

**RICHLAND HILLS DEVELOPMENT CORPORATION
BOARD MEETING
FEBRUARY 12, 2024
MINUTES**

Roll Call:

Directors present:

Edward Lopez, Chair
Doug Knowlton, Council Member
Travis Malone, Council Member
GW Estep, Council Member
Allison Barger, Citizen Member
Curtis Bergthold, Citizen Member
Jorge Cisneros, Citizen Member

Directors absent:

Officers

Candice Edmondson, President
Lindsay Rawlinson, Secretary

1. CALL TO ORDER

Chair Lopez Called to Order – Time 5:30 p.m.

2. PUBLIC COMMENTS

None.

REGULAR AGENDA

3. Approve minutes from the October 9, 2023 Richland Hills Development Corporation meeting

Motion: Motion was made by Director Barger and seconded by Director Bergthold to approve the minutes from the October 9, 2023 Richland Hills Development Corporation meeting.

Motion carried by a vote of 7-0.

4. Approved Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements

Director of Parks and Recreation Jason Brown presented the item to the City Council and advised that during the FY 2024 Budget process, the Richland Hills Development Corporation (RHDC) and City Council approved funding for a restroom/pavilion and expanded parking at Rosebud Park. Under the Professional Services Agreement, Parkhill will provide the survey, design and engineering work for the proposed parking spaces on

the southern end of the park and for the concrete pad and utility connections to the restroom/pavilion. The firm will also develop construction documents, perform bid services and provide construction administration.

The restroom/pavilion is a pre-fabricated structure that was originally purchased for Creek Trail Park. RHDC and City Council decided to move the restroom/pavilion to Rosebud Park during the budget process since Creek Trail Park is currently being reevaluated as part of the Glenview Corridor Master Plan.

The FY 2024 RHDC Fund Budget includes funding in the amount of \$450,000 for construction of a restroom/pavilion and additional parking at Rosebud Park. Parkhill has provided a proposal in the amount of \$158,900 to complete landscape architecture, survey and engineering services for the project.

A construction estimate was provided for the project but staff did not get an estimate for architecture, survey and engineering services. In order to move forward with the Rosebud Park improvements, a budget amendment will be required to increase the project budget to \$610,000. The Finance Director has identified available cash funding in the amount of \$160,443 in the Capital Projects Fund. This represents the uncommitted cash balance remaining from previous capital projects.

Motion: Motion was made by Director Bergthold and seconded by Director Estep to approve Professional Services Agreement with Parkhill to provide landscape architecture, survey and engineering services for the FY 2024 Rosebud Park Improvements in the amount of \$158,900 and to amend the project budget by allocating an additional \$160,443 from the uncommitted cash balance in the Capital Projects Fund for a total project cost of \$610,443.

The vote was as follows:

For: Chair Lopez, Directors Malone, Estep, Barger, Bergthold, and Cisneros

Against: Director Knowlton

Motion carried by a vote of 6-1.

5. ADJOURNMENT

There being no further business to come before the Richland Hills Development Corporation, Chair Lopez declared the meeting adjourned at 5:45 p.m.

ATTEST:

APPROVED:

Lindsay Rawlinson, City Secretary

Curtis Bergthold, Chair