



PARKS BOARD MEETING AGENDA

City Hall, 120 El Chico Trl., Suite A, Willow Park, TX 76087

Tuesday, May 02, 2023 at 6:00 PM

CALL TO ORDER

DETERMINATION OF QUORUM

PUBLIC COMMENTS (Limited to five minutes per person)

Residents may address the Park Board regarding an item that is not listed on the agenda. Residents must complete a speaker form and turn it in to the Secretary five (5) minutes before the start of the meeting. The Rules of Procedure states that comments are to be limited to five (5) minutes. The Texas Open Meetings Act provides the following: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response to the inquiry; or (2) A recitation of existing policy in response to the inquiry. (b) Any deliberation or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

APPROVAL OF MEETING MINUTES

1. Parks Board Minutes: February 7, 2023

ITEMS TO BE CONSIDERED AND ACTED UPON

2. Discussion & Action: Election of Parks Board Chairperson.
3. Discussion & Action: Add Communication Boards to City playgrounds, parks, and trails within the City of Willow Park.
4. Discussion & Action: Consideration for Contract by Pacheco Koch for concept landscape design, and completion and submittal of application for 2024 TXDOT Green Ribbon Grant Program.

NEW BUSINESS

5. Future parkland projections.
6. Update on Willow Park Trails and East Parker County Trails (EPCoT) trail systems by Larry Colvin, President of Weatherford Mountain Bike Club and Senior Civil Engineer Designer for Baird, Hampton & Brown.

ADJOURNMENT

As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at City Hall, 120 El Chico Trail, Suite A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: APRIL 28, 2023 at/before 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Toni Fisher

Planning and Development Director

The City Hall is wheelchair accessible and accessible parking spaces are available. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-441-7108, or by email at cdozier@willowpark.org. Requests should be made at least 48 hours prior to the meeting. This agenda is posted on the city's web site at www.willowpark.org



PARKS BOARD MEETING MINUTES

City Hall, 120 El Chico Trl., Ste A, Willow Park, TX 76087

Tuesday, February 07, 2023 at 6:00 PM

CALL TO ORDER

6:04 p.m.

DETERMINATION OF QUORUM

Quorum confirmed.

PRESENT

David Wagner
Ever Gomez
Lea Young
Cynthia White

ABSENT

Corey Tucker
James McKibben

STAFF PRESENT: Toni Fisher, Planning & Development Director/Parks

APPROVAL OF MEETING MINUTES

Minutes approved.

1. Approval of Parks Board Meeting Minutes of 8/01/22

Minutes approved.

Motion made by Gomez, Seconded by Wagner.

Voting Yea: Wagner, Gomez, White

Voting Abstaining: Young

PUBLIC COMMENTS (Limited to five minutes per person)

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(5) minutes. The Texas Open Meetings Act provides the following: (a) If, at a meeting of a governmental body, a member of the public or of the governmental body inquires about a subject for which notice has not been given as required by this subchapter, the notice provisions of this subchapter do not apply to: (1) A statement of specific factual information given in response to the inquiry; or (2) A recitation of existing policy in response to the inquiry. (b) Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

None.

AGENDA ITEMS

2. Discussion: Proposal by Baird, Hampton & Brown to amend Parks & Trails Master Plan

Larry Colvin, Senior Designer with Baird, Hampton & Brown and President of Weatherford Mountain Bike Club, was present to discuss the scope of the subject proposal. He also, again, expressed the importance of the Willow Park connection to successfully link Aledo and Weatherford trail systems.

Ex-Officio Member, Lea Young, explained the purpose of the addendum and the necessity of the City's foresight for future trail development in our ETJ and undeveloped areas. She also explained the bike lane being added to several areas within our street project.

Board Member Wagner stated that he felt this was good for the city and asked Colvin if we could access other cities' ideas, to which Colvin replied we could.

Board Member Gomez asked if the other cities within the EPCoT Trail would pay for their own portion of the trail, to which Colvin confirmed that Willow Park pays for Willow Park's portion only.

Colvin also discussed the changes to the e-mountain bike allowance on the trails and explained that now Class 1 e-bikes are classified as bicycles, which must now be permitted on the trails; however, Classes 2 & 3 are still prohibited. Board Member Gomez asked who polices the Class 2/3 bikes on the trails, to which Colvin replied that, although local law enforcement have the authority to do so, it is most often the existing trail bikers that keep it controlled.

Discussion only. No action necessary or called.

NEW BUSINESS

3. Discussion: Cross Timbers Playground - Equipment Update

Staff, Toni Fisher, informed the Board of repairs that were made to the handicapped swing at Cross Timbers Park, and the removal of the wire to the xylophone mallot, which is now also missing (the first was broken and removed in June 2022). It was agreed to keep the xylophone as is until other renovations come necessary in 4-5 years.

Discussion only. No action necessary or called.

4. Discussion: Revisit future park and trail improvements with 5-year Capital Improvement Plan (CIP).

Future improvements were briefly discussed and Fisher suggested the potential of adding a donation sign with a QR code to the park(s).

Ex-Officio Young explained that the bond package for roads which had a park allocation was used for adding the bike lane to the design and construction of designated streets, and we were able to get a few park improvements done with that, as well.

Parks CIP discussions will continue.

Discussion only. No action necessary or called.

ADJOURNMENT

As authorized by Section 551.127, of the Texas Government Code, one or more Council Members or employees may attend this meeting remotely using video conferencing technology.

Meeting adjourned at 7:18 p.m.

MINUTES APPROVED BY:

Corey Tucker, Chairperson

Date

CERTIFICATION I, the undersigned authority, does hereby certify that this Notice of a Meeting was posted on the bulletin board at 120 El Chico Trail, Ste A, Willow Park, TX 76087, a place convenient and readily accessible to the general public at all times, and said Notice was posted on/before the following date and time: February 3, 2023, 5:00 p.m. and remained so posted continuously for at least 72 hours before said meeting is to convene.

Toni Fisher

Planning and Development Director

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PARKS DEPARTMENT AGENDA ITEM BRIEFING SHEET

Council Date: May 2, 2023	Department: Planning & Development Department/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

Discussion & Action: Election of Parks Board Chairperson.

BACKGROUND:

The 2022 Chairperson is Corey Tucker.

RECOMMENDED MOTION:

I make a motion that _____ be elected as 2022 Parks Board Chairperson.



PARKS BOARD AGENDA ITEM BRIEFING SHEET

Meeting Date: May 2, 2023	Department: Police	Presented By: Sergeant Jaclin Ramirez
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AGENDA ITEM:

Adding Communication Boards to city playgrounds, parks, and trails in the City

BACKGROUND:

- ✚ The purpose of a Communication Board is to provide a voice for those with communication challenges, as their way to “speak” and communicate with others
- ✚ It is a structured way to interact and connect for those with, but not limited to, Autism, Down Syndrome, other developmental delays, and those who are hearing or visually impaired
- ✚ The photos on the board come from speech programs which are used as effective forms of communication by Speech language Pathologist/Therapist and, in application programs such as Proloquo2Go. These programs are used by both children and adults
- ✚ The communication board includes English on one side and Spanish on the other. Braille is also added for those with hearing/vision impairments
- ✚ This board will assist first responders and community members during times of need

STAFF/BOARD/COMMISSION RECOMMENDATION:

Recommend approving the item(s) as submitted

EXHIBITS:

ADDITIONAL INFO: Sharma & Associates (company who makes signs) is the company I was referred to by Howard County Autism Society in Maryland. They produced these boards for several schools, parks, and/or playgrounds. I included their quote and will explain further.	FINANCIAL INFO:	
	Cost	\$2,400.00
	Source of Funding	General

Sharma & Associates, Inc.

9055 Maier Road, suite B
 Laurel, MD 20723

Estimate

Date	Estimate #
4/13/2023	1812

Company Name
Willow Park Police Department 101 Stagecoach Trail, Willow Park, TX 760 Attn: Sgt. Jaclin Ramirez

Project

Description	Qty	Cost	Total
COMMUNICATION BOARD (Requested By: Sgt. Jaclin Ramirez)			
Fabrication & Painting of Communication Display Board With PVC Posts English/ Spanish Double Sided 36" x 52"	1	940.00	940.00
UPS Ground Delivery	1	280.00	280.00

Thank you for your business.	Subtotal	\$1,220.00
	Sales Tax (6.0%)	\$0.00
	Total	\$1,220.00

Sharma & Associates, Inc.

9055 Maier Road, suite B
 Laurel, MD 20723

Estimate

Date	Estimate #
4/17/2023	1813

Company Name
Willow Park Police Department 101 Stagecoach Trail, Willow Park, TX 760 Attn: Sgt. Jaclin Ramirez

			Project
Description	Qty	Cost	Total
COMMUNICATION BOARD (Requested By: Sgt. Jaclin Ramirez)			
Fabrication & Painting of Communication Display Board With PVC Posts English Single Sided 36" x 52"	1	840.00	840.00
Fabrication of Communication Braille Pieces for Display Board (Single Sided)	59	10.00	590.00
UPS Ground Delivery	1	280.00	280.00
Thank you for your business.		Subtotal	\$1,710.00
		Sales Tax (6.0%)	\$0.00
		Total	\$1,710.00

playground	what?	where?	who?	business	more	in	fast	slow
I	bike	See Sam	slide	boat	snack	out	happy	sad
my	climb	finish	give	help	hurt	on	fun	bored
you	live	line up	make	open	play	off	hot	cold
your	pull	push	run	sit	stop	up	tired	scared
it	with	no/stop	walk	want	here	down	hungry	thirsty

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PARKS DEPARTMENT AGENDA ITEM BRIEFING SHEET

Council Date: May 2, 2023	Department: Planning & Development Department/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

Discussion & Action: Consideration for Contract by Pacheco Koch for concept landscape design, and completion and submittal of application for 2024 TXDOT Green Ribbon Grant Program.

BACKGROUND:

The Texas Department of Transportation offers the Green Ribbon Grant Program to cities annually for landscape beautification of the TXDOT rights-of-way. The grant award is a maximum of \$400,000 and is structured as a reimbursement to the city.

At the TXDOT mandatory informational training session in March, Staff connected with Dorothy Witmeyer, the Senior Project Manager for Pacheco Koch, the firm who designed and executed the Cross Timbers Park and its playground for our City. We agreed that trying to apply for the 2023 grant, which opened April 28, would require the haphazard creation of our design and if, by chance, we did win the award, it could potentially hinder our chances of winning the next year when we could have a more comprehensive plan in place.

Based on Ms. Witmeyer’s valuable experience with the TXDOT Green Ribbon Program and with the City, Staff requests consideration for the expense of a consultation for landscape design, application completion and submittal for the 2024 TXDOT Green Ribbon Program. This design would include all of the eastbound IH-20 rights-of-way, from the eastern to western span of our city limits, broken down into phases (potentially three).

Since TXDOT seems to prefer awarding those areas where improvements are already being made, the Kings Gate corridor would likely be the first for which we apply since the Kings Gate bridge is due to let in 2024. The City can apply each year until design completion.

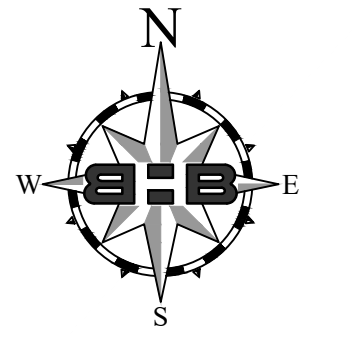
Consulting fees by Pacheco Koch would be approximately \$6,800 which includes conceptual designs of all phases, and Green Ribbon Program Application completion and submittal for Phase I. If construction plans are desired, this would be a separate cost and can be decided at a later date.

STAFF RECOMMENDATION:

Staff recommends for the Parks Board to approve the consultation fee to Pacheco Koch for the Green Ribbon Project proposal.

RECOMMENDED MOTION:

Motion to approve consideration of a Contract by Pacheco Koch for concept landscape design, and completion and submittal of application for 2024 TXDOT Green Ribbon Program.



NOT TO SCALE

Apr 27, 2023

KNOX / HAYS TRAIL
3.70 MILES

TWAWEEK/LASALLE TRAIL
3.20 MILES

PATTON TRAIL
1.60 MILES

BEGGS / TARGA TRAIL
14.00 MILES

MARY'S TRAIL
4.25 MILES

MOORE LAKE TRAIL
1.70 MILES

GILCHRIST TRAIL
7.25 MILES

LAKE WEATHERFORD
BIKEWAY CONCEPT

TO QUANA HILL
MOUNTAIN BIKE TRAILS

WPARK / WFORD TRAIL
4.70 MILES

WILLOW PARK
BIKEWAYS

SQUAW TO BEGGS TRAIL
9.20 MILES

SQUAW CREEK TRAIL
3.60 MILES

WILKS TRAIL
1.75 MILES

TRINITY CHRISTIAN TRAIL
2.35 MILES

BOSWELL TO McCALL TRAIL
4.30 MILES

RIDER SCOTT TRAIL
5.50 MILES

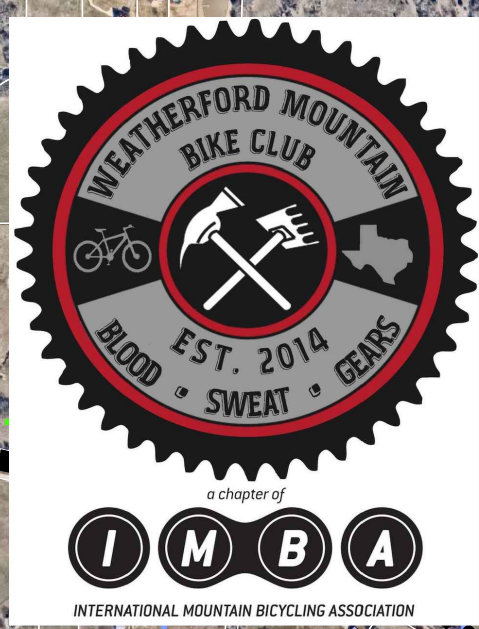
MAYS LAND TRAIL
1.70 MILES

City of Willow Park
Trails Amendment

PREPARED BY
BHB
BAIRD, HAMPTON & BROWN

building partners
440 Hildebrand Drive, Weatherford, TX 76087
main@bairdhampton.com 817.299.9775 • www.bhb.com
TOPICS Form #44, #10194146

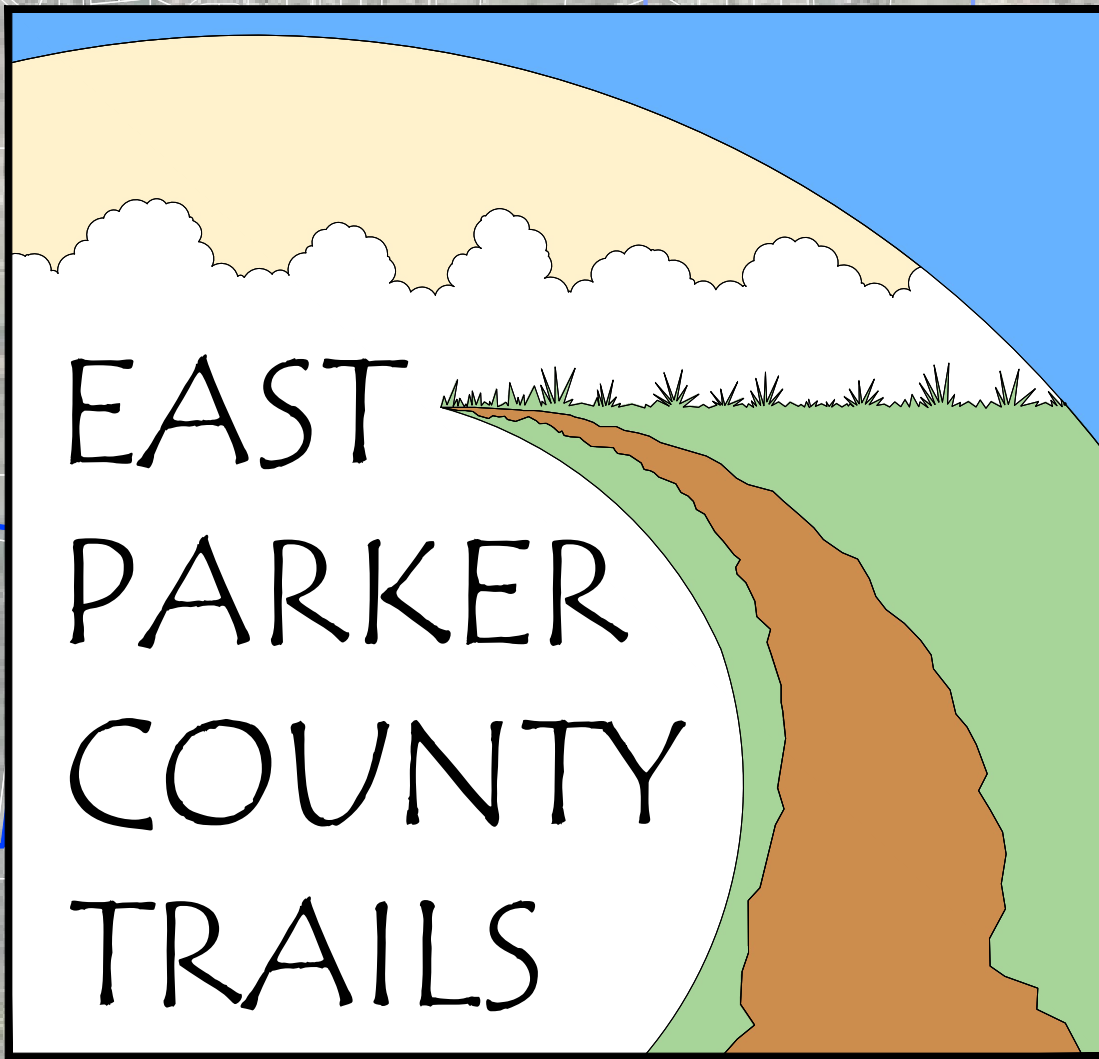
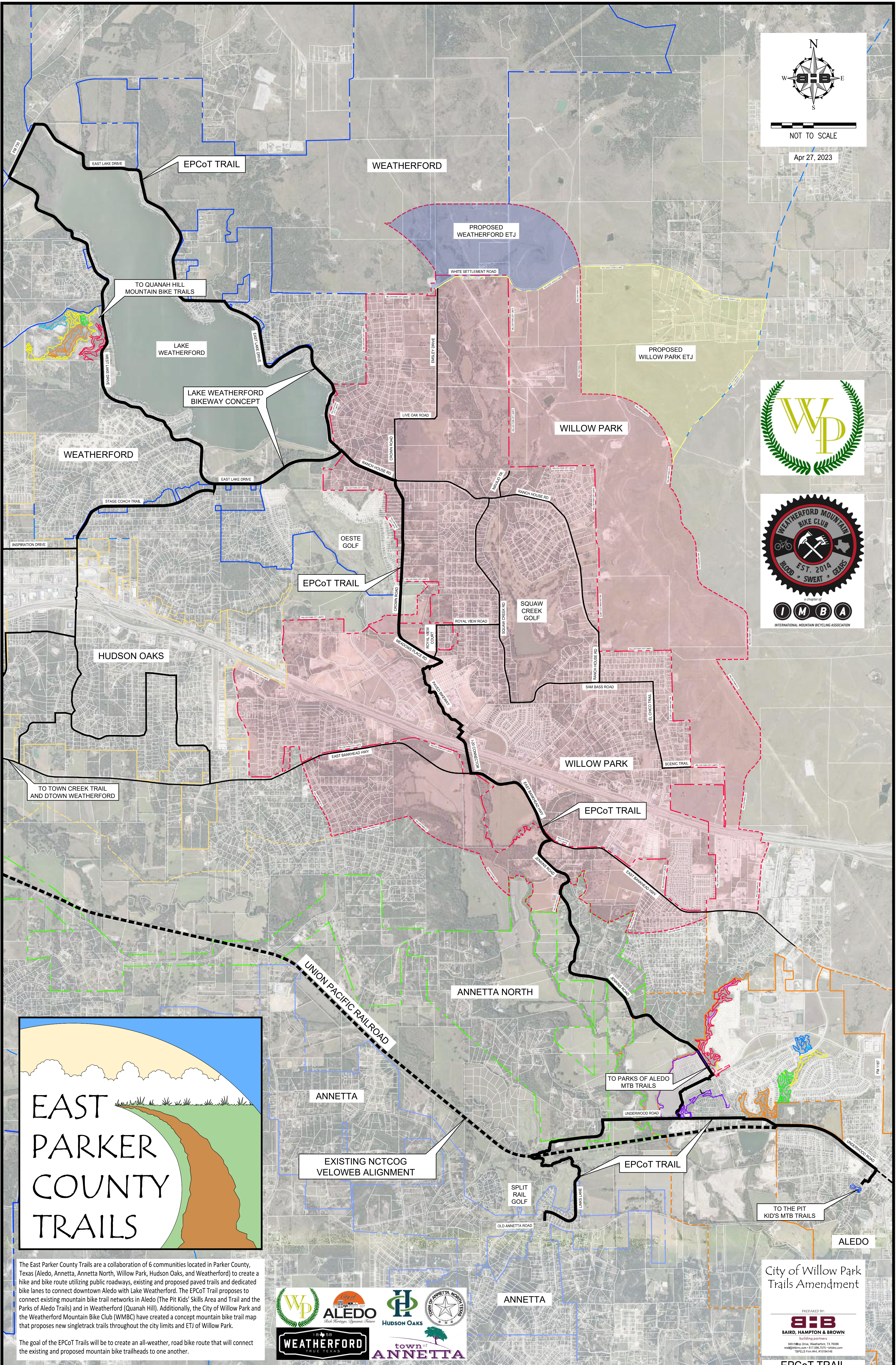
SITE PLAN





NOT TO SCALE

Apr 27, 2023



The East Parker County Trails are a collaboration of 6 communities located in Parker County, Texas (Aledo, Annetta, Annetta North, Willow Park, Hudson Oaks, and Weatherford) to create a hike and bike route utilizing public roadways, existing and proposed paved trails and dedicated bike lanes to connect downtown Aledo with Lake Weatherford. The EPCoT Trail proposes to connect existing mountain bike trail networks in Aledo (The Pit Kids' Skills Area and Trail and the Parks of Aledo Trails) and in Weatherford (Quanah Hill). Additionally, the City of Willow Park and the Weatherford Mountain Bike Club (WMBC) have created a concept mountain bike trail map that proposes new singletrack trails throughout the city limits and ETJ of Willow Park.

The goal of the EPCoT Trails will be to create an all-weather, road bike route that will connect the existing and proposed mountain bike trailheads to one another.



City of Willow Park
Trails Amendment



EPCoT TRAIL