



# Town of Trophy Club

1 Trophy Wood Drive  
Trophy Club, Texas 76262

## Meeting Agenda

### Parks and Recreation Board

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Monday, January 20, 2020

7:00 PM

Council Chambers

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#### CALL TO ORDER AND ANNOUNCE A QUORUM

#### CITIZEN PRESENTATIONS

*Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.*

#### REGULAR SESSION

1. [2020-007-T](#) Consider and take appropriate action regarding the approval of the Parks and Recreation Board minutes dated November 4, 2019.  
**Attachments:** [Parks and Rec minutes 11.04.19 FINAL.pdf](#)
2. [2020-008-T](#) Discuss and provide update regarding projects at town parks.  
**Attachments:** [Parks Update - Parks Board Slides - 012020.pdf](#)
3. [2020-010-T](#) Discuss and provide update regarding ongoing recreational programs/events.  
**Attachments:** [Recreation update Park Board 01.20.2020.pdf](#)
4. [2020-011-T](#) Discuss and provide input concerning the Commission for Accreditation of Park and Recreation Agencies (CAPRA).  
**Attachments:** [Park Board CAPRA staff report 1-17-2020.pdf](#)  
[CAPRA.pdf](#)

#### ADJOURN

**\*THE BOARD MAY CONVENE INTO EXECUTIVE SESSION TO DISCUSS POSTED ITEMS AS ALLOWED BY THE TEXAS OPEN MEETINGS ACT, TEXAS LOCAL GOVERNMENT CODE 551.071.**

**Notice is hereby given that a quorum of the Town Council may be in attendance at this meeting.**

**CERTIFICATION**

I certify that the above notice was posted on the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on January 17, 2020 by 5:00 P.M. in accordance with Chapter 551, Texas Government Code.

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**Julie Smestad**  
**Administrative Specialist**

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 682-237-2900, 48 hours in advance and reasonable accommodations will be made to assist you.

I certify that the attached notice and agenda of items to be considered by this Board was removed by me from the bulletin board at Trophy Club Town Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_, Title: \_\_\_\_\_

## Legislation Details (With Text)

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**File #:** 2020-007-T    **Version:** 1    **Name:**

**Type:** Agenda Item    **Status:** Regular Session

**File created:** 1/14/2020    **In control:** Parks and Recreation Board

**On agenda:** 1/20/2020    **Final action:**

**Title:** Consider and take appropriate action regarding the approval of the Parks and Recreation Board minutes dated November 4, 2019.

**Attachments:** [Parks and Rec minutes 11.04.19 FINAL.pdf](#)

Date	Ver.	Action By	Action	Result
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Consider and take appropriate action regarding the approval of the Parks and Recreation Board minutes dated November 4, 2019.



MINUTES OF A REGULAR PARKS & RECREATION BOARD  
MEETING FOR THE TOWN OF TROPHY CLUB

LOCATION: 1 Trophy Wood Drive, TROPHY CLUB, TEXAS  
Monday, November 4, 2019

STATE OF TEXAS

COUNTY OF DENTON

The Parks & Recreation Board of the Town of Trophy Club, Texas, met in a Regular Session on Monday, November 4, 2019 at 6:57 p.m. The meeting was held within the boundaries of the Town and was open to the public.

**PARKS AND RECREATION BOARD MEMBERS PRESENT:**

Tiffany Nimphius	Chairwoman
Mindi Bone	Vice Chair
Dean Murray	Secretary
Kim Farrell	Board Member
David Stout	Board Member
Joel Morace	Board Member
Greg Fox	Board Member
Michael Geraci	Council Liaison
(All members present)	

**STAFF AND GUEST(S) PRESENT**

Tony Jaramillo	Parks & Recreation Director
Marvin Athans	Parks Superintendent
Melinda Ciaglia	Recreation Specialist
Julie Smestad	Administrative Assistant

**Call to order and announce a quorum.**

Chairwoman Nimphius called the meeting to order at 6:57 p.m. noting a quorum was present.

**CITIZEN PRESENTATIONS:**

Chairwoman Nimphius asked if there were any public requests to speak. There were none.

**REGULAR SESSION**

**Consider and take appropriate action regarding the approval of the Parks and Recreation Board Minutes dated August 19, 2019.**

Vice Chair Bone moved to approve the August 19, 2019 minutes. The motion was seconded by Board Member Stout. Chairwoman Nimphius called for a vote. The motion passed unanimously.

### **Discuss and provide update regarding projects at town parks.**

Director Jaramillo recognized two volunteers who were in attendance, Tom Mills and Lou Hocker. Mr. Mills and Mr. Hocker are instrumental in providing maintenance at Trophy Club Park. Director Jaramillo stated that Mr. Mills provides a wide variety of maintenance at Trophy Club Park. He assists with updating and distributing trails maps, various kiosks, 9-1-1 sign posts, low water crossing signs, various benches, footbridge and litter removal and mows 10 miles worth of trails.

Director Jaramillo continued stating that Mr. Hocker began volunteering in 2010. He has performed an outstanding job trimming the undergrowth on trees near the Trophy Club Park entrance, along the pipe rail fencing, mows the sides of the main road, gathers and disposes of brush along the shoreline. Mr. Hocker is also the Town's interface for Eagle Scout projects in Trophy Club Park. Director Jaramillo presented Mr. Mills and Mr. Hocker plaques and expressed the Town's appreciation for all they do as volunteers in the park and services they provide to residents and visitors.

Director Jaramillo introduced Marvin Athans, Parks Superintendent who presented Town parks project updates.

- Medians and monument sign areas are being planted now. Color will be planted for the cold season all over town property.
- Town Hall, Harmony Park and Lakeview areas have been seeded.
- Winter maintenance and field improvements are completed at Independence Park. Pink ribbons and foul lines were painted on sports fields in October in recognition of Breast Cancer Awareness Month.
- Trophy Club Park boater warning signs were installed, brush clean-up is almost complete, and pipe rail fencing repairs were completed.
- Christmas décor to be installed beginning November 11.
- October 12 trash clean-up was done with Rotary Club volunteers along 114 service road.
- Parks staff was able to attend TRAPS event in Rockwall, TX to network and participate in events geared towards Parks staff.

Director Jaramillo and Parks Superintendent Marvin Athans were available for questions.

### **Discuss and provide update regarding ongoing recreational programs/events.**

Recreation Specialist Melinda Ciaglia provided updates. Items addressed included:

- Information about 2019 Pet Fest held in September which was a very successful event with approximately 400 patrons attending.
- October 5, 2019 Community Night event with approximately 275 patrons in attendance. Movie in the Park with attendees voting in advance selecting the screening of "Monsters, Inc."
- Fright Lights contest received 31 entries; 14 homes nominated.
- Upcoming activities include Letters to Santa (November 14 – December 11<sup>th</sup>), Holiday Lights Contest (November 18<sup>th</sup> – December 17<sup>th</sup>), and Gingerbread House Decorating (December 6<sup>th</sup>).
- Upcoming special events include Fall Family Campout (November 9<sup>th</sup> & 10<sup>th</sup>) and Christmas in the Park (December 14<sup>th</sup>).

Director Jaramillo and Recreation Specialist Ciaglia were available for questions.

**Receive an annual update from the Trophy Club Roanoke Youth Baseball Association.**

Brandon Hennig, President of Trophy Club Roanoke Youth Baseball Association (TCRYBA) provided an update to the board and explained it was good fall season with only one weather related closing. Field conditions were excellent all season, kudos to Parks staff. 1,100+ kids are playing baseball utilizing the Trophy Club fields. He expressed appreciation about the working relationship with the Town.

**Receive an annual update from the Greater Northwest Soccer Association.**

Matt Tibbets, President of the Greater Northwest Soccer Association (GNWSA) spoke on how soccer continues to grow in Trophy Club. There were 900 children playing in the fall season, approximately 400 being residents. He expressed appreciation for the fields, excellent condition of the fields, and the accessibility for soccer players who play in Trophy Club.

Director Jaramillo mentioned that Daryl Fowler, representing the Bobcat Youth Football Organization, was not available for tonight's meeting. However, he will be attending and provide an update at the next Town Council Meeting, November 12, 2019.

**Discuss and provide recommendation on moving forward with the German Honor Society Volunteer program.**

Kerstin Hellwege, 3848 Lake way Dr., Southlake, a teacher at Byron Nelson High School spoke about wanting to partner with the Town on volunteer clean-up on weekends at Freedom Dog Park with the BNHS German Club that she heads.

Secretary Murray offered to provide T-Shirts for the volunteers. Chairman Nimphius emphasized that T-Shirts would not be provided for by the Town but that Board Member Murray would be providing as a resident and not a member of the Park Board or Town of Trophy Club.

Chairman Nimphius called for a motion. Board Member Fox moved to approve the German Honor Society Volunteer program as presented. Second by Board Member Morace. Chairman Nimphius called for a vote. The motion passed unanimously.

**Discuss and take action on creating a sports sub-committee; to meet on an as needed basis.**

Director Jaramillo explained the sub-committee would meet with staff on an as needed basis to discuss and provide recommendation on various sport related topics , however, some items may need to be presented to Council.

Secretary Murray and board members Fox and Stout volunteered to participate.

Chairman Nimphius called for a vote to create the sub-committee. Vote was unanimous.

**Discuss and provide recommendations on the Town hosting a baseball tournament at Independence Park, June 26 – July 1, 2020.**

Director Jaramillo provided information from his discussions with the group who would host the event. He provided rough projected costs that the Town would be responsible for and explained revenue the Town could potentially receive as host.

Board Member Fox spoke about his past knowledge and experience with the group and this tournament in particular. It is a well-known tournament and highly attended by both local and state athletes.

Chairman Nimphius called for a motion. Board Member Fox moved to recommend for staff to present to Council as presented, seconded by Secretary Murray. Chairman Nimphius called for a vote. The motion passed unanimously.

**Future Agenda Items**

Chairwoman Nimphius asked for future agenda items. There were none at this time.

**Adjourn**

Chairwoman Nimphius adjourned the meeting at 7:53 p.m.

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Dean Murray  
Parks & Recreation Board Secretary

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Julie Smestad  
Recording Secretary

## Legislation Details (With Text)

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**File #:** 2020-008-T    **Version:** 1    **Name:**  
**Type:** Agenda Item    **Status:** Regular Session  
**File created:** 1/14/2020    **In control:** Planning & Zoning Commission  
**On agenda:** 1/20/2020    **Final action:**  
**Title:** Discuss and provide update regarding projects at town parks.  
**Attachments:** [Parks Update - Parks Board Slides - 012020.pdf](#)

Date	Ver.	Action By	Action	Result
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Discuss and provide update regarding projects at town parks.



# Park Board Meeting

Monday, January 20

# Medians and Facilities

- Mulching of all median beds to begin this month
- Spring Projects
  - Replace missing plants throughout medians on Trophy Club Dr
  - Bed renovations at Town Hall
    - Adding river rock in wash out areas



# Winter Rye

- Rye seed was applied at Harmony Park, Lakeview Park and Town Hall
  - Approximately 463,000 SQFT
- Harmony Park and Lakeview Park are currently closed for their winter maintenance period
  - This allows time for wear areas to be addressed and for the rye to fill in



# Independence Park

- Winter Maintenance – December and January
  - Added clay mix to high traffic areas
  - Tilled to a depth of 3-4”
  - Smoothed and leveled
  - Added Infield Conditioner
  - Adjusted base setting on T-Ball fields
- This process helps reduce rainouts and creates a safe and consistent playing surface





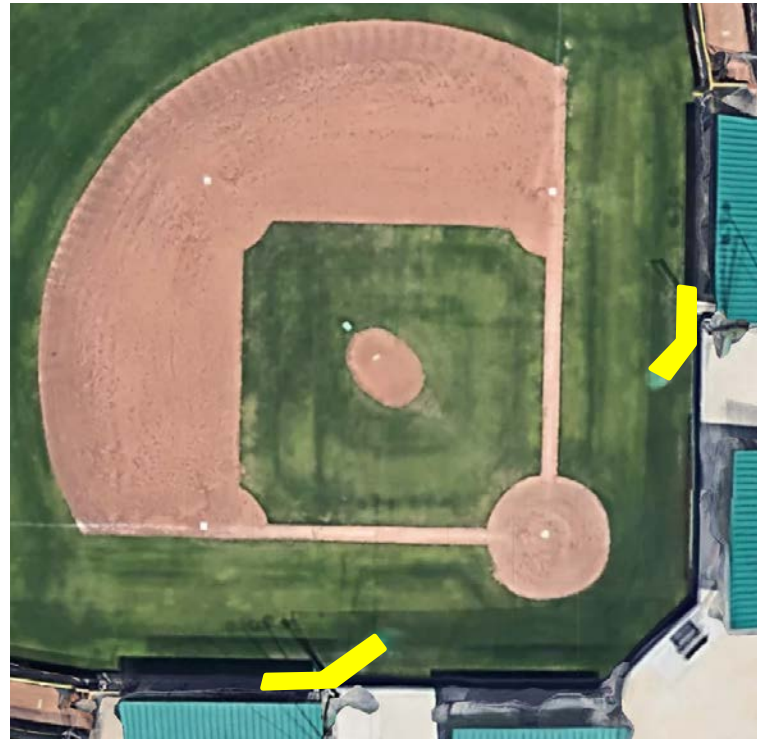
# Independence Park - cont.

- Preventing usage during dormant periods helps prevent compaction and damage to the turf.



# Independence Park – cont.

- Create skinned walking path from dugouts to warmup circles on fields 5-7; staff has struggled to maintain turf in these areas due to shade and high traffic.



# Multiple Locations

- Road Construction along Trophy Club Dr between Durango and Bobcat – Staff continues to work with the contractors to monitor the progress along the road and its effects on the irrigation system.
- Post emergent applications continue around Town.
  - With the warmer temperatures, we are seeing increased activity
- Annual Insecticide application on all properties are scheduled to be completed this month.
  - Supplies have been purchased.
- Installation and removal of Christmas Décor was a success.
  - RAB and surrounding light poles
  - Trophy Club Dr Clock Tower and Tree
  - Town Hall interior and exterior
  - Event tree at Independence Park for Christmas in the Park



# Multiple Locations – cont.





# Multiple Locations – cont.



# Volunteers

Byron Nelson HS German Honor Society has been volunteering their time on the weekends to help cleanup at Freedom Dog Park. Their efforts are greatly appreciated by the Town.





# Trophy Club Park Little Free Library

- Parks Staff installed a little free library box in the Women's Garden at Trophy Club Park.



# Trophy Club Park Little Free Library – cont.

- Reasons to have a Little Free Library
  - Promotes literacy
  - Promotes neighborliness
  - Expand your literary horizons
  - Allows you to talk with strangers
  - Cultivates a spirit of generosity





# Christmas Tree Disposal Program

- Program ran from 12/26 – 01/13
- A total of 6 roll off dumpsters (20 yds each) were filled



# Training and Development

- February 2<sup>nd</sup> – 5<sup>th</sup> : 3 Parks Staff will be attending the 2020 Southwest Parks and Recreations Training Institute at Sequoyah State Park in Hulbert, OK



## Legislation Details (With Text)

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**File #:** 2020-010-T    **Version:** 1    **Name:**  
**Type:** Agenda Item    **Status:** Regular Session  
**File created:** 1/14/2020    **In control:** Planning & Zoning Commission  
**On agenda:** 1/20/2020    **Final action:**  
**Title:** Discuss and provide update regarding ongoing recreational programs/events.  
**Attachments:** [Recreation update Park Board 01.20.2020.pdf](#)

Date	Ver.	Action By	Action	Result
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Discuss and provide update regarding ongoing recreational programs/events.

# Park Board Meeting Recreation Update

Monday, January 20, 2020



# Activities & Special Events

- Fall Family Campout
  - 135 registrations
  - Event consisted of:
    - Archery
    - Backyard Games
    - Rock Painting
    - Singing Cowboy
    - S'mores/campfire
    - Movie and popcorn
    - Dinner/Breakfast



# Activities & Special Events

- Gingerbread House Activity
  - GREAT turnout; 50 registrations
  - Increased registration maximum from 40 to 50.



# Activities & Special Events

- Christmas in the Park
  - Approximately 600 in attendance.



- Event consisted of:
  - Tree lighting
  - Beck & Lakeview Elementary Choirs
  - Christmas reading by Mayor Sanders
  - Pictures with Santa
  - Funnel Cakes & Starbucks
  - Local churches with crafts and goodies



# Activities & Special Events

- Holiday Lights Contest
  - 21 entries
  - Winners were announced on the Parks & Recreation Facebook page and the Town website.



# 2020 Activity & Special Event Dates

Event	Date	Time	Location
Back to Nature	Saturday, March 21	11:00am – 2:00pm	Trophy Club Park
Spring Family Campout	Sat. April 4 – Sun. April 5	3:00pm – 10:00am	Trophy Club Park
EGGstravaganza	Saturday, April 11	10:00am – 11:00am	Independence Park East
Fourth of July Celebration	Saturday, July 4	ALL DAY EVENTS	BNHS/Indy East
Pet Fest	Saturday, October 3	9:00am – 11:00am	Freedom Dog Park
Community Night	Saturday, October 10	6:00pm – 10:00pm	Harmony Park
Fall Family Campout	Sat. Nov. 7 – Sun. Nov. 8	3:00pm – 10:00am	Trophy Club Park
Christmas in the Park	Saturday, December 12	6:30pm – 8:30pm	Independence Park East

# Activities & Special Events

Activity	Date	Time	Location
TC Fright Lights Contest	Oct. 1 – Oct. 26	Judging on 10/26	Trophy Club
Lil Pumpkin Hike	Saturday, October 24	9:00am – 11:00am	Trophy Club Park
Letters to Santa	Nov. 21 – Dec. 16	Closes at 5:00pm	Town Hall
Holiday Lights Contest	Nov. 23 – Dec. 17	Judging on 12/17	Trophy Club
Gingerbread House Decorating	Friday, December 4	6:00pm – 8:00pm	TC Fire Department

# Seasonal Employment

- Seasonal positions have been posted for Summer 2020.
- Interviews will be scheduled for late February/early March.
- Staff will host a recruitment booth at Byron Nelson High School in late February.





# Aquatics & Recreation Specialist

- Interviews are scheduled to begin this week.





# Trophy Club Community Pool

- Off season maintenance continues.
- Staff met with Coach Melbourn last week to discuss the early planning stages of the 2020 Triton Swim Team season.



# Trophy Club Park

- Updated website
- Texas Parks & Wildlife Grant
  - New disc golf signs
  - New street signs
  - Posts and decals for Mountain Bike trail



## Legislation Details (With Text)

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**File #:** 2020-011-T    **Version:** 1    **Name:**

**Type:** Agenda Item    **Status:** Regular Session

**File created:** 1/14/2020    **In control:** Planning & Zoning Commission

**On agenda:** 1/20/2020    **Final action:**

**Title:** Discuss and provide input concerning the Commission for Accreditation of Park and Recreation Agencies (CAPRA).

**Attachments:** [Park Board CAPRA staff report 1-17-2020.pdf](#)  
[CAPRA.pdf](#)

Date	Ver.	Action By	Action	Result
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Discuss and provide input concerning the Commission for Accreditation of Park and Recreation Agencies (CAPRA).



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1 Trophy Wood Drive, Trophy Club, TX 76262 | 682.237.2900 | [info@trophyclub.org](mailto:info@trophyclub.org) | [trophyclub.org](http://trophyclub.org)

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**To:** Parks and Recreation Board

**From:** Tony Jaramillo, Director of Parks and Recreation

**CC:** Michael Geraci, Council Liaison  
Melinda Ciaglia, Recreation Superintendent  
Julie Smestad, Administrative Specialist  
Marvin Athans, Parks Superintendent

**Re:** The Parks and Recreation Department applying for the CAPRA – Commission for Accreditation of Park and Recreation Agencies  
Parks and Recreation Board Meeting, January 20, 2020

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**Agenda Item:**

Discuss and provide input concerning the CAPRA Accreditation process.

**Strategic Link:**

Improve the aesthetic and recreational value of the Town.

Maintain Town assets, services, and codes of ordinances that preserve the natural beauty of the Town.

**Background and Explanation:**

CAPRA – Commission for Accreditation of Park and Recreation Agencies is the only national accreditation of park and recreation agencies and is a valuable measure of an agency's overall quality of operation, management and service to the community. Staff seeks input from the Parks Board moving forward with this process. Other departments such as Finance, Fire & Police along with other Parks and Recreation agencies have the ability to become CAPRA accredited through the National Recreation and Park Association (NRPA) commission.

**Financial Considerations:**

Approximately - \$5,100, FY 20-21

**Legal Review:**

N/A

**Board/Commission/ or Committee Recommendation**

Not applicable

**Staff Recommendation**

Staff recommends moving forward with this process.

**Attachments:**

- CAPRA power point presentation

# CAPRA Accreditation Program Plan

Commission for  
Accreditation of Park  
and Recreation  
Agencies





# Introduction

*The Commission for Accreditation of Park and Recreation Agencies (CAPRA) Standards for National Accreditation provide an assessment tool for park and recreation agencies. Through compliance with these national standards of excellence, CAPRA accreditation assures policy makers, department staff, the general public and tax payers that an accredited park and recreation agency has been independently evaluated against established benchmarks as delivering a high level of quality.*

# CAPRA MISSION

- *The mission of the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation program supports the achievement of the National Recreation and Park Association (NRPA) mission and is to:*
- 1) Provide standards and procedures for the evaluation of public park and recreation agencies through a program of self-evaluation and outside peer review for the purpose of national accreditation;*
  - 2) Enhance the performance of park and recreation services;*
  - 3) Promote an agency which will serve more effectively the citizens in providing quality recreation.*



# What is CAPRA Accreditation?

- *Becoming CAPRA Accredited would demonstrate that our department will meet the standards to provide ongoing quality programs, services and facilities to our citizens.*
- *Standards provide the essential elements in order to identify compliance with accepted professional practices.*
- *The agency accreditation standards are the benchmark for the acceptable level of practice in the industry.*

# WHY CAPRA? WHAT ARE THE BENEFITS?

- *High level of quality service*
- *Best practices*
- *Quality assurance and quality improvement process*
- *Strong performance standards*
- *Departmental functionality*
- *Public involvement and support*
- *Validation and credibility*
- *Accountability and feedback*
- *Grant application process*
- *Potential cost savings and external financial support*
- *Staff motivation*
- *Overall commitment to excellence*

# WHAT IS THE PROCESS?

1. *Complete Application*
2. *Attend Training*
3. *Prepare a self-assessment report*
4. *Host an onsite visit*
5. *Attend in-person hearing*

# ACCREDITED AGENCIES

➤ 172 accredited park and recreation agencies in the United States.

➤ 16 accredited Parks and Recreation agencies in Texas:

- *City of Arlington*
- *City of Allen*
- *City of Austin*
- *City of College Station*
- *City of Coppell*
- *City of Dallas*
- *City of Desoto*
- *City of El Paso*
- *City of Frisco*
- *City of Houston*
- *City of Pearland*
- *City of Plano*
- *City of Round Rock*
- *City of Rowlett*
- *City of Corpus Christi*
- *City of Grand Prairie*



# ACCREDITATION PROCESS

1. *Preliminary Application*
2. *Self Assessment Report*
3. *Visitation*
4. *Accreditation*
5. *Annual Report*





# CATEGORIES OF STANDARDS

- 1) *Agency Authority, Role & Responsibility*
- 2) *Planning*
- 3) *Organization and Administration*
- 4) *Human Resources*
- 5) *Financial Management*
- 6) *Programs & Services Management*
- 7) *Facility & Land Use Management*
- 8) *Public Safety & Security*
- 9) *Risk Management*
- 10) *Evaluation, Assessment & Research*



# VISITATION PROCESS

- *The visitation team will:*
- *Travel to Trophy Club, Texas for approximately four (4) days;*
- *Identify various items as being particular strengths of the agency;*
- *Assess the preparedness of the agency in conducting the accreditation process;*
- *Prepare a team summary report.*

# ABOUT THE COMMISSION

- *The Commission for Accreditation of Park and Recreation Agencies is a 15-member board composed of representatives from:*
  - *American Academy for Park and Recreation Administration-AAPRA (5 representatives)*
  - *National Recreation and Park Association-NRPA (5 representatives)*
  - *International City/Council Management Association-ICMA (1 representative)*
  - *Council of State Executive Directors-CSED (1 representative) [?]*  
*The Academy of Leisure Sciences-TALS (1 representative)*
  - *National Association of County Park and Recreation Officials-NACPRO (1 representative) [?]*  
*Armed Forces Recreation Society-AFRC (1 representative)*

# APPROVAL PROCESS

## ➤ Depending on the results, the commission may:

- *Accredit*
- *Accredit with conditions*
- *Defer decision*
- *Deny Accreditation*



## ➤ Cost

- Application fee to start process - \$100
- Visit team expenses – approximately - \$5,000

# PARK BOARD COOPERATION

(yes please)

- *Assist Parks and Recreation staff and act as ambassadors of the Department in accreditation efforts.*
- *Assist Parks and Recreation staff in policy/document endorsement*

## **Examples:**

- *Security Plan*
- *Strategic Plan*
- *Recreation Plan*
- *Community Relations & Market*





# THANK YOU, QUESTIONS?

