



Pearl Jones, Place 1
Larry Taylor Place 2
Albert Harris, Place 3
Darryl Givens, Place 4
Rayford Johnson, Place 5
Quincy Wallace, Place 6
Brian King, Place 7

Venus Wehle, City Manager
Amy Anderson, City Secretary
Courtney Goodman-Morris, Asst. City Attorney

Agenda
Regular Parks, Recreation, and Clean City Commission Meeting
March 17, 2025 - 5:00 PM

Notice is hereby given that on March 17, 2025, the Parks, Recreation, and Clean City Commission of the City of Forest Hill will hold a Regular Meeting at 5:00 PM, in the City of Forest Hill Council Chambers, 3219 California Parkway, Forest Hill, Texas, 76119, for the purpose of considering the following items:

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members, including the presiding officer, will be physically present at the location noted above on this agenda.

1. Call to Order

Invocation

Pledge of Allegiance to the U.S. Flag and the Texas Flag

2. Citizen Testimony

At this time, any person who desires to speak on any item posted on the agenda or any person with business before the Parks, Recreation, and Clean City Commission not scheduled on the agenda may speak to the Commission provided that a "Speaker's Request Form" has been completed and provided to the City Secretary no later than the posted start time of the Commission meeting. Speakers are limited to a maximum of three (3) minutes. The Commission cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the full Commission. Citizens are to refrain from personal attacks and the use of profane language.

3. Consent Agenda

a) Consider approval of the meeting minutes for the February 10, 2025 meeting.

4. Deliberation Agenda

a) Discussion on the City's tiny libraries.

b) Discussion on the Spring Citywide Cleanup event.

- c) Discussion on the Yard of the Month program 2025.
- d) Discussion on the new equipment at Hangar Park.

5. Next Regular Meeting

- a) April 14, 2025

6. Adjournment

Certificate

I, Amy L. Anderson, City Secretary, do hereby certify that a copy of the March 17, 2025 Parks, Recreation, and Clean City Commission agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the [City's website](#), in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: March 12, 2025

TIME OF POSTING: 2:00 p.m.

Amy L. Anderson, TRMC, CMC
City Secretary

NOTICE OF POSSIBLE QUORUM

Notice is hereby given that a possible quorum of the Forest Hill City Council may attend this meeting. While there may be an incidental discussion of City business, the City Council will not be deliberating as a governing body of the City of Forest Hill. Any discussion of public business is purely incidental. No action will be taken by the governing body.

NOTICE OF ACCOMODATION

The Forest Hill City Hall and Council Chamber are wheelchair accessible. Access to the building and special parking is available at the Main Entrance at the north end of the building. Spanish language interpreters, deaf interpreters, Braille copies, or any other special needs will be provided to any person requesting a special service with at least 48 hours' notice. Please call the City Secretary's office at 817-568-3040.



Parks, Recreation, and Clean City Commission Communication Consent Agenda 3a

DATE: March 17, 2025

FROM: Amy L. Anderson, City Secretary

ITEM: Consider approval of the meeting minutes for the February 10, 2025 meeting.

BACKGROUND: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. February 10, 2025 meeting minutes

MOTION: Motion to approve under Consent Agenda



Pearl Jones, Place 1
 Larry Taylor, Place 2
 Albert Harris, Place 3
 Darryl Givens, Place 4
 Rayford Johnson, Place 5
 Quincy Wallace, Place 6
 Brian King, Place 7

Venus Wehle, City Manager
 Roberto Duenes, Superintendent
 Amy Anderson, City Secretary

**MINUTES
 PARKS, RECREATION, AND CLEAN CITY COMMISSION
 February 10, 2025**

The Parks, Recreation, and Clean City Commission met on the above date at 5:00 p.m. with Chairwoman Pearl Jones presiding. The following Commissioners and Officials were present: Larry Taylor, Darryl Givens, Rayford Johnson, Quincy Wallace, Brian King, Public Works Director Roberto Duenes, and City Secretary Amy Anderson.

Commissioner Harris had an excused absence from the meeting.

1. Call to Order

With a quorum present, Chairwoman Jones called the meeting to order at 5:00 p.m.

Invocation – Commissioner Johnson led the invocation.

Pledge of Allegiance to the U.S. Flag and the Texas Flag – led by Chairwoman Jones

2. Citizens Forum: At this time, any person who desires to speak on any item posted on the agenda or any person with business before the Parks, Recreation, and Clean City Commission not scheduled on the agenda may speak to the Commission, provided that a “Speaker’s Request Form” has been completed and provided to the City Secretary prior to the start of the Commission meeting. Speakers are limited to a maximum of three (3) minutes. The Commission cannot respond to matters not listed on the agenda until scheduled at a future meeting. Please direct all comments to the Chairperson of the Commission. Citizens are to refrain from personal attacks.

None

3. Consent Agenda:

All matters listed under Consent Agenda are considered to be routine by the Parks, Recreation, and Clean City Commission and will be enacted by one motion. There will not be a separate discussion of these items unless a member requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

a) Consider approval of meeting minutes for the October 14 2024 meeting.

Commissioner Johnson made a motion to approve the Consent Agenda. Commissioner Wallace seconded the motion. The motion carried unanimously.

4. Deliberation Agenda:

- a)** Discussion on the 2025 calendar of events.
- b)** Discussion on the Spring Citywide Cleanup event.

c) Discussion on Family Fun Day 2025.

Items 4a-4c were discussed as one item.

The Commission discussed the 2025 calendar of events, which included the cleanup days, Family Fun Day, and Yard of the Month.

Commissioner Taylor is the point of contact for the cleanup days, Commissioner Johnson is the point of contact for Yard of the Month, and Commissioner Givens is the point of contact for Family Fun Day.

d) Discussion on the operations and guidelines of the Commission.

Chairwoman Jones presented the Commission with documents pertaining to the operations and guidelines of the Commission.

Absences were discussed, and the Commissioners must inform Chairwoman Jones of any absence, or it will be considered unexcused. Three unexcused absences will result in the Commissioner's removal.

Chairwoman Jones encouraged the Commission to read the ordinance establishing the Parks, Recreation, and Clean City Commission. If anyone has any questions, they should be directed to her.

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Prior to adjournment, the Commission further discussed benches being installed at Leo Spicer Park and Hanger Park. The Public Works Department will install them within a few weeks, weather permitting.

Mayor Boardingham gave an update on the City's tiny libraries. The goal is to have one at every park and every City building. The Community Learning Center, in conjunction with Forest Hill Lumber, is building the libraries and should have a few completed within the next few weeks.

Additional topics regarding the City parks included additional lighting, potential liabilities with children getting injured, and broken equipment. Patrons use the parks and equipment at their own risk.

The Commission will once again team up this year to visit all the parks and present their findings at a future meeting.

**5. Adjournment**

Chairwoman Jones adjourned the meeting at 5:45 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
**Amy L. Anderson, TRMC, CMC**  
**City Secretary**

\_\_\_\_\_  
**Pearl Jones, Chairwoman**



# ***Parks, Recreation, and Clean City Commission Communication Deliberation Item 4a***

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**DATE:** March 17, 2025  
**FROM:** Mayor Stephanie Boardingham  
**ITEM:** **City's tiny libraries**

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**BACKGROUND:**

Mayor Boardingham will give an update to the Commission on the progress of the City's tiny libraries.

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:** N/A

**MOTION:** No motion is required. Discussion only item.



# ***Parks, Recreation, and Clean City Commission Communication Deliberation Item 4b***

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**DATE:** March 17, 2025  
**FROM:** Commissioner Larry Taylor  
**ITEM:** Spring Citywide Cleanup Event

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**BACKGROUND:**

Commissioner Larry Taylor will provide event information to the Commission.

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. Spring cleanup flyer

**MOTION:** No motion is required. Discussion only item.

# TEAM UP **2** CLEAN UP

Community  
**CLEAN  
UP  
DAY**



**SATURDAY, APRIL 12TH**

**8:00am - 1:00pm**

**6750 Forest Hill Dr.**

**(Fitness Connection parking lot)**



**PROOF OF RESIDENCY REQUIRED**

**Hazardous & commercial waste not accepted**

**Questions or more Info: 817-531-5700**



# ***Parks, Recreation, and Clean City Commission Communication Deliberation Item 4c***

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**DATE:** March 17, 2025  
**FROM:** Commissioner Rayford Johnson  
**ITEM:** Yard of the Month 2025

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**BACKGROUND:**

Commissioner Rayford Johnson will provide the Commission with an overview of the program, the criteria for participation, and the operations/roles.

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. Yard of the Month program and criteria.
2. Yard of the Month judges application.

**MOTION:** No motion is required. Discussion only item.



## **YARD OF THE MONTH PROGRAM INFORMATION A KEEP FOREST HILL BEAUTIFUL Project**

The City of Forest Hill Parks, Recreation, and Clean City Commission (FHPRCCC) is proud to sponsor the “Yard of the Month” (YOM) program for residents since 2015, stemming from an appeal from then-councilperson Mrs. Bridgett Mathis to restart this program. The FHPRCCC accepts nominations for YOM between May and October each year. This outstanding community-based program promotes goodwill and community pride through appealing landscaping design and well-manicured and maintained yard areas (with or without grass using stones, rocks, bushes, etc.).

Judges will use the general criteria and procedures below when choosing Yard of the Month (YOM).

The Forest Hill Parks, Recreation, and Clean City Commission members are not eligible for Yard of the Month.

### **ELIGIBILITY**

- Properties are eligible to receive the YOM once in a 12-month period (calendar year).
- Property may be personally or professionally maintained.
- Properties must be residential.
- Properties must be located within the City limits of Forest Hill.

### **CRITERIA**

- Yard is well groomed (mowed and edged, with minimal weeds, or if there are stones/rocks, the layout is free of debris).
- Yard is attractive and pleasing to the eye (e.g., a green lawn and a variety of plants of various heights and colors). Some yards follow a theme or simply focus on all greenery, your choice.
- Yard has no visible Code Violations (e.g., litter, junked or inoperable vehicle, furniture, etc.).
- House numbers are attractively displayed and readable.
- Only the portions of the yard viewed from the street will be judged.

### **PROCEDURE**

- Yard of the Month will be awarded each month between June and October.
- Photos of the yard (winners), with permission of the property owner/resident, shall be shown at the Forest Hill City Council meeting, on the City’s website, and as available, mentioned in the City’s newsletter.
- The winner will receive a Yard of the Month sign to be placed in their yard during the thirty (30) day period recognizing the honor.
- Each yard will be limited to winning the award only once in a 12-month period (or each calendar year).
- Should a homeowner decline to participate upon notification of winning, that opportunity will become available to the next in line based on the combined tally of the ballots from the judges.
- While a yard is being recognized as Yard of the Month, the winning property/location is expected to maintain it in the same manner that allowed it to win the honor.

### **YOM NOMINATION**

**Nomination Procedure(s):** Nominations may be for your residence or neighbor.

- The nomination process begins with completing and submitting an application, which is available on the City’s website or at City Hall.
- We expect watchful helpers from all over our City to provide entries.
- Nominees will be notified of their being considered for the award.

- Nominations must include:
  - A picture of the property under consideration along with:
    1. The name and telephone number of the person nominating the yard; should we have a question.
    2. The exact physical address of the property nominated;
  - Nominations must be made by the 5<sup>th</sup> of the month to be considered for the following month.
  - The timetable for winner identifications will be ten (10) days from review and assessments.
- ✓ All residential properties within the City limits are automatically eligible. However, you may choose not to participate, but we hope you will permit us to acknowledge and publicly recognize your very attractively beautiful yard/property.
- ✓ Winners are chosen North and South of I-20, which runs through our City. A maximum of four will be identified each month. Winners are presented from June through November; however, nominations are made from May to October.
- ✓ City staff/personnel will place/install the Yard of the Month sign at your residence. Your presence is not required for the installation or removal of the sign. The city automatically removes the sign after thirty (30) days. Please contact the City if the sign gets damaged or misplaced.

## Residence Judging Criteria

- ❖ Yard is well groomed (mowed, edged, and minimal weeds).
- ❖ Yard is attractive. Pleasing to the eye (e.g., green lawn, various plants, shrubs, colors).
- ❖ Yard has no visible Code Violations (e.g., litter, junk, or inoperable vehicle or furniture)
- ❖ House numbers are displayed.
- ❖ Only the portion of the yard viewed from the street will be judged.
- ❖ Overall appearance is pleasing and inviting.
- ❖ Lawn may or may not have grass.
- ❖ Landscape should be neat design, theme, or natural appearance
- ❖ The walkway/Driveway should be clean, debris moved, and trash containers/products should not obstruct the property's beauty or its aesthetic view.

**JUDGES FOR YARD OF THE MONTH:** The Judges must reside within the City and are selected by the Parks Commission to voluntarily work with us from April through November as an “ad hoc” group, filling a maximum of seven (7) judges’ slots with 1 to 2 alternate(s). If a Forest Hill resident is interested in serving, please complete and submit a judge's application to the City. Judges shall serve for a minimum of six (6) months, which is a YOM cycle, and not to exceed two (2) years. Judges are asked to attend an orientation session and participate in a group dialog when called by the program coordinator or chair; otherwise, no more face-to-face meetings are required. Any time there is a procedural question, it is presented to the group should another experience the same or similar scenario.

**JUDGES PACKET MATERIALS:** All judges receive the same identical packet of documents sent by the City’s staff liaison (City Secretary) for our commission. Each receives:

1. PROCEDURES/CRITERIA for judging the pictures (without addresses for your viewing);
2. The BALLOT (denote/mark your choices from lowest (1) to highest (5) value. The numbering sequences relate to the total number of pictures included for your choosing;
3. Once you have made your top five selections, please sign and date it;
4. Then RETURN the ballot to the City Secretary or designee. There are 10 (ten) processing days for our mailing it out to you and your review. Upon completion, drop it off at City Hall (with a staff person attending the water bill window or PLACE in the WATER BILL DROP-OFF BOX and
5. Please fold the sheet or place it in an envelope printing (big): ATTENTION: YOM - PARKS COMMISSION.

**Yard of the Month Winner Recognitions:** We look forward to showcasing the winners. All award winners receive an official City of Forest Hill “Yard of the Month” sign in their yard for thirty (30) days or a month, recognition at a City Council meeting, a token of appreciation, a winner certificate, a picture of their residence on the City’s website, and as available, mentioned in the City’s newsletter. At our January presentation to the City Council, we showcase randomly beautiful homes from the photos we’ve taken, calling it “Holiday Lights of Forest Hill” for all to see. If you have any questions, please email or contact the City Secretary or designee at (817) 568-3040.

## *Frequently Asked Questions*

**Question:** Do I have to be a City of Forest Hill resident to participate?

**Answer:** Yes.

**Question:** What if I rent the property? Am I eligible to participate?

**Answer:** The selection of the property is based on the current occupant.

**Question:** When is the judging?

**Answer:** May (initial viewing and orientation for judges). The Keep Forest Hill Beautiful Yard of the Month is judged from June through October, with the last set of winners presented in November.

**Question:** If I/we cannot make the City Council presentation, do I/we need to be home to receive the award?

**Answer:** Yes, to accept the award, someone needs to be present. The Program Chair will contact you to arrange a date and time that is convenient for you.

**Question:** How are the “Yard of the Month” nominees selected?

**Answer:** A panel of volunteers (judges) will make their selections for Yard of the Month solely on the exterior appearance of the property and front/side yards as viewed from the street. Factors include the overall appearance, tidiness, good use of seasonal greenery, and neatness of the front of the property.

**Question:** If I win, what recognition do I receive?

**Answer:** A beautiful Yard of the Month sign will be placed at the property, along with a Yard of the Month certificate, a token of appreciation, and a photo taken at the City Council meeting with the Mayor, City Council members, and the Parks, Recreation, and Clean City Commission.

**Question:** How long do I keep the “Yard of the Month” sign?

**Answer:** The Yard of the Month sign will be awarded to the winners and displayed for thirty (30) days. At the end of the cycle, a City staff member will automatically remove the sign. There is no need to be present.

**Question:** What should I do if the “Yard of the Month” sign is damaged or stolen?

**Answer:** Immediately call the Public Works Department at (817) 531-5700 or the City Secretary at (817) 568-3040.

**Question:** Does a person need to be on the Parks, Recreation, and Clean City Commission to be a Keep Forest Hill Yard of the Month judge? If I want to serve, what do I need to do?

**Answer:** No. Volunteer judges commit to serving for a full program season/cycle from May through November. If you desire to serve as a judge, complete the judge's application form and provide it to the City. When a vacancy occurs, we will announce it at the City Council meeting, and of course, feel free to inquire annually.

**Question:** What should I do if I *don't* want my residence to be considered for “Yard of the Month?”

**Answer:** If your location is selected as a “winner”, but you opt not to participate, please let us know when we contact you about your winner status. We will graciously honor your request.

*\*\*Participation is voluntary; however, where possible, we hope each resident will participate and help promote community and civic pride\*\**



## Yard of the Month Nomination Form

Residence (One entry per form)

The program is designed to recognize those residences that have taken the time and effort to beautify and maintain their property. Please complete the form below. Be sure to answer all questions and provide your contact information.

Date: \_\_\_\_\_

Person making nomination: \_\_\_\_\_

*May we contact you? If yes, please provide:*

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address of property being nominated: \_\_\_\_\_

Zip Code: \_\_\_\_\_

What caught your eye to nominate this particular location?

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Only the portions of the yard viewed from the street will be judged. (General upkeep, aesthetics, landscaping, and curb appeal are paramount).

### *Questions?*

Contact the City Secretary's office at 817.568.3040 or the Public Works Department at 817.531.5700.



## Parks, Recreation and Clean City Commission

### *“Yard of the Month” - Judge’s Application Form*

The program is designed to recognize those residences that have taken the time and effort to beautify and maintain their property. If you’d like to be appointed to be a Judge for the “Yard of the Month” program, please complete the form below and return to the City Secretary’s office at City Hall. All Judges must reside in Forest Hill.

\*\*\*If selected, you will serve for two (2) years. If you’d like to be nominated for another term, please re-apply each year.

Submission Date: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Contact Number(s): \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Your Home Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Thank you for applying and giving of your time for this important City program.

The Members of the Board of the Parks, Recreation and Clean City Commission

\*\*\*\*NOTE: The original of this document must be returned to the City Secretary’s office for insurance purposes. If you have any questions, call 817-568-3040\*\*\*\*



# ***Parks, Recreation, and Clean City Commission Communication Deliberation Item 4d***

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**DATE:** March 17, 2025  
**FROM:** City Manager Venus Wehle  
**ITEM:** **New equipment at Hangar Park**

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**BACKGROUND:**

City Manager Venus Wehle will provide an update on the new equipment for Hangar Park.

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:** N/A

**MOTION:** No motion is required. Discussion only item.