



PARKS AND RECREATION

285 Uptown Blvd., Bldg. 100
Cedar Hill, TX 75104
O. 972.291.5130
F. 972.291.5141
CedarHillTX.com

**NOTICE OF MEETING
CEDAR HILL PARKS AND RECREATION BOARD MEETING
WEDNESDAY, MAY 20, 2020
7:00 P.M.**

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Park & Recreation Board for the City of Cedar Hill, Texas will conduct a Meeting by telephone conference at Wednesday, May 20, 2020 @ 7:00 pm in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. **This is an open meeting conducted by telephone conference. There will be no public access to a physical location.**

To submit public comments, visit cedarhilltx.com. All public comments submitted by 4pm on Friday, May 15, 2020 will be provided to the board members and entered into record for the meeting.

Options for public access to the meeting:

Via webinar: zoom.us/join
Meeting ID# 428 042 313

Password: 985269

Or join by phone:

Dial In: 1-346-248-7799 or 1-877 853 5247 (Toll Free)
Meeting ID#: 428 042 313
Password: 985269



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7:00 P.M.**

AGENDA

MISSION STATEMENT: *The mission of the City of Cedar Hill is to deliver the highest quality municipal services to our citizens and customers consistent with our community values.*

VISION STATEMENT: *We envision Cedar Hill as a premier city that retains its distinctive character; where families and businesses flourish in a safe and clean environment.*

- I. Call the meeting to order.**
- II. Citizens Forum.**
- III. Review minutes from Joint Park Board & CDC Board Meeting held on January 16, 2020.**
- IV. Review minutes from joint Park Board & Library Board Meeting held on February 19, 2020.**
- V. Review minutes from Park Board Meeting held on April 15, 2020.**
- VI. Receive Annual Girls Softball Reports from Cedar Hill All Sports Association.**
- VII. Consider Approval of Softball Facility Use Agreement Renewals with Cedar Hill Parks & Recreation.**
- VIII. Park Board to discuss nominating a sub-committee to define policies/procedures for managing unsolicited Park naming nominations.**
- IX. Receive Staff Reports related to Parks and Recreation Programs, Events and Projects.**
- X. Adjourn.**

I certify that copies of the above notice of meeting were posted in accordance with the Texas Open Meetings Act on Friday, May 15, 2020.

Mayor Stephen Mason • Shirley Daniels • Daniel C. Haydin, Jr. • Alan E. Sims
Chad A. McCurdy • Gregory Glover • Mayor Pro Tem Clifford R. Shaw • City Manager Greg Porter



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Karen Tenery

Karen Tenery
Cedar Hill Parks & Recreation
Executive Secretary

This facility is wheelchair accessible. Handicapped parking spaces are available. Requests for sign interpretive services must be made 48 hours in advance of meeting.
To make arrangement: call (972) 291-5100 Ext. 1011 or [TDD] 1-RELAY TX [1-800-735-2989].

"PURSUANT TO SECTION 30.07, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY"

"CONFORME A LA SECCIÓN 30.07, DEL CÓDIGO PENAL (ENTRADA SIN AUTORIZACIÓN POR TITULAR DE LICENCIA CON UNA PISTOLA VISIBLE), UNA PERSONA CON LICENCIA BAJO EL SUBCAPÍTULO H, CAPÍTULO 411 DEL CÓDIGO DE GOBIERNO (LEY DE LICENCIAS DE PISTOLAS), NO PUEDE ENTRAR EN ESTA PROPIEDAD CON UNA PISTOLA VISIBLE"

**CEDAR HILL PARKS AND RECREATION BOARD
AND
COMMUNITY DEVELOPMENT CORPORATION BOARD
1ST FLOOR, MULTI PURPOSE COURT ROOM, CEDAR HILL GOVERNMENT CENTER
285 UPTOWN BLVD., BLDG. 100, CEDAR HILL, TEXAS 75104
THURSDAY, JANUARY 16, 2020, 6:00 P.M.**

MINUTES

Notice of a joint meeting of Cedar Hill Parks and Recreation Board and Community Development Corporation was duly posted in accordance with the Open Meetings Act; however, there was not a quorum of CDC board members in attendance on Thursday, January 16, 2020. The CDC board members that were present received a presentation but took no action or voted on any matter due to the lack of quorum.

A quorum of Parks Board members was present, and their meeting was called to order at 6:09pm.

Park Board Members Present: Rick Cook, Chairman; Dustin Ledbetter, Vice Chairman; Kiphani Allen; Neil Bolton; Marilyn Little; Antoine Scott; L. Michelle Terrell.

Park Board Members Absent: Christopher Washington, ex-officio; Clara McGinnis; David Robertson.

CDC Board Members Present: Valerie Banks; Ruth Ann Bechdol; David Bushart; Steven Cook; Warren Goss; Joseph Graves; Gayle Sims.

CDC Board Members Absent: Dr. Remelle Edwards; Melissa Medina; Dwight Pinnix.

City Staff Present: William Ford, Parks and Recreation Director; Shawn Ray, Parks Superintendent; Carolyn Skeels, Recreation Superintendent; Karen Tenary, Executive Secretary; Shonda Johnson, Recreation Operations Supervisor; John Jackson, Recreation Coordinator; Greg Porter, City Manager; Jennifer Parrish, Assistant to City Manager; Melissa Valdez-Cummings, Assistant City Manager; Alan Dickerson, Finance Director.

Others Present: Elizabeth Holzer; Charlie Schneider; Larry Brandstatter.

I. Call the Meeting to Order:

Rick Cook, Park Board Chairman; called the meeting to order at 6:09 pm.

II. Citizens Forum: No Citizens present.

III. Receive presentation on Virginia Weaver Outdoor Community Pool Project:

Elizabeth Holzer gave a detailed presentation of the Virginia Weaver Outdoor Community Pool Project detailing design, cost and visual overview.

Suggestions and concerns regarding cost, safety, facility usage, patron count from Park & CDC Board.

Other noted concerns are as follows:

- Crawford pool size in comparison to new pool size
- Security lighting and cameras
- Storm shelter areas
- In pool lighting, how does that affect programming in evenings for potential movie nights.
- Misters at party room of nearby area
- Extended area for party room
- Pop up water sprayers at children's area (like what they have at shopping center)
- Jazz up building, to reflect older & newer look
- Cooling systems piped in for future
- Overall proximity map where Virginia Weaver is in relation to City (take or leave, at help desk)
- After overall park map with trail head to do "zoomed in map" of just pool area description
- Make sure slide size is correct for large screens (theirs is 4.3 and should be 16.9)
- Chlorine vs Saltwater

IV. Adjourn:

Neil Bolton made a motion to adjourn, and Dustin Ledbetter seconded the motion, and the motion carried unanimously. The meeting was adjourned at 7:10 pm.

Rick Cook, Chairman

Karen Tenary, Executive Secretary,
Cedar Hill Parks & Recreation

**CEDAR HILL PARKS AND RECREATION BOARD
AND ZULA B. WYLIE LIBRARY BOARD
1ST FLOOR, MULTI PURPOSE COURT ROOM, CEDAR HILL GOVERNMENT CENTER
285 UPTOWN BLVD., BLDG. 100, CEDAR HILL, TEXAS 75104
WEDNESDAY, FEBRUARY 19, 2020, 7:00 P.M.**

MINUTES

Notice of a joint meeting of Cedar Hill Parks and Recreation Board and Zula B. Wylie Public Library Board was duly posted in accordance with the Open Meetings Act; on Friday, February 14, 2020.

A quorum of Parks Board members was present, and the meeting was called to order at 7:02 pm.

Park Board Members Present: Rick Cook, Chairman; Dustin Ledbetter, Vice Chairman; Christopher Washington, ex-officio; Kiphani Allen; Neil Bolton; Marilyn Little; Clara McGinnis; David Robertson; Antoine Scott; L. Michelle Terrell.

Library Board Members Present: Christine Benson; Dennis Brock; Lee Ruth Bryant; Valerie Banks; Elaine Cook; Latasha Cummings; Traphene Hickman; Janette Mehl ex-officio; Jacquelyn Moore; Mary Sadousky.

Library Board Members Absent: Lisa Cerovsky ex-officio; Kenneth Prettol ex-officio; Mary White.

City of Cedar Hill Staff Present: William Ford, Parks and Recreation Director; Shawn Ray, Parks Superintendent; Carolyn Skeels, Recreation Superintendent; Karen Tenary, Parks & Recreation Executive Secretary; Correne Constantino, Zula B. Wylie Library, Executive Secretary; Aranda Bell, Zula B. Wylie Library Manager; John McNeil, IT Department.

Others Present: Julie Gutierrez; J.R Hickman; Phillip Bell; Patrice Manuel.

I. Call the Meeting to Order:

Rick Cook, Park Board Chairman; called the meeting to order at 7:02 pm.

II. Citizens Forum: Traphene Hickman spoke and presented a letter from her daughter to the Parks & Library Board requesting a park be named after Mr. James Nutting.

III. Receive presentation on Library, Signature Park, and Trail Bond Project:

Received presentation from Julie Gutierrez from Core CMCI updating the Signature Park/Library Bond Project.

IV. Adjourn:

Rick Cook made a motion to adjourn, and Neil Bolton seconded the motion, and the motion carried unanimously. The meeting was adjourned at 7:51 pm.

Rick Cook, Chairman

Karen Tenary,
Cedar Hill Parks & Recreation
Executive Secretary

**NOTICE OF MEETING
CEDAR HILL PARKS AND RECREATION BOARD MEETING
WEDNESDAY, APRIL 15, 2020
7:00 P.M.**

MINUTES

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE CONFERENCE

In accordance with an Order of the Office of the Governor issued on March 16, 2020, the Park & Recreation Board for the City of Cedar Hill, Texas will conduct a Meeting by telephone conference at Wednesday, April 15, 2020 @ 7:00 pm in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") in an effort to slow the spread of the Coronavirus (COVID-19) pandemic. **This is an open meeting conducted by telephone conference. There will be no public access to a physical location.**

Park Board Members Present: Rick Cook, Chairman; Dustin Ledbetter, Vice Chairman; Christopher Washington, ex-officio; Kiphani Allen; Neil Bolton; Marilyn Little; Clara McGinnis; Antoine Scott.

Park Board Members Absent: David Robertson; L. Michelle Terrell.

City Staff Present: William Ford, Parks and Recreation Director; Karen Tenary, Parks & Recreation Executive Secretary; Shawn Ray, Parks Superintendent; Carolyn Skeels, Recreation Superintendent; Shonda Johnson, Recreation Operations Supervisor; Belinda Berg, City Secretary.

Others Present: Larry Kennard, Anette Hernandez, Rodney Thornton.

- I. **Call the Meeting to Order:**
Rick Cook, Park & Recreation Board Chairman; called the meeting to order at 7:01pm.
- II. **Citizens Forum:** No Citizens present.
- III. **Review minutes from Park Board Meeting held on November 20, 2019.**
Neil Bolton made the first motion to approve minutes and Marilyn Little seconded the motion and the motion carried unanimously.
- IV. **Review minutes from joint Park Board & CDC Board Meeting held on January 16, 2020.**
Minutes tabled, will review again at next scheduled meeting.
- V. **Receive Annual Basketball, Baseball & Soccer Reports from Cedar Hill All Sports Association.**

- VI. Consider Approval of Basketball Facility Use Agreement Renewals with Cedar Hill Parks & Recreation All Sports Association.** Clara McGinnis made the first motion to approve Basketball Facility Use Agreement Renewals and Neil Bolton seconded the motion and the motion carried unanimously.
- VII. Consider Approval of Baseball Facility Use Agreement Renewals with Cedar Hill Parks & Recreation All Sports Association.** Marilyn Little made the first motion to approve Baseball Facility Use Agreement Renewals and Dustin Ledbetter seconded the motion and the motion carried unanimously.
- VIII. Consider Approval of Soccer Facility Use Agreement Renewals with Cedar Hill Parks & Recreation All Sports Association.** Clara McGinnis made the first motion to approve Soccer Facility Use Agreement Renewals and Neil Bolton seconded the motion and the motion carried unanimously.
- IX. Discussion regarding name of park or park facilities.**
Board needs to define procedural process, and send an acknowledgement concerning request letter.
- X. Receive Staff Reports related to Parks and Recreation Programs, Events and Projects.**
Shawn Ray & Carolyn Skeels gave reports to board on events and status of projects.
- XI. Adjourn:**
Rick Cook closed the meeting; adjourned at 7:52 pm.

Rick Cook
Park & Recreation Board Chairman

Karen Tenary
Executive Secretary,
Cedar Hill Parks & Recreation



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**City of Cedar Hill
Extension of Facility Use Agreement
Cedar Hill Girls Softball Association**

THIS FIRST CONTRACT RENEWAL is made effective on January 1, 2020 and is intended to serve as the first of two optional renewals to the initial term of the contract known as Cedar Hill Girls Softball Association Facility Use Agreement dated January 1, 2019 ("Original Contract") effective through December 31, 2019 between the City of Cedar Hill Parks and Recreation Department (City) and Cedar Hill Girls Softball Association ("Organization").

1. The Parties agree to the terms and conditions of the initial contract term including updated Attachments A (Practice Facilities) and B (Game Facilities) for a period of one year, which will begin on January 1, 2020 and will end on December 31, 2020.
2. This first renewal binds and benefits both the Organization and the City, any successors or assigns. This document, including the attached Initial Term, is the entire agreement between the Parties.
3. The following attachments shall be included as part of the first renewal period for the Cedar Hill Girls Softball Association:

Field Rental Agreement Packet

All other terms and conditions of the Original Agreement remain unchanged.

Mayor Stephen Mason • Shirley Daniels • Daniel C. Haydin, Jr. • Alan E. Sims
Chad A. McCurdy • Gregory Glover • Mayor Pro Tem Clifford R. Shaw • City Manager Greg Porter

R: Boards and Commissions: All Sports Board: Facility Use Agreement: 2020



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CEDAR HILL GIRLS SOFTBALL
ASSOCIATION

CITY OF CEDAR HILL

(PRESIDENT)

(DIRECTOR)

(Printed Name)

(Printed Name)

Dated:

Dated:

Mayor Stephen Mason • Shirley Daniels • Daniel C. Haydin, Jr. • Alan E. Sims
Chad A. McCurdy • Gregory Glover • Mayor Pro Tem Clifford R. Shaw • City Manager Greg Porter

R: Boards and Commissions: All Sports Board: Facility Use Agreement: 2020



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"Attachment A"
Practice Facilities

Spring 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-6pm

Number of Timeslots – to be determined, but not to exceed 5 per day (weekend) per field and 2 per day (weekday) per field.

Summer 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-6pm

Number of Timeslots – to be determined, but not to exceed 5 per day (weekend) per field and 2 per day (weekday) per field.

Fall 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-6pm

Number of Timeslots – to be determined, but not to exceed 5 per day (weekend) per field and 2 per day (weekday) per field.

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"Attachment B"
Game Facilities

Spring 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-10pm

Number of Timeslots – To be determined, but not to exceed 7 per day (weekend) per field and 2 per day (weekday) per field.

Summer 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-10pm

Number of Timeslots – To be determined, but not to exceed 7 per day (weekend) per field and 2 per day (weekday) per field.

Fall 2020 Season

Dates: TBA

Facilities:

Valley Ridge Park

2850 Park Ridge Drive

Softball Fields – A through D

Monday through Friday 6pm-10pm

Saturday and Sunday 9am-10pm

Number of Timeslots – To be determined, but not to exceed 7 per day (weekend) per field and 2 per day (weekday) per field.

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Monthly Parks Report for Parks and Recreation Board 5.20.2020

CIP Projects-

- Balcones Trail Phase I & II
 - Phase I -Estimated Completion late June; TxDOT has removed barriers and has some “punch list” remaining; Parks will need 3-4 week of make ready after acceptance
 - Phase II – Estimated Completion September
 - Plan review out for bid with opening scheduled for May 21,2020
 - Wayfinding and Entry Monument- project will include wayfinding, interpretive, city entry monument and other related signage to the complete project, firm awarded for construction documents, 20% plan review underway
 - Combined dedication ceremony tentatively scheduled for fall

Bond Related Items- (<http://www.letstalkcedarhill.com/>)

- Kingswood Park- Playground, exercise equipment, updated drinking fountain, extended concrete walking path and landscape installed. Painting and related updates are ongoing. Estimated completion date 6.1.2020. Staff is working with several departments as well as neighborhood to discuss reopening celebration.
- Longhorn Park- Playground, exercise equipment and updated drinking fountain completed. Updated landscaping installation, painting and related updates are ongoing. Estimated completion date 6.10.2020. Staff is working with several departments as well as neighborhood to discuss reopening celebration.
- Liberty Park- All related improvements are ongoing with an estimated completion date of 6.19.2020. Staff is working with several departments as well as neighborhood to discuss reopening celebration.
- Public input meetings for Dot Thomas Park, Windsor Park and Windmill Hill Greenbelt are being discussed with city departments and neighborhood leaders on the safest way to keep these projects moving forward.
- Crawford Park Master Plan- engage Landscape Architect firm to assist with public engagement, prioritization of improvements and related construction documents.
- Signature Park- Landscape Architect contract approved by City Council on May 12, 2020
- 2020 Transportation Alternative Grant- apply for grant related to proposed Signature Park Trail delivered to NCTCOG on May 15th.



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- Virginia Weaver Playground Restroom Updates- Contractor working to correct deficiencies found during ADA inspection; estimated completion date May 29, 2020

Planning-

- US67 Green Ribbon Project- Assist with the Public Work lead initiative (TxDOT grant) for entry monuments and landscape enhancements along US 67 corridor.
- Downtown Complete Streets- Assist Planning Department lead initiative to enhance Downtown Cedar Hill including potential trail opportunities. City staff working with utility providers to identify needed easements based on draft alignments.

Operations and Maintenance-

- All park restrooms, playgrounds, exercise equipment and related amenities closed March 20, 2020; COVID-19 related. Reopening of select restrooms, basketball courts and tennis courts began May 18, 2020.
- Park field staff moved to two shifts, working seven days a week to allow for proper social distancing and continuation of acceptable park maintenance standards: COVID-19 related
- NeighborWood Tree Giveaway website and request portal is active as of April 9. All trees have been delivered to requestors throughout Cedar Hill.
- Contractor mowing and litter abatement ongoing including US 67
- Staff mowing and litter abatement ongoing

Any questions please call or email Shawn Ray, 972-291-5130 shawn.ray@cedarhilltx.com



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Monthly Recreation Report for Parks and Recreation Board

Programs

Providing social media virtual programing for our Alan E Sims Recreation Center and Cedar Hill Parks and Recreation Facebook accounts related to seniors, adults, and youth. Also providing Park updates on Closures. Rescheduling Music in the Park, Juneteenth in Desoto has been cancelled and working on a Fishing Event that can be done following CDC guidelines.

Group of various City employees calling weekly all seniors in the City to check on them. This is around 650 + seniors depending on the week.

Sending out Biweekly newsletters to our seniors.

Sending out a Thinking of you cards to our seniors.

Partnering with Church on the Hill, Mission Cedar Hill, and Hillcrest Baptist for needs of our seniors.

CHAT, CHISD, Trinity Church are providing meals for the community weekly as well as the Cedar Hill Share. Mint dentistry has done a food giveaway one Saturday. Church of Christ is doing their food distribution the 3rd Saturday of each month.

Associations-soccer-baseball and softball have cancelled leagues to the fall.

Most programs for May have been cancelled or gone virtual.

Bond Projects:

Outdoor Pool Project is moving forward. Finalizing shared parking agreement with CHISD. Working towards proposed construction plans outdoor pool. Hope to have final construction documents July –August 2020; TPWD notification of grant August 26, 2020; Bid project/Award-Sept. 2020-Jan. 2021; Construction Feb. 2021-March 2022; Facility Grand Opening May 2022.

Senior Center Updates are ongoing. Waiting on delivery of furniture and installation of signs and ADA door on south entrance. Tentative Grand Reopening Summer/Fall 2020

Daily Operations:

Senior Center working on Standard Operating Policies and Procedures manual.

Senior Center Livability Study Started March 2020.

Currently Rec Center and Senior Center and Pool are all closed to public. Working on restoration/Opening plans for Rec Center and Aquatics.

Rec Center has completed LED light replacement in meeting rooms. This completes entire facility as with LED lights for cost savings.

Rec Center has freshened up Barnyard area.

Rec Center has Deep cleaned fitness area.

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Rec Center is currently working on Goals and Mission statement for present and future. They are divided up into 5 areas- STAFF SAFETY, CITY SUPPORT, TEAM EMPLOYEE ENGAGEMENT, BUILDING MAINTENANCE & OPERATIONS, RE-OPENING PLAN, & GROUP PROJECTS.