



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

**PARKS & RECREATION
BOARD/TREE BOARD**

March 17, 2025

6:00 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email dwilson@trophyclub.org

ANNOUNCEMENTS AND REPORTS

1. Department Update

REGULAR ITEMS

2. Consider approval of the December 16, 2024, and the February 17, 2025, Parks & Recreation Board regular meeting minutes. (Daniel Wilson, Senior Administrative Assistant)

ADJOURN

The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the bulletin board at the Town Hall

for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: March 14, 2025, at 4:45 PM, and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

Daniel Wilson
Senior Administrative Assistant

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



**PARKS & RECREATION BOARD/TREE BOARD
COMMUNICATION**

MEETING DATE: March 17, 2025

FROM: Daniel Wilson, Admin Assistant

AGENDA ITEM: Consider approval of the December 16, 2024, and the February 17, 2025, Parks & Recreation Board regular meeting minutes. (Daniel Wilson, Senior Administrative Assistant)

BACKGROUND/SUMMARY: The Parks & Recreation Board held regular meetings on December 16, 2024, and February 17, 2025.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. 2025-02-17 Minutes
2. 2024-12-16 Minutes

ACTIONS/OPTIONS:

Staff recommends that the Parks & Recreation Board move to approve the December 16, 2024, and the February 17, 2025, Parks & Recreation Board regular meeting minutes.

**TOWN OF TROPHY CLUB
PARKS AND RECREATION BOARD MINUTES
MONDAY, FEBRUARY 17, 2024; 6:00 PM**

The Trophy Club Parks and Recreation Board met in a Regular Session on Monday, February 17, 2024. The meeting was held at Town Hall, 1 Trophy Wood Drive in the Council Chambers.

BOARD MEMBERS PRESENT:

Jennifer Kashner	Chairperson
Jeffrey Eason	Vice Chairperson
Patrick Schrein	Board Member
Bob Ferguson	Board Member
Gary Packan	Board Member
Steve Ford	Board Member
Dana Kizer	Board Member

STAFF PRESENT:

Chase Ellis	Director of Parks and Recreation
Madison Seil	Recreation Superintendent
Daniel Wilson	Senior Administrative Assistant for Parks and Recreation

CALL TO ORDER AND ANNOUNCE A QUORUM

Chairperson Kashner called the meeting to order at 6:00 PM and noted a quorum.

PUBLIC COMMENTS

No Public Comments were made.

REGULAR SESSION

1. Department Update.

Superintendent Seil provided the following updates to the board:

- a. Harmony Park will host a Movie Night featuring Inside Out 2 on March 7th beginning at 6:45 PM.
- b. Eggstravaganza will take place on April 12, though the event will now take place at Harmony Park.
- c. Seasonal positions are now open for applications. Staff has made trips to Byron Nelson and Northwest High Schools to recruit during student lunches.

Director Ellis provided the following updates to the board:

- a. Recreation Coordinator Cassidy Hill will end her time in Trophy Club as she moves to the Visitor and Convention Bureau in Grapevine. The Town is currently seeking her replacement.

2. Parks & Recreation Master Plan Update.

Director Ellis introduced Xie Tracs, Landscape Architect and Planner from Parkhill, who commented on the current status of the Parks & Recreation Master Plan. Director Ellis also presented the project branding

and project website, hosted online at www.tcparksandrecreationmasterplan.com.

Tracs provided the board with a preliminary timeline of events and outcomes, noting the project milestones and completion estimates. Tracs also mentioned Parkhill and CivicBrand's coordination to begin pop-up engagements at parks and community events, as well as stakeholder meetings, in the upcoming months. CivicBrand will provide additional promotional items and publish a statistically valid community survey to collect additional input from the community.

Discuss was held regarding the relationship between the focus groups or stakeholders and the Parks & Recreation Board subcommittees. Stakeholder groups were identified as Greater Northwest Soccer Association, Trophy Club Roanoke Youth Baseball Association, the Trophy Club Tritons Swim Team, Harvest Christian Academy, and other groups that regularly rent facilities.

Discuss was held regarding the best manner to engage individual citizens.

3. Consider approval of the December 16, 2024, Parks and Recreation Board meeting minutes.

Senior Administrative Assistant Wilson remarked that this item's attachment was incorrect and would be brought back before the board at the next meeting.

No action was taken.

4. Consider a recommendation of the proposed options for the Community Pool Renovation Design and Construction Management project from Parkhill.

Recreation Superintendent Seil summarized the community pool's renovation project thus far in regard to the conceptual designs presented. Three conceptual designs were presented to the board, two of which were previously presented to the board, and the third being a new design based off the board's previous comments.

Director Ellis commented that the prices presented are not inclusive of covering the splash pad pump room. These prices are listed as "ad alternate" and would permit Town Council to vote whether or not to include the item in the final design. Director Ellis also added that the presented cost are based off industry the best estimates provided by industry professionals.

Board member Packan inquired on the revenue possibilities relevant to each design. Recreation Superintendent Seil responded that all three designs presented an equal opportunity for additional revenue.

Discuss was held regarding cost savings, shade structures, and additional slides.

Chairperson Kashner motioned to recommend Concept C with adding an additional slide and keeping the existing shade structure north of the competition pool. Board member Schrein seconded the motion. Chairperson Kashner called for a vote. The motioned passed, 6-1, with Board member Ford vote against the motion.

Discuss was held regarding the fees for pool entry. Director Ellis commented that the Town is currently

undergoing a Financial Sustainability study, the results of which will provide Staff with a more accurate understanding of what fees need to be set for admission to the pool.

ADJOURN

Adjourned at 7:19 PM.

Jennifer Kashner, Chairperson
Parks and Recreation Board
Town of Trophy Club, TX

Daniel Wilson, Senior Administrative Assistant
Parks and Recreation Department
Town of Trophy Club, TX

**TOWN OF TROPHY CLUB
PARKS AND RECREATION BOARD MINUTES
MONDAY, DECEMBER 16, 2024; 6:00 PM**

The Trophy Club Parks and Recreation Board met in a Regular Session on Monday, December 16, 2024. The meeting was held at Town Hall, 1 Trophy Wood Drive in the Council Chambers.

BOARD MEMBERS PRESENT:

Jennifer Kashner	Chairperson
Jeffrey Eason	Vice Chairperson
Patrick Schrein	Board Member
Bob Ferguson	Board Member
Gary Packan	Board Member
Steve Ford	Board Member
Dana Kizer	Board Member

STAFF PRESENT:

Chase Ellis	Director of Parks and Recreation
Madison Seil	Recreation Superintendent
Daniel Wilson	Senior Administrative Assistant for Parks and Recreation

CALL TO ORDER AND ANNOUNCE A QUORUM

Chairperson Kashner called the meeting to order at 6:01 PM and noted a quorum.

PUBLIC COMMENTS

No Public Comments were made.

REGULAR SESSION

1. Department Update.

Director Ellis commented on his and Superintendent Seil's attendance at the Athletic Business conference in New Orleans, where both staff members provided presentations.

Superintendent Seil provided the following updates to the board:

- a. The Gingerbread House Decorating event took place on November 30th. Two sessions were held to accommodate the growing event at the Fire Station. 105 individuals registered for the event.
- b. Wreaths Across America took place this past weekend at Medlin Cemetery and honored the Veterans who are buried there. 76 wreaths were placed.
- c. The first evening of the Holiday Nights and Winter Show Lights event was held on December 14, 2024, and featured a new drone show. Student choirs from the local elementary schools gave performances and Santa made an appearance for photos. The drone show will take place again on December 21 at 8:00 PM.

Director Ellis provided the following updates to the board:

- a. Today was the closing for the RFQ for general contractors for the Dedicated Pickleball Courts

project at Harmony Park. Two proposals were submitted and will be evaluated by staff and the Town Council at the first Town Council meeting in January.

- b. The Trophy Club Comprehensive Parks & Recreation Master Plan project has begun development and planning with Parkhill and their subconsultants. The marketing plan for the project will be completed soon. A timeline of scheduled outcomes was provided by Parkhill.

Discussion was held regarding the community engagement element of the Master Plan project.

2. Consider approval of the October 21, 2024, Parks & Recreation Board meeting minutes.

Board Member Kizer motioned to approve the Parks & Recreation Board Meeting minutes dated October 21, 2024. Board Member Ferguson seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 7-0.

3. Discuss and consider recommending changes to the Taste of Trophy Club event, including the name and location.

Director Ellis proposed to the board to change the name and location of the Taste of Trophy Club event. Director Ellis commented that while every effort is made to invite and accommodate local businesses to attend the event, only one Trophy Club business has been in attendance over the past two years due to the local business' limitations on resources.

Discussion was held on inviting more Trophy Club businesses to participate in the event and providing more support and resources from the Town to assist the businesses in operating at the event.

Discussion was also held about hosting the new event at Trophy Club Park and combining several small community-organized events.

4. Discuss and consider a recommendation to the Town Council to approve the 2025 Youth Program Standards of Care Ordinance.

Board Member Kizer motioned to recommend to the Town Council to approve the 2025 youth Program Standards of Care Ordinance. Vice Chairperson Eason seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 7-0.

5. Discuss and consider a recommendation of the proposed options for the Community Pool Renovation Design and Construction Management project from Parkhill.

Superintendent Seil presented the three preliminary design options for the community pool renovation provided by Parkhill. Superintendent Seil commented on all three proposals, detailing their new and renovated features and the estimated pricing.

Discussion was held comparing the cost of the three proposals, including the need for new amenities, total area of shaded seating, replacement of pools, and the option to ultimately halt the project.

Board Member Ferguson motioned to table the item until the board's next meeting. Board member Schrein seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 7-0.

6. Parks and Recreation Board acting as the Tree Board to consider recommending acceptance of the 2025 Park Maintenance Plan that outlines Tree Care within the Town.

Director Ellis introduced the 2025 Parks Maintenance Plan which outlines the annual tree care plan for the Town. Director Ellis commented that the document is a working document and will continue to evolve as staff adds details and the Comprehensive Parks & Recreation Master Plan project is underway.

Discussion was held regarding the annual budget for tree care. Director Ellis explained that \$10,000 was allocated for tree care annually, though the actual cost well exceeded that amount when factored for labor and expenses from the general maintenance budget.

Chairperson Kashner motioned to recommend approval to the Town Council the 2025 Parks Maintenance Plan. Board member Kizer seconded the motion. Chairperson Kashner called for a vote. The motion passed, 6-1 with members Kashner, Schrein, Ferguson, Packan, Ford and Kizer in favor, and member Eason opposed.

ADJOURN

Board Member Ferguson motioned to adjourn. Vice Chairperson Eason seconded the motion. Chairperson Kashner called for a vote. The motion passed unanimously, 7-0. Adjourned at 7:34 PM.

Jennifer Kashner, Chairperson
Parks and Recreation Board
Town of Trophy Club, TX

Daniel Wilson, Senior Administrative Assistant
Parks and Recreation Department
Town of Trophy Club, TX