



PARKS AND RECREATION ADVISORY BOARD

City Hall Training Room, 298 W. Washington (use Columbia Street entrance)
Thursday, December 09, 2021 at 5:30 PM

AGENDA

CALL TO ORDER

REGULAR AGENDA

1. End of Year Report
- [2.](#) Projects Completed in 2021
- [3.](#) Projects for 2022
- [4.](#) Discuss Parks Master Plan

ADJOURN

Those wishing to address the Parks and Recreation Advisory Board may do so in person. Written correspondence may also be mailed to City Hall or emailed to Kelli Votycka at kvotycka@stephenvilletx.gov. Written correspondence must be received by 3:00 a.m. on Thursday, December 9, 2021. For alternate arrangements, please contact Ms. Votycka at least 48 hours prior to the meeting.

I certify that the above notice of meeting was posted on the bulletin board at City Hall, 298 West Washington Street, Stephenville, Texas, at or before 4:00pm on Monday, December 6, 2021, in accordance with Chapter 551, Government Code, Vernon's Texas Civil Statutes.

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.



STAFF REPORT

SUBJECT: Projects Completed in 2021

DEPARTMENT: Parks and Leisure Services

STAFF CONTACT: Kelli Votyпка

City Park

- Kiosk installed at both pavilions to display rentals and rules
- New Parking lot to the West of Terrell playground along with bollard and cable installation by the walking bridge and playground.
- Two tennis courts converted to pickle ball courts while still tennis courts
- Removed dead trees at Terrell playground
- New Maintenance building by Splashville- removed old maintenance shops

Optimist Jaycee Park

- Repaired playground
- New lights located along the path parallel to Harbin Rd due to the widening of Harbin
- Green ribbon project completed at corner of Harbin and Lingleville

Collins Street Trail Head/Bosque River Trail

- FFA students exercise equipment project and 7 trash cans along the BRT
- Flower bed improvement
- Annual Rotary Club fall cleaning of Collins Street Trailhead
- Water fountain (ADA, bottle filler and dog bowl) to be installed by end of year
- 5 electrical outlets installed in lights for holiday light display
- Purchased broom brush to be more efficient with cleaning the trail
- Irrigation on the interior North side of the oval
- Installed a washout mitigation along the BRT

Rec Hall

- New Window installation
- Paint interior entrances and staff offices
- New flooring in offices and staff restroom upgrades
- Front door replaces
- New front door exterior lights

Splashville

- Painted restrooms and entry way
- New exterior sound system
- New ADA chair
- Reorganized concessions and storage to be more efficient

With these specific projects completed at each park or facility, there are a multitude of daily task that would make for an extensive report, therefore an over view is provided. Park staff mows 309 acres of parks and cemeteries from March – December. Daily responsibilities is trash clean up on Monday and Friday, turf rehabilitation, ground maintenance, facility repairs, moving office furniture, installing floors at the Rec Hall and assisting with all Parks and Recreation special events along with the Chamber of Commerce and Main Street. Additional areas are the MSC, Airport, Fire Training, Museum and the Bosque River Trail.

The Parks and Recreation maintenance crew also takes care of the Senior Center, Library and downtown.

In March of 2021, Rick Price and I spoke to City Council on the desperate need for new mowers. Thank you to City Council for approval of a budget amendment, we were able to get three new mowers. These mowers has reduced the amount of time staff is on an old broke down mower.

With a personnel of 6 full time staff one seasonal for parks and one part time for the cemeteries, makes for a small crew to manage the amount of ground and facilities they have to be responsible for. I'd say they do an exceptional job and our amenities look amazing.



STAFF REPORT

SUBJECT: Projects Approved in 2022

DEPARTMENT: Parks and Leisure Services

STAFF CONTACT: Kelli Votypka

City Park

- McClesky- Restroom Upgrades and replacement of outfield fence
- OYC- Replace outfield fence
- NYC- Renovation and addition of 2 more field to become a 4-plex
- Part of the inclusive playground installed

Optimist Jaycee Park

- Repair/new basketball goals

Collins Street Trail Head/Bosque River Trail

- Concrete slab and shade structure
- Picnic Tables

Rec Hall

- Two front door/windows converted to new windows to match the rest of the facility
- Reconfiguration of the front office with cabinets and counter
- Refurbish gym, stage and upstairs floors
- New registration software

Splashville

- Upgrade lifeguard breakroom
- Paint pergola and 2 entryway columns
- Paint pump room ceiling



STAFF REPORT

SUBJECT: Parks Master Plan
DEPARTMENT: Parks and Leisure Services
STAFF CONTACT: Kelli Votypka

Master Plan

A park master plan was approved in the FY21/22 budget. The goal of Parks, Recreation and Open Space Master Plan is to take a comprehensive look at the parks and recreation facilities and programs to develop a pathway forward. The master plan needs to ensure the City of Stephenville looks at today and future economic development and tourism.

Areas that are vital to this master plan are as following in no particular order but not limited to:

- ADA Upgrades
- Way Finding Signage/Signage Improvements
- Parkland Acquisition
- Dog Park
- Playground Upgrades/Shade Structures
- Upgrade/New Pavilions Including Picnic Tables
- Nature Area/Wet Lands Along the Bosque River Trail
- Community Center
 - Basketball Courts
 - Meeting Space
 - Catering Kitchen
 - Office Space
 - Exercise/Fitness Area
- Upgrade Tennis Courts/Fencing/Windscreens
- Upgrade all Basketball Courts
- Parking Lots Improvement
- All Restroom Improvements
- Splashville Improvements Including the Spray Ground
- Ballfield Additions Fit for Tournaments
- Redesign City Park
- Develop Optimist Jaycee Park