



A G E N D A

**PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, FEBRUARY 16, 2026 at 6:00 PM
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 November 17, 2025**
- 4. Receive Information from Staff on the Recent Award from the Denton County Master Gardeners**
- 5. Staff to Present Information from Public Engagement Meeting at Lower Sellmeyer Park**
- 6. Staff will Present Final Art Project Ideas, Incorporating Suggestions from Tyler Gump, and will seek a Recommendation from the Board**
- 7. Staff to Provide a 2025 Fiscal Year High-Level Department Review and Summary of Accomplishments and an Outline of Initiatives for the department for Fiscal Year 2026**
- 8. Staff to Provide Information on City-Owned and City-Leased Parks and Trails**
- 9. 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.)*
- 10. 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 551, ON THE 10th Day of February, 2026 before 5:00 p.m.

Kristin Thomas

Kristin Thomas
Administrative Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 899-5132 for additional information.

Removed from posting on the _____ day of _____, 2026, at ____: ____

By _____



**PARKS AND RECREATION ADVISORY
BOARD MEMORANDUM
AGENDA ITEM 3**

MEETING DATE: February 16, 2026

SUBJECT: Approve Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on November 17, 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 November 17, 2025.



MINUTES
PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, NOVEMBER 17, 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.

The meeting was called to order at 6:03 p.m.

Present:	Hogan Heathington	Chairman, Place 2
	Tyler Gump	Vice Chair, Place 3
	Ryan Melson	Place 5
	Steve Tawadrous	Alternate 1
Absent:	Leslie Andrus	Place 1
	Kevin Pearson	Place 4
	Janet Gershenfeld	Alternate 2
Staff Members:	Phil Lozano	Parks and Recreation Director
	Andra Foreman	Assistant Director of Recreation
	Kristin Thomas	Administrative Assistant
	Heather Miller	Finance Director

2. Consider Appointment of a Chair and Vice Chair

Hogan shared duties and responsibilities for chair and vice chair. Tyler nominates Hogan for Chair and Steve seconds. Ryan nominated Tyler for Vice Chair- Steve seconds.

A vote was taken- all were in favor.

Results:

Chair: Hogan

Vice Chair: Tyler

3. Approve the Minutes from the Regular Meeting of the Parks and Recreation Advisory Board held on October 20, 2025

Motion to approve by Ryan and seconded by Tyler.

5-0

4. Staff to present the winners of the Fishing Challenge

Andra presented the fishing challenge and contestants. She also presented the winners with their awards-fishing backpacks.

5. Staff to provide an update on Pilot Knoll Park

Liaison Phil Lozano provided the Board with an update on the Pilot Knoll Park project that had recently been presented to City Council. He shared the same information with the Parks Board, including work orders for water and sewer main line repairs. Phil explained that the main line at Pilot Knoll Park would need to be replaced, as portions of it is exposed and run too close to the shoreline.

He outlined two septic system options:

- A Public Works option costing approximately \$2.2 million, which would be a full system serving the entire park.
- A KCB Engineering option costing approximately \$200,000, which would serve only the cabins and fall under Parks responsibility.

Ryan asked why there was such a large cost difference. Phil explained that they are two different systems: the Public Works system is comprehensive, while the KCB option is an on-site sewage facility intended only for the cabins. Phil also noted that City Council decided not to move forward with the cabins. He reported that two additional tanks were found on the property, and after professional evaluation, they were recommended to be replaced. A float alarm device will be installed to help prevent septic overflows. Hogan asked whether City Council had provided any further direction on whether to pursue options. Phil responded that Council recommended installing the alarm system for now. Steve asked if there was concern about the main line; Phil responded no, now that its location is known and can be managed. Hogan asked whether Council instructed staff not to proceed with water or sewer main work. Phil confirmed they did. The cost to pump out the tanks was discussed, with Ryan noting it costs about \$100. Phil confirmed that estimate.

Phil reviewed the project timeline:

- 2020/2021 – Cabin Project Feasibility Study
- December 2021 – Bond issuance.
- Fall 2022 – Scoping discussions for professional services.
- January 2023 – TPWD grants (first round) and the local park grant were submitted but not awarded.
- March 2023 – Dunaway hired for professional design services.
- May 2023 – TPWD boat ramp grant submitted; awarded in early 2024.
- August 2023 – TPWD resubmission with new criteria- awarded in early 2024. Phase 1 design initiated (gatehouse and entry).
- 2024 – Ongoing Phase 1; boat ramp design award/rescope per grant requirement; cabin schematic design initiated.
 - October: Phase 1 gatehouse/entry bid process returned one bid, rejected due to budget.
 - Destination marketing/branding presentations provided

- 2025 – Phase two design for cabins, day-use area, and trails.
 - March: Boat ramp design submitted to USCOE; continued coordination with Public Works on utilities.
 - April: CMAR project delivery RFP- received two bids; recommendation made to engage Dean Construction.
 - July: CMAR contract awarded to Dean Construction.
 - August–October: Dunaway, Dean Construction, and the City conducted pre-construction pricing and evaluations.

Phil presented the project program and elements, including entry experience, boat ramp enhancements, ADA accessibility, day-use area, and cabin plans. He also reviewed the master plan and the proposed cabin locations. Projected cost estimates at 60% design were shared, noting they do not include a new water line. Phil stated that Council directed staff to move forward with all components except the cabins—specifically the gatehouse, boat ramp, RV restrooms, and day-use area—as long as the project remains within budget. TPWD grant status was reviewed, excluding the boating access grant, which is separate. Challenges such as shutdowns, materials cost increases, supply issues, tariffs, and grant funding deadlines were also discussed. Hogan asked which projects are tied to the construction and grant deadlines. Phil responded that these deadlines apply to the local park grant items: the day-use area, gatehouse, trails, etc.

Phil introduced Finance Director Heather Miller. She presented the 2021 park bonds budget and shared the projected amounts at the time of issuance. The City had hoped grant funding would support the \$6.4 million bond package. A revised plan in FY2024 incorporated awarded grants. A major portion of the bond funding was tied to the Pilot Knoll project with CMAR, including cabins, gatehouse, boat ramp, restrooms, and more. The total was approximately \$5.6 million, with cabins estimated at \$3.4 million. Phil asked the Board to consider what could be done with the available space now that cabins will not be constructed. Tyler asked about reducing the scope of the cabin project rather than eliminating it. Heather reviewed the budget contingency and adjustments. She also presented information on bond funding restrictions, expenditures, and commitments. Completed projects include lighting upgrades, Unity Park tennis court work, basketball court lighting, dog park synthetic grass, baseball backstop fencing, tennis parking, tennis fencing and screens, and fishing pier renovation and irrigation. Hogan asked whether there is a timeline for spending bond funds. Heather clarified there is no strict timeline but recommended spending as soon as practical because interest rates have changed. The IRS generally expects funds to be spent within three years. Hogan asked whether surplus funds from one project could be applied to another; Heather confirmed they could as long as the purpose fits within the bond authorization. Heather shared a breakdown of the Pilot Knoll project, including the \$3.4 million for cabins, and presented occupancy rate comparisons with surrounding cities. Tyler asked why Flower Mound's occupancy was low; Phil speculated it might be related to flood zone issues and wear and tear from frequent moving. Heather presented a feasibility analysis for 16 cabins using KCB facilities and reviewed a 4B fund scenario that included revenue and expenditures. Tyler asked whether alternative cabin-count scenarios have been evaluated.

Heather noted she had run other numbers but presented only the 16-cabin model for this meeting. Phil added that projected revenue is a challenge compared to earlier (2021) estimates.

Tyler expressed that if the water and sewer lines must be replaced regardless, it may be worth considering fewer cabins to meet community interest instead of eliminating them. Heather and Tyler discussed maintenance and debt service costs. Steve requested a slide showing remaining bond funds, which Heather presented. Hogan asked whether Council had made a final decision; Phil said Council has chosen not to proceed with cabins for now, but the future is open. Tyler, Hogan, and Steve discussed the possibility of modeling scenarios with fewer cabins (4–8) to determine revenue and cost impacts. Hogan emphasized wanting to give Council options they might not have seen. Tyler noted the risk of losing potential revenue by removing cabins entirely. Tyler asked what happens to the bond money if cabins are not built. Heather explained the funds might be reallocated to another eligible project that aligns with the bond's purpose and has appropriate approval.

6. Staff to present information on Unity Park and Friends of Highland Village Park Foundation and the tree-planting event

Dave Rush a member of the Friends of Highland Village Parks Foundation shared information on the Friends of Highland Village Parks Foundation. He presented the background of the foundation, introduced the board members, and outlined the foundation's areas of focus and mission. He also reviewed completed projects as well as projects currently underway.

Dave highlighted the foundation's progress over the past several years, including where trees have been planted throughout Highland Village. He stated that the plan moving forward is to raise additional funds and identify grant opportunities to support further tree planting.

Phil added that a tree plan for Unity Park is scheduled to be developed over the next few years.

7. Staff to provide an update on Lower Sellmeyer Park public meeting

Phil shared the number of public responses received and noted that the results will be presented to the Board and residents sometime in January. A total of 45 responses were submitted. A mailer will be sent out to the community inviting anyone interested to participate in upcoming public meetings about the project. Phil also invited Hogan—and any other Board members—to stop by and discuss the project individually.

8. Staff to provide an update on contacting Greater Denton Arts Council and provide information on an art option for consideration in parks

Phil reported that three contact attempts have been made and he will continue trying to reach out. He shared that he recently spoke with a man who has worked with the Greater Denton Arts Council and presented an idea to the Board based on that conversation: Noblewins benches, including their design concept and price point. The benches could be wrapped or painted as art pieces and placed throughout Highland Village and the parks.

Phil asked the Board for feedback on this art option. Ryan said it is worth exploring. Tyler said the concept is unique and appealing and overall likes the idea. Steve also said he likes the idea. Phil added that Tyler had shared additional art options, which will be brought to the Board at a future time. He also explained that the Noblewins bench concept is more budget-friendly than the art wrap previously discussed for the tunnel.

Hogan suggested reviewing pricing again, noting that for the cost of the tunnel wrap, the City might be able to purchase five benches. Phil agreed and said sponsorships could help offset costs. Hogan asked about the bench material and whether each bench is made from a wind blade. Ryan asked what qualifies as a “bulk” order and whether that could lower pricing.

Hogan emphasized the importance of selecting something both functional and artistic, which could help build community interest in public art. He said he likes the idea because it is stationary—unlike the tunnel wrap—and could be a stepping stone toward future art initiatives. Phil said the benches could potentially be placed on the Encore easement because of their material. Phil asked the Board for direction on next steps. Hogan said he likes that the benches are functional and beneficial to the community and asked whether Phil had heard requests from residents for more seating. Phil responded that the most common requests are for benches and shade along the trails.

Hogan noted that cost will be the biggest factor and suggested determining the total cost of a bench including concrete installation. Phil asked what the Board would like him to present in January, in addition to Tyler’s art ideas. Tyler said the priority should be confirming the budget and working from there. He also asked whether maintenance funds could be used if benches were selected. Phil said the goal is to fund the art project fully and potentially secure sponsorships.

Phil asked whether the Board prefers to move forward with the bench concept, begin marketing, or wait until January to review both Tyler’s suggestions and the Noblewins option together. Tyler said he wants to explore options that cost little to nothing but continue progress on evaluating the bench idea.

Hogan asked about the timeline for a smaller art project like this, especially since the larger tunnel project is no longer being pursued. Whether funded through the Arts Festival account or sponsorships, he said the bench remains a viable idea but pricing comparisons and additional options are needed. Steve asked how many benches the current budget could support. Phil stated that the fund contains \$8,000, likely enough for one bench if the Board chose that route. Ryan said the Board should look at other options rather than making a decision based solely on this one. Steve agreed that although he likes the idea, the limited funds make it challenging.

Hogan asked how to approach sponsors. Phil said he could share the sponsorship brochure immediately. Tyler said he would like something in the \$1,000–\$2,000 range, whether a bench or another piece of art. Hogan added that it does not have to be a bench—the core goal is to find something recognizable, repeatable, and installable in multiple locations.

Phil concluded by outlining the next steps: He will send an email with the art options Tyler provided. He will send the sponsorship brochure for review. Staff will continue exploring unique art options within the \$1,000–\$2,000 range.

- 9. 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.)**

None at this time

10. Adjournment of Regular Meeting.

The meeting was adjourned at 8:21 pm.

Hogan Heathington, Chair

ATTEST

Kristin Thomas, Administrative Assistant



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

MEETING DATE: February 16, 2026

SUBJECT: Receive information from staff on the recent Award from Denton County Master Gardeners

PREPARED BY: Andra Forman, Assistant Director of Parks and Recreation

BACKGROUND

The City of Highland Village received the 2026 Community Partner Award. This award recognizes our continued support, collaboration, and commitment to enhancing our community through horticulture and environmental stewardship.

Our community has learned so much through this partnership with programs like Wildflower Walk, Pollinator Walk, Succulent Plant Propagation Techniques, and more.

Thank you to the Denton County Master Gardeners for this wonderful recognition. We truly love this partnership and all the ways it helps our community bloom.



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 5

MEETING DATE: February 16, 2026

SUBJECT: Staff to present information from the public engagement meeting at Lower Sellmeyer Park

PREPARED BY: Phil Lozano, Parks and Recreation Director

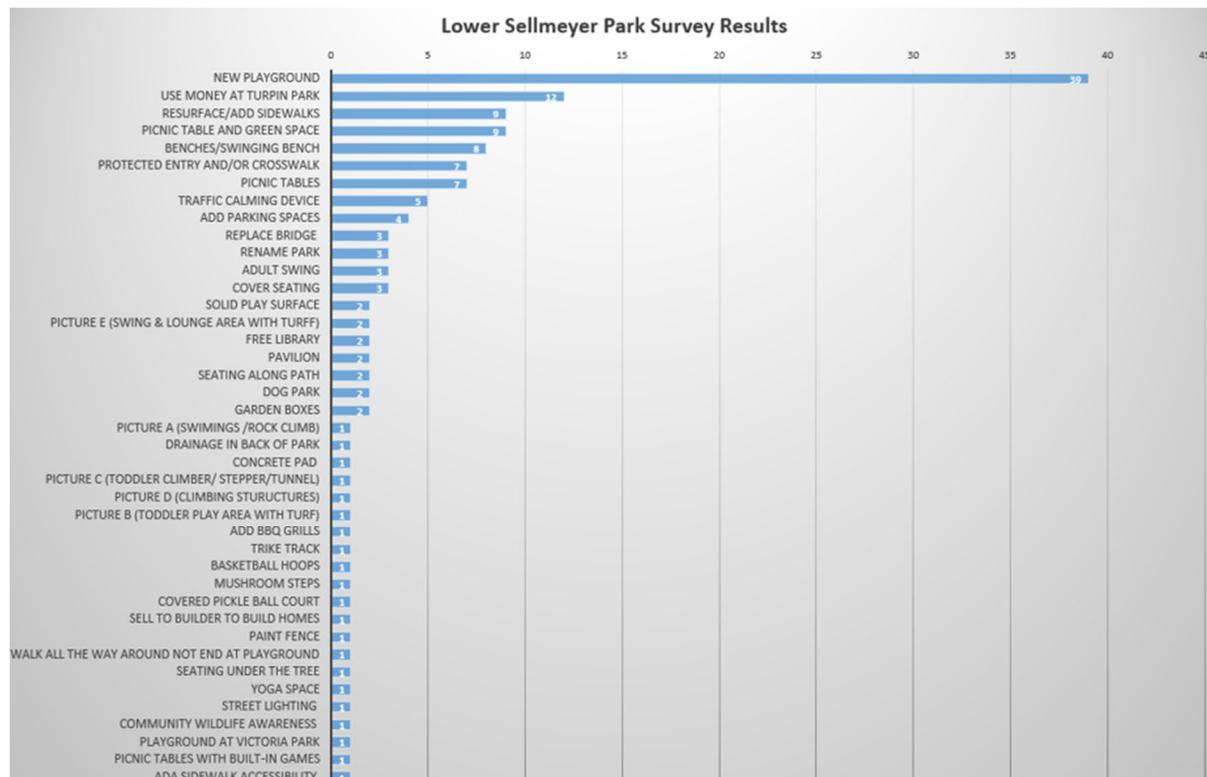
BACKGROUND

The Parks and Recreation Department held a public meeting on November 1, 2025, at Lower Sellmeyer Park to engage with the community and receive feedback on the playground renovation as identified in the 2022 bond. Information and marketing for the meeting were sent several weeks prior to the meeting using all the city's communication methods for this type of message. In addition, the city provided an electronic survey for residents who could not attend the meeting.

Details of the Public meeting

- Thirty-Seven attended the public meeting, including families, kids, grandparents, park board members, and council members
 - Twelve online responses
 - Seven email responses
 - One phone call
- Totaling 57 engagement touches with the community

Department staff compiled all the input into a graph based on all the responses





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

Based on the responses, the community's highest response was 39, indicating a desire to provide a new playground.

Staff has contacted a playground vendor to provide renderings for a new playground and will present them at a future board meeting.

BUDGETARY IMPACT

The funding for the project will come from the 2022 bond proceeds, which, for this project, is earmarked at \$140,000.00

RECOMMENDATION

No recommendation at this time. Staff is seeking feedback from the board on the information presented.



PARKS AND RECREATION ADVISORY BOARD MEMORANDUM AGENDA ITEM 6

MEETING DATE: February 16, 2026

SUBJECT: Staff will present the final art project ideas, incorporating suggestions from Tyler Gump, and will seek a recommendation from the board

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Over several PARB meetings, the staff and the board have been discussing and reviewing options for potential art projects in city parks.

Staff will present final options for a potential art project in city parks.

BUDGETARY IMPACT

The cost will vary depending on which option(s) is/are chosen. The funding will come from the Parks General Fund.

Approximate costs are:

- Concrete Bench approximate cost range from \$3,639 to \$5,412
- Art Hunt bronze figurine costs range from \$37 to \$140
- One 8'X4' Wrap installed \$1,498
- Two 3"X3" Stickers \$34.50

RECOMMENDATION

Make a recommendation to present to the city council for approval of the art option(s).



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

MEETING DATE: February 16, 2026

SUBJECT: Staff to provide a 2025 fiscal year high-level Department review and summary of accomplishments, and an outline of initiatives for the department for fiscal year 2026

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

The Parks Board Chair requested that staff provide a high-level review and summary of accomplishments for fiscal year 2025, and an outline of initiatives for fiscal year 2026.

Staff will present the requested information to the board.



**PARKS AND RECREATION ADVISORY
BOARD MEMORANDUM
AGENDA ITEM 8**

MEETING DATE: February 16, 2026

SUBJECT: Staff to provide information on City-Owned and City Leased Parks and Trails

PREPARED BY: Phil Lozano, Director of Parks and Recreation

BACKGROUND

Staff will provide information on City-Owned and City-Leased Parks and Trails