

**MINUTES OF THE PARK AND RECREATION BOARD MEETING  
GLENN HEIGHTS, TEXAS 75154**

**MARCH 16, 2010**

**STATE OF TEXAS** \*

**COUNTIES OF DALLAS AND ELLIS** \*

**CITY OF GLENN HEIGHTS** \*

On 16th day of March 2010 the Park and Recreation Board of the City of Glenn Heights met in a regular meeting at the Glenn Heights City Hall in Glenn Heights, Texas located at 1938 S. Hampton Road with the following members present:

**BOARD MEMBERS:**

Dante Veneziaie	*	Chairman
Dawn Freeman	*	Vice Chairman
Jean Stewart	*	Member
Chickitha King	*	Member
Thomas Calhoun, Jr.	*	Member
Carl Whitehead	*	Member

<b>STAFF:</b>	Judy Bell	*	Executive General Manager for Development and Municipal Services
	Troy Twitchell	*	Park Maintenance Technician
	Tonya Lonzie	*	Administrative Assistant

**ABSENT:**

None \*

**MEETING CALLED TO ORDER:** Chairman, Dante Veneziaie

**TIME:** 7:11 p.m.

**INVOCATION:** Board Member, Chickitha King

**PLEDGE OF ALLEGIANCE**

**INTRODUCTION OF THE FIRST ITEM ON THE AGENDA: Consider and approve the Minutes of January 26, 2010**

Board Member Thomas Calhoun called for a motion to approve the Minutes of January 16, 2010

**Second:** Vice Chairman, Dawn Freeman

**For:** Veneziale, Freeman, Stewart, King, Calhoun and Whitehead

**Against:** None

**INTRODUCTION OF THE SECOND ITEM ON THE AGENDA: Discuss and take action on recommendation to add lighting at Heritage Community Park on the basketball court and at the concession stand.**

The item was introduced by Troy Twitchell, Park Technician. Mr. Twitchell provided the Board members with three (3) estimates and explained the lights would help improve the Park by making it safer and easier to watch the basketball courts. Mr. Twitchell stated that it would also provide a more citizen-friendly environment and decrease vandalism.

The (3) three proposed lights at the basketball court are 1000 watts each on a thirty foot (30') pole and the (2) two lights at the concession stand are 100 watts each on a twenty foot (20') pedestal. The proposed lights would be on a timer that the City would control. The City can shut off the lights at anytime. A good time would be around midnight.

Chairman, Veneziale asked if a citizen can come to the Park and turn on the lights. Board Member Whitehead asked can anyone adjust the timer. Mr. Twitchell answered both questions as "no".

Mr. Twitchell discussed the estimates in the packet – the 1st bid was for \$14,623 from South Creek, the 2<sup>nd</sup> for \$12,669 from Circle H Electric and the 3<sup>rd</sup> for \$11,991 from Huneke Enterprises, LLC. It was mentioned that Huneke out bid Hilco.

A question and answer discussion began:

Board Member Stewart: "Where does the money come from?"

Mr. Twitchell: The monies come from the Park Land Dedication Fund.

Board Member King: "Does this price cover everything?"

Mr. Twitchell: Yes, there are no hidden costs.

Board Member King: "Where are they going to be located?"

Mr. Twitchell: The lights will be angled at the basketball courts on the west side.

Board Member Freeman: "By being on the west side will they cover the parking lots also?"

Mr. Twitchell: Yes, and there will be outlets on the poles, probably two plugs.

Board Member Freeman: "Can we get a 4 plug outlet?"

Mr. Twitchell: Yes, we can but it will cost more.

Board Member Freeman: "See if we can get the 4 plug."

Board Member King: "Can we contact more people?"

Mr. Twitchell: I can contact more if you want me to.

Chairman Veneziaie: Is the electric company at the Park Hilco?"

Mr. Twitchell: Yes

Chairman Veneziaie: Is the City required to receive formal bids at \$10,000?"

Executive General Manager Judy Bell: No, the formal bids are required at \$50,000.

Mr. Twitchell: Hilco's bid was \$13,000.

Chairman Veneziaie: Can you go back and ask Hilco if they can beat this?"

Mr. Twitchell: Yes

Chairman Veneziaie: Let's call for a motion.

Vice Chairman Freeman made a motion that the Park Board recommends this improvement to the City Council with the expenditure not exceeding \$11,991 and that the City includes more outlets. .

**Second:** Board Member Whitehead

**For:** Veneziaie, Freeman, Stewart, King, Calhoun and Whitehead

**Against:** None

### **INTRODUCTION OF THE THIRD ITEM ON THE AGENDA: Present City Council decision on recent Park Board recommendations.**

A Memo was given to the Park Board members on the Council's discussion on the Park Board recommendations.

Listed are the items the Council approved for installation and purchasing. Mr. Twitchell explained that these items ***must*** stay in the amount that was approved:

1. Two (2) sets of bleachers;
2. Two (2) shade structures at the baseball fields;
3. One (1) fifteen foot (15') permanently installed bench at the basketball court. These improvements are not to exceed \$18,400. All additional funds will be researched through a grants; and
4. The sidewalks and parking lot may be in five phases and will be included in the City's Capital Improvement Program (CIP).

Board Member King was not familiar with the Capital Improvement Program, therefore, asked if she can get a copy of the Master Plan.

Board Member Whitehead stated that Ms. Bell represented the Park Board and the recommendations to City Council and did a good job.

Executive General Manager Judy Bell thanked him for his nice comments.

Board Member King was curious and asked how many times it takes to walk a mile around the park.

Mr. Twitchell stated it takes three (3) times for a mile. Mr. Twitchell also explained that even though \$18,400 was approved for the projects, he wants to see if he can find a better price. Other vendors are being contacted such as JDC who worked at Courtney Lane Park and Heritage Community Park.

Chairman Veneziaie commended Troy on a job well done.

This item required no motion.

**INTRODUCTION OF THE FOURTH ITEM ON THE AGENDA: Present information on Gateway Park.**

Troy Twitchell, Park Technician stated that he, City Manager, Jacqueline Lee, and Executive General Manager, Judy Bell, met with the Homeowners' Association (HOA) of Gateway Estates about the ownership and maintenance of Gateway Park. Documents were obtained stating that the Park was donated to the City of Glenn Heights. The HOA and the City of Glenn Heights will share certain duties for maintaining the Park. Gateway's HOA has agreed to mow, weed eat, clean sidewalks, edge, fertilize and water the grass. The City of Glenn Heights would make repairs, remove graffiti, pick up trash, install Park rules, and install an ADA swing and kiddy cushion. Board Member Stewart wanted to know what happens if the Park is vandalized. Who was responsible? Mr. Twitchell stated that the City of Glenn Heights will be responsible for vandalism. Police will begin patrolling the park area more frequently. The Park is open to the public and an ordinance sign will be put up by the end of the week. Mr. Twitchell gave a brief description of the park: "It is a nice park with (2) picnic tables, (3) benches, metal trash cans and connects to a walking trail."

Chairman Veneziaie suggested that everyone should drive by and see it.

Executive General Manager, Judy Bell, stated that we get a copy of the Park Plan and bring it to the next meeting.

Chairman Veneziaie stated, "No motion is needed."

**INTRODUCTION OF THE FIFTH ITEM ON THE AGENDA: Approve or deny any absences per Ordinance O-857-07**

Board Member Jean Stewart was absent from the last meeting. She was given an excused absence by the Board.

Chairman Veneziaie called for a motion.

Vice Chairman Freeman motioned to approve Board Member Stewart absence.

**Second:** Board Member Carl Whitehead

**For:** Veneziaie, Freeman, Stewart, King, Calhoun and Whitehead

**Against:** None

Before the introduction of the last agenda, Executive General Manager, Judy Bell, asked if she could get a copy of the criteria that the Board wanted to submit to the City Manager.

Board Member Whitehead said that he had a copy and will submit it to Mrs. Bell via email.

A question came up on the monument sign at the Park.

Chairman Whitehead asked if it can be set up higher.

Executive General Manager Judy Bell replied no as it is embedded in a large foundation.

Chairman Veneziale wanted to know if we can get Solar Lights.

Troy Twitchell, Park Technician, stated he is working on a project for the lights, flower bed and sprinkler system. The Water Department will be running the water lines.

Chairman Veneziale stated he would like to see what this idea looks like.

A reminder was made to stick to the agenda!

Chairman Veneziale stated that he wanted on every agenda: Discuss suggestions for future agenda items next to the last item.

#### **INTRODUCTION OF THE SIXTH ITEM ON THE AGENDA: Adjournment**

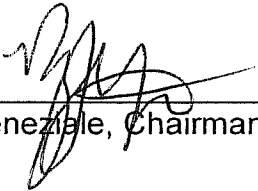
Board Member Carl Whitehead moved to adjourn.

**Second:** Board Member Thomas Calhoun


**For:** Veneziale, Freeman, Stewart, King, Calhoun and Whitehead

**Against:** None

**TIME:** 7:51 p.m.

  
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Dante Veneziale, Chairman

Attest:

  
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Tonya Lonzie, Secretary