush.

7. Discuss indoor pickleball at the Robert and Lee DuVall Center.

A pickleball schedule was presented to show the number of hours the court was previously used each week compared to its current usage, with Wednesday being the only available day. It was suggested that Wednesdays be used for activities such as social vs. competitive play, open play, beginner lessons, or simply to increase available hours. The possibility of implementing a user fee was also discussed. A survey will be sent out no later than October to determine which option is most preferred.

8. Staff to provide a brief department update for Parks, Projects, and Recreation.

Quick update (not limited to): Unity baseball fencing has been increased to 10 feet, and the basketball court project is currently underway. A break in the sewer line at Kids Kastle has been repaired, and general park maintenance is ongoing. Staff is considering extending splash pad hours, and irrigation repairs are in progress. The baseball fields have been updated, while the fishing pier project may be put on hold. New equipment, including a robotic mower, has been added to assist with groundskeeping. Additionally, outdoor classes and camps are being explored as potential new offerings. One idea under consideration is WhoaZone, an inflatable water activity and obstacle course. Another update focused on safety: Phil presented a fishing backpack that holds fishing gear and a collapsible pole. This backpack will be awarded to five individuals through a competition aimed at promoting safety for children carrying fishing gear while riding scooters. It was noted how many activities and classes are available for all seniors. Kevin has requested to be included in discussions regarding WhoaZone, fishing, and outdoor education classes.

- 9. Discussion on Future Agenda Items (A Board member may inquire about a subject of which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting).**

None

10. Adjournment of Regular Meeting.

The meeting was adjourned at 7:39 p.m.

Hogan Heathington, Chair

ATTEST

Kristin Thomas, Administrative Assistant



**PARKS AND RECREATION ADVISORY
BOARD MEMORANDUM
AGENDA ITEM 4**

MEETING DATE: October 20, 2025

SUBJECT: Review and Discuss Public Art Master Plan Policies

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

At the September 8, 2025, Parks and Recreation Advisory Board Special Workshop meeting, the board requested that an agenda item be added for the next regular meeting to review and understand the Public Art Master Plan Policies.

On February 13, 2018, the council approved Resolution 2018-2734, amending the City of Highland Village Public Art Master Plan. The amended plan outlines the intent and implementation strategies for public art, as well as the role of the Parks and Recreation Advisory Board within the Master Plan.



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 5

MEETING DATE: October 20, 2025

SUBJECT: Receive an update on the City Trail Tunnel Art Project and Discuss Draft of the Request for Proposals (RFP) Document for Said Project

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

New information has come to light that warrants further discussion before moving forward.

The funding to paint the tunnel white was not approved. However, you can paint directly on the concrete.

The initial concept for the wall art project was to commission a painted mural with a local artist. To explore this option, Ryan Melson consulted with an artist in the sign industry who indicated that it would be challenging to find a qualified artist willing to donate the significant time and effort required to complete the project.

In light of this information, the artist suggested an alternative option of using a wall wrap instead of paint. Staff obtained two preliminary quotes from sign vendors to wrap one side of the wall.

- SpeedPro \$30,673.31
- Image 360 \$23,714.83

Note that quotes do not take into consideration the actual artwork that would be submitted if the project were approved. The quote provides context for what the cost could be, and not the actual cost.

Additionally, at the April 21, 2025, Regular meeting, staff provided an update on the City Trail Tunnel Art Project, including a Request For Proposals (RFP) for review and comments.

A final draft of the RFP is presented today for review and comments.

BUDGETARY IMPACT

None at this time

RECOMMENDATION

Staff recommends further discussion by the Board to determine,

- Whether to continue pursuing a painted mural as a pro-bono project



**PARKS AND RECREATION ADVISORY
BOARD MEMORANDUM
AGENDA ITEM 5**

- Consider the wall wrap alternative and discuss funding strategies
- Consider other options, such as a temporary art event, “chalk the walk or wall day”
- Choose another location for an art project



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 6

MEETING DATE: October 20, 2025

SUBJECT: Receive a Presentation and Discuss Parks and Recreation Proposed Fee changes;
Provide feedback and make a Recommendation for City Council consideration

PREPARED BY: Andra Foreman, Assistant Director of Recreation

BACKGROUND

As part of the department's ongoing review of park and facility operations, staff has evaluated the current pavilion rental rates, overnight camping rates, and pickleball fees to ensure consistency, fairness, and competitiveness with surrounding communities. We bring fourth the following recommended changes:

- **Pavilion Rentals:** The current full-day and half-day rental structure will be replaced with an hourly rate that includes a maximum daily cap. This change will allow greater flexibility for users and align more closely with neighboring cities' pricing models.
- **Overnight Camping Rates:** The existing peak and off-peak pricing structure will be simplified to a single year-round rate. Both resident and non-resident rates will increase slightly to remain in line with comparable facilities and to support ongoing maintenance and operational needs.
- **Pickleball Fees:** Pickleball court rental fees are not currently included in the City's adopted fee schedule. To maintain consistency across similar facility uses, staff recommends establishing pickleball court rental fees at the same rate as tennis court rental fees.

These proposed adjustments are intended to improve operational efficiency, simplify the reservation process, and maintain competitive pricing within the area.

BUDGETARY IMPACT

The proposed fee updates are expected to result in a modest increase in annual revenue for the Parks and Recreation Department. These funds will help offset operational and maintenance costs associated with facility upkeep, staffing, and utilities.

The adjustments are not anticipated to negatively impact facility usage, as the proposed rates remain comparable to neighboring municipalities.



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 6

Recommended Fee Changes

Pavilions

Current Rates		Recommended		
Pavilion & Capacity	(Res / Non-Res Rate)	Pavilion & Capacity - Hourly + Day Cap - 2 hr. min	Hourly Rate (Res / Non-Res)	Daily Cap (Res / Non-Res)
Doubletree Ranch (480)	\$100 / \$200 (5 hrs.)	Doubletree Ranch (480)	\$40 / \$60	\$250 / \$400
	\$200 / \$400 Full Day			
Lakeside Park – Burgess (115)	\$20 / \$24 hr.	Lakeside – Burgess (115)	\$25 / \$35	\$175 / \$225
	\$75 / \$90 Half Day			
	\$125 / \$150 Full Day			
Lakeside Park – Sunrise (48)	\$20 / \$24 hr.	Lakeside – Sunrise (48)	\$20 / \$30	\$150 / \$200
	\$75 / \$90 Half Day			
	\$125 / \$150 Full Day			
Pilot Knoll – Big Oak (200)	\$100 / \$120 Day	Pilot Knoll – Big Oak (200)	\$40 / \$60	\$250 / \$350
Pilot Knoll – Post Oak (100)	\$75 / \$90 Day	Pilot Knoll – Post Oak (100)	\$30 / \$45	\$200 / \$275
Pilot Knoll – Cedar Elm (100)	\$75 / \$90 Day	Pilot Knoll – Cedar Elm (100)	\$30 / \$45	\$200 / \$275
Unity Park – Kids Kastle (60)	\$20 / \$24 hr.	Unity Park – Kids Kastle (60)	\$25 / \$35	\$175 / \$225
	\$50 / \$60 Half Day			
	\$75 / \$90 Day			



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 6

Pilot Knoll Camping - Overnight

Price Per Night	Current		Recommended	
April 1 - September 30	Resident	\$ 25.00	Resident	\$ 35.00
	Non-resident	\$ 35.00		
October 1 - March 31	Resident	\$ 20.00	Non-resident	\$ 45.00
	Non-resident	\$ 30.00		
	Seniors (age 62+) receive a 20% Discount		Seniors (age 62+) receive a 20% Discount	
	All Active or Retired Military, Fire and Police Personnel receive a 20% Discount		All Active or Retired Military, Fire and Police Personnel receive a 20% Discount	

Pickleball

Pickleball Court	
Game Session (1 hour)	Resident: \$5.00
	Non-Resident: \$6.00
Game with Lights (1 hour)	Resident: \$10.00
	Non-Resident: \$12.00

RECOMMENDATION

Staff recommends that the Parks and Recreation Advisory Board review the current and proposed rates, provide feedback, and make a recommendation for City Council consideration.



**PARKS AND RECREATION ADVISORY
BOARD MEMORANDUM
AGENDA ITEM 7**

MEETING DATE: October 20, 2025

SUBJECT: Receive and update on Lower Sellmeyer Park Public Meeting

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Staff Liaison Phil Lozano will provide and update on the November 1, Lower Sellmeyer Park Public Meeting. Including but not limited to the public notices that went out to residents and feedback to date.



PARKS AND RECREATION
1000 Highland Village Road
Highland Village, TX 75077
972-317-7430 F 972-317-0237
www.highlandvillage.org

October 3, 2025

Dear Resident,

The City wants your input on the future of Lower Sellmeyer Park.

We are hosting a Public Meeting:

When: November 1, 2025

Time: 10 a.m. – 12 p.m.

Where: Lower Sellmeyer Park, 600 Sellmeyer Park

Rainout Location: Sgt. Dennis Oliver Event Center at Doubletree Ranch Park

We encourage you to walk, ride a bike, or use a Micro-mobility device to travel to the park for this meeting. If you drive, please park along Creek Place, Park Lane, or Sellmeyer Lane.

In 2021, the Parks and Recreation Advisory Board and city staff conducted a bond needs assessment to evaluate the condition and needs of the city's parks. The final results were presented to the City Council and approved. Based on that assessment, certificates of obligation bond funds were issued in 2022 for several park improvements.

One of the projects identified was **Lower Sellmeyer Park**, where the playground was recommended for replacement due to its age and limited play value. A total of **\$140,000** has been allocated for this project.

Before moving forward, we want to hear from you. Over the past two years, city staff have observed that the park has seen minimal use, so your input is especially important as we consider its future.

At the upcoming community meeting, we will discuss several options, including:

- **Option A:** Replace the current playground with a new, upgraded playground.
- **Option B:** Convert the playground area into another use, such as a picnic and green space.
- **Option C:** Remove the playground, return the area to open green space, and discuss reallocating the funds to Turpin Park (about ½ mile west of Lower Sellmeyer Park).
- **Option D:** Other ideas you would like us to consider that would be within the budget dollars allocated to Lower Sellmeyer Park.

Your feedback will help shape the decision.

If you have any questions before the meeting, please email Phil Lozano, director of parks and recreation, at plozano@highlandvillage.org.

We look forward to your input and hope to see you at the meeting!

Phil Lozano
Highland Village Director of Parks and Recreation

Lower Sellmeyer Park **PUBLIC MEETING**

We need your input to help us
determine the best use of this park.

When: November 1
10 a.m. - 12 p.m.

Where: Lower Sellmeyer Park
600 Sellmeyer Lane

Rainout Location: Sgt Dennis Oliver
Event Center at Doubletree Ranch Park.



Bandit Sign locations

