

**AGENDA
CITY OF BENBROOK
PARKS AND RECREATION BOARD
WEDNESDAY, JANUARY 8, 2020**

**BENBROOK CITY HALL
911 WINSCOTT ROAD
BENBROOK, TEXAS 76126**

**PRE-MEETING WORKSESSION 7:00 P.M.
CENTRAL CONFERENCE ROOM, OPEN TO PUBLIC**

1. Roles and Responsibilities of the Parks and Recreation Board
2. Review and discuss items for regular meeting

**REGULAR MEETING 7:30 P.M.
COUNCIL CHAMBERS**

- I. CALL TO ORDER
- II. CITIZEN COMMENTS ON ANY AGENDA ITEM
- III. APPROVAL OF MINUTES - OCTOBER 9, 2019

Documents:

[PARKS MINUTES 10.09.19A.PDF](#)

- IV. OATH OF OFFICE FOR NEW BOARD MEMBERS
- V. SELECTION OF BOARD CHAIRPERSON
- VI. SELECTION OF BOARD VICE CHAIRPERSON
- VII. REPORTS FROM CITY STAFF
 - I. PB 1008
Parks and Recreation Department Overview

Documents:

[PARKS BOARD 1008 DEPARTMENT OVERVIEW.PDF](#)

- VIII. INFORMAL CITIZEN COMMENTS
State Law Prohibits Any Deliberation Of Or Decisions Regarding Items Presented In Information Citizen Comments.
- IX. ADJOURNMENT

WORK SESSION

1. Discuss Park Elements of the Comprehensive Plan Update and Master Park Plan Update

THIS FACILITY IS WHEELCHAIR ACCESSIBLE. FOR ACCOMODATIONS OR TO INFORM US OF INACCESSIBILITY TO THIS MEETING, PLEASE CONTACT BENNETT C. HOWELL, III, PUBLIC SERVICES DIRECTOR AT 817-249-6063. FOR SIGN INTERPRETIVE SERVICES PLEASE CALL 48 HOURS IN ADVANCE.

**BENBROOK PARKS AND RECREATION BOARD MEETING
MINUTES OF THE MEETING HELD
WEDNESDAY, OCTOBER 9, 2019
AT 7:30 PM**

The regular meeting of the Parks and Recreation Board of the City of Benbrook was held on Wednesday, October 9, 2019 at 7:30 p.m. in the Council Chambers at 911 Winscott Road with the following Board Members present:

Amy Casey
Carol Hafer
Gary Lindsay
Lizzy Ward
John Adelman

Also Present: Bennett Howell, P.E., Public Services Director
Doug Howard, Planner
Caroline Stewart, Assistant Planner

I. CALL TO ORDER

Meeting called to order at 7:30 p.m. by the Vice Chair, Lizzy Ward.

II. CITIZEN COMMENTS ON ANY AGENDA ITEM

- a. Ron Furtick, 1428 Timbercreek, introduced himself and said he would speak during the worksession.

III. APPROVAL OF MINUTES – August 14, 2019

Regular Meeting – August 14, 2019

Motion by Ms. Hafer to approve the minutes of the August 14, 2019 meeting. Second by Mr. Adelman. The Chair called the question.

Vote on the motion:

Ayes: Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: Ms. Casey since she was not at the August 14, 2019 meeting

IV. REPORTS FROM CITY STAFF

PB 1006 Recommend Colors and Configurations for Swings for South Benbrook Park, Timbercreek Park and Rolling Hills Park

As part of the FY 2019-20 Budget, City Council included funding for the purchase and installation of one new swing set at each of the following parks - South Benbrook Park, Timber Creek Park and Rolling Hills Park. The budgeted amount must cover the entire cost of the equipment, shipping and installation.

The swing set play area will be approximately 30 feet x 40 feet with a concrete border and engineered wood product (Fibar) for fall protection and an underdrain system. City staff will install the equipment.

City Council has budgeted \$36,000 to install one “two-bay” swing set at each of the above listed parks. The amount has to cover equipment, shipping and installation costs.

Item	Units	Unit Cost	Total Cost
Installation	3	\$5,000	\$15,000
Shipping	3	\$500	\$1,500
Swing Set	3	\$3,096	\$9,288
Subtotal			\$25,788
Remainder for Swings			\$10,212

The Board took separate votes for the colors and swing configurations for each of the three parks.

Motion 1 – South Benbrook Park – Swing Set Color

Motion by Mr. Lindsay recommended select sky blue as the swing set color for South Benbrook Park. Second by Ms. Hafer. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 2 – South Benbrook Park – Swing Configuration

Motion by Ms. Casey recommended 2 belt swings, 1 Zero G swing (2-5 years), 1 Expressions with enclosed tot swing for South Benbrook Park. Second by Mr. Lindsay. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 3 – Timbercreek Park – Swing Set Color

Motion by Ms. Hafer to select light green as the swing set color for Timbercreek Park. Second by Mr. Lindsay. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 4 – Timbercreek Park – Swing Configuration

Motion by Ms. Hafer recommended 2 belt swings, 1 Zero G swing (2-5 years), 1 Expressions with enclosed tot swing for Timbercreek Park. Second by Ms. Casey. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 5 – Rolling Hills Park – Swing Set Color

Motion by Ms. Casey to select sky blue as the swing set color for Rolling Hills Park. Second by Mr. Adelman. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 6 – Rolling Hills Park – Swing Configuration

Motion by Ms. Ward recommended 2 belt swings, 1 Zero G swing (2-5 years), 1 Expressions with enclosed tot swing for Rolling Hills Park. Second by Ms. Casey. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

Motion 7 – Remaining Funds

Motion by Ms. Hafer recommended 3 additional Zero G (5-12 years) for extra swings for future upgrades and one of these to replace the one in Robot Park. Second by Ms. Casey. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

PB 1007 Marina Lease Agreement

The Corps of Engineers has some new staff in their Real Estate Division and they reviewed the previous agreement approved by the Parks Board on November 14, 2018 and the new Real Estate Contracting Officer preferred certain contract language used in previous agreements. The substantive changes are shown below:

- Change District Engineer approval to Real Estate Contracting Officer (16 locations throughout document)
- Section 4 Facilities - Include a statement that says the 5-year can be revised as needed based on the business needs
- Section 18 Inspections – The last sentence of the paragraph should read, “The CITY ~~or the DISTRICT ENGINEER~~ may terminate this concession agreement, within a reasonable time as determined by the CITY and the REAL ESTATE CONTRACTING OFFICER.”
- Section 19 Right to Enter – The first line should read, “That the right is hereby reserved ~~to the CITY and~~ to the United State, its officers, agents”
- Section 20 Government Facilities – The first line should read, “That the right is hereby reserved to ~~the county and state and~~ United States, its officers”
- Section 27 Insurance – Replace with the following paragraph:

“That CONCESSIONAIRE will fully indemnify, defend, and save whole and harmless the CITY, the United States, its officers, agents and employees from all claims or cause of action against it that may arise in connection with the maintenance and operation of the entire premises, which include all areas included in or adjacent to, and used in connection with, any devices or equipment placed at or beyond the shoreline of Benbrook Lake, and that, prior to commencing operations under this agreement, the CONCESSIONAIRE will obtain from a reputable insurance company, acceptable to the CITY and carry

liability or indemnity insurance so indemnifying the CITY providing for limits not less than Three Million Dollars (\$3,000,000.00) per anyone claim arising from any accident with respect to bodily injuries or death resulting therefrom, and/or damage to property suffered or alleged to have been suffered by any person or persons resulting from the operations of the CONCESSIONAIRE. The CONCESSIONAIRE shall present a certificate to the CITY naming the CITY and the United States Corps of Engineers as additional insured. The insurance carrier and the CONCESSIONAIRE must provide the CITY notice within 30 days prior to cancellation of said policy or any amendment to the policy or the amount of coverage.”

Motion by Ms. Casey to approve the Marina Lease Agreement. Second by Mr. Lindsay. The Chair called the question.

Vote on the motion:

Ayes: Ms. Casey, Ms. Hafer, Mr. Lindsay, Ms. Ward, Mr. Adelman

Nays: None

Abstain: None

V. INFORMAL CITIZEN COMMENTS

a. none

VI. ADJOURNMENT

Meeting adjourned at 8:00 pm.

APPROVED

Chair

_____, 2020



City of Benbrook

PARKS BOARD COMMUNICATION

DATE: 01/08/2020	REFERENCE NUMBER: PB-1008	SUBJECT: Parks and Recreation Department Overview	PAGE: 1 of 1
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The City's Parks and Recreation Department includes one superintendent, seven (7) full-time employees, and two (2) part-time employees. They are a dedicated group of people who have the following skills:

- Landscape and irrigation maintenance;
- Cleaning restrooms;
- Painting;
- Carpentry;
- Plumbing;
- Electrical;
- Concrete and masonry;
- Welding;
- Installing park equipment;
- Maintaining baseball and soccer fields;
- Animal and pest control; and
- Trash duties

The associated presentation provides additional details of their roles and functions in the City.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE: