



PARKS BOARD AGENDA ITEM BRIEFING SHEET

Council Date: February 7, 2023	Department: Planning & Development/Parks	Presented By: Toni Fisher
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AGENDA ITEM:

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

BACKGROUND:

Larry Colvin is a Senior Designer for Civil, Landscape, and Trails for Baird, Hampton & Brown, Inc. and the President of the Weatherford Mountain Bike Club. He, who was instrumental in the design and implementation of the Parks of Aledo Trail system, has spent many uncompensated hours for the past 1.5 years working with Mayor Doyle Moss, Mayor Pro Tem Lea Young, and City Staff with designing a single-track trail plan for the City of Willow Park.

It was requested that Baird, Hampton & Brown submit the attached proposal for an official addendum to the City's Parks & Trails Master Plan to include a final design of the Willow Park Trail System. The total proposal is \$44,235, divided and paid in increments as benchmark tasks are completed, including some of which that have already been completed.

Staff and Mayor Pro Tem Young believe that updating our Parks & Trails Master Plan with a current, realistic, and implementable trail plan and map will help to validate the project and build momentum within the residential and business community and increase fundraising opportunities.

City Council approved the acceptance of this Proposal at its meeting on January 24, 2023.

Baird, Hampton & Brown has provided the following preliminary and tentative timeline below.

TASK 1 – PREPARATION OF AUTOCAD BASE FILE INFORMATION (COMPLETION: MID FEBRUARY)

- Follow up with City of Willow Park regarding digital information Future Land Use Plan, approved parcels, future street infrastructure projects, city and ETJ limits).
- Download remaining LIDAR topo, FEMA floodplain and floodway limits.
- Update Nearmap aerial photo of Willow Park city limits and ETJ.
- Verify existing, proposed and/or conceptualize trails defined by [NCTCOG and surrounding communities](#).

TASK 2 – MEETINGS WITH CITY STAFF, OTHER GOVERNMENTAL ENTITIES AND STAKEHOLDERS (EARLY MARCH)

- Follow up meeting with Chad Marbut and NCTCOG about EPCoT Trail project scope.
- Meeting to notify TxDOT of intent to create trail under I-20 bridge at the Trinity River.
- Meet with Kyle Wilks, Jim Martin and TCA
- Schedule meeting with FWBA, WMBC and Parks Board on project progress (Note: This could be included in TASK 3).

TASK 3 – THE EAST PARKER COUNTY TRAIL MEETING (LATE MARCH)

- Schedule and host a workshop meeting at Willow Park city hall to present progress report to city staff of the 5 communities served by the EPCoT Trail.

TASK 4 – SITE VISITS AND DATA COLLECTION (EARLY APRIL)

TASK 5 – PRELIMINARY DESIGN REPORTS (APRIL)

TASK 6 – PUBLIC INPUT MEETING (LATE APRIL)

TASK 7 – FINAL DESIGN REPORT AND PRESENTATION TO CITY COUNCIL (EARLY MAY)

EXHIBITS:

- Proposal for “Professional Services for Amending the City of Willow Park October 2019 Parks and Trails Master Plan”
- “East Parker County Trails” draft map