



Parks and Recreation Board of Directors
REGULAR MEETING MINUTES
Thursday, April 20, 2023, 10:00 AM
2801 Ranch Road 1869, Liberty Hill

1) CALL TO ORDER

Chair Mary Lyn Jones called the meeting to order and established a quorum at 10 AM.

Members Present:

Mary Lyn Jones, Chair
Terrie Chambers
Nicole Bauer
Jr. (Mosby) Hamilton

Members absent:

Lisa Messana

City Staff:

Katie Amsler, Director of Communications and Community Engagement.
Jamie Higuera, Parks, and Recreation Coordinator
Elaine Simpson, City Secretary
Liz Branigan, Mayor

Mosby Hamilton provided the invocation and Chair Jones led the pledges to the flags.

2 PUBLIC COMMENTS

There were no citizen comments.

3) **REGULAR AGENDA**

- a. Discussion, consideration, and possible action regarding the Parks Advisory Board March 23, 2023, Regular Called 9:00 a.m. meeting draft minutes. (N. Bauer)

Motion by Jr. Hamilton, seconded by Nicole Bauer, to approve, as presented, the Parks Advisory Board Meeting minutes from the Special 9 AM meeting of March 23, 2023. Vote on the motion: Motion carried unanimously by a 4-0 vote. Ayes: Hamilton, Bauer, Jones, Chambers. Nays: None. Lisa Messana was absent.

- b. Discussion, consideration, and possible action regarding the Parks Advisory Board March 23, 2023, Regular Called 10:00 a.m. meeting draft minutes. (N. Bauer)

Motion by Nicole Bauer, seconded by Terri Chambers, to approve the March 23, 2023, Regular Called Meeting minutes from the 10 AM meeting with the following corrections:

- *we also skipped from item B to item E and then back to item C.*
- *In item E: Jamie mentioned that the quote for industrial bollards came out to \$125k (for reference)*
- *Item D: Jamie noted that mesh fencing needs to be added, waiting for emergency phone, pool managers, picnic tables on the side need to be bolted in place. They have lounge chairs but are waiting for the pool to be cleaned to place them.*

Jr. asked if they have access to storage near the football field.

--The football team's stuff is still there, and they will be evacuating it so that the space can be used for pool storage.

With these corrections incorporated, vote on the motion: Motion carried unanimously by a 4-0 vote. Ayes: Hamilton, Bauer, Jones, Chambers. Nays: None. Lisa Messana was absent.

- c. Discussion, consideration, and possible action regarding the Parks Advisory Board March 23, 2023, Regular Called 6:30 p.m. meeting draft minutes. (N. Bauer)

Motion: Motion by Jr. Hamilton, seconded by Terry Chambers, to approve, as presented, the March 23, 2023, Parks Board Special 6:30 PM meeting minutes. Vote on the motion: Motion carried unanimously by a 4-0 vote. Ayes: Hamilton, Bauer, Jones, Chambers. Nays: None. Lisa Messana was absent.

d. Discussion and possible recommendation to Council to approve Parks & Recreation bylaws. (M. Jones)

City Secretary Simpson disseminated copies of the new City Boards and Committee Member Handbooks (recently adopted by the City Council as Resolution 2023-R-010). It was discussed that the Directors should read the Handbook sections describing the Parks Advisory Board, to make sure that the proposed bylaws are in line.

The Directors discussed some changes that would need to be made to the bylaws due to the City Council's passage of Ord. 2023-O-003 and Ord. 2023-O-009. These are the Uniform Board and Committee Ordinances. The Parks Advisory Board will not need to address the things in their bylaws (such as appointment procedures and term lengths) that are established in the Ordinances.

There was no motion. The Directors determined that consensus was that they would like to postpone consideration of the bylaws until they have a chance to evaluate the new Handbook and two new Ordinances and assure us that the proposed bylaw updates will not be in conflict. These proposed updated Parks Bylaws will not go to City Council on April 26th Council meeting, but rather will probably come back to Parks on 5/18/2023 and then to City Council possibly as soon as 5/24/2023.

e. Update on Swim Center (including CivicRec). (J. Higuera)

Jamie Higuera provided a brief update since there are no major changes. There will be a walk through with the contractors on May 1. Until May 1, 2023, the city staff will continue working on the punch list items, cleaning, and training lifeguards.

The Reservation System / online reservation software is almost ready to go live, this will allow citizens to make the reservations for city facilities. It will generate financial reports for the Finance Department regarding these reservations.

The first lifeguard class will be held on 5/5 and staff will have multiple classes and training to follow.

Registration System is "technically live": still working out the kinks and needing to finalize finance reports.

There will be a meeting with Civic Rec. and Finance, after this; reservations can start.

There was no formal motion made.

- f. Discussion, consideration, and possible action for plans for ribbon cutting ceremony on Monday, May 29th @ 9:30 a.m. for opening the City Park Swim Center. (J. Higuera)

The members of the Parks Advisory Board will submit names for the invitation list for the ribbon cutting.

The Directors discussed including the Chamber of Commerce in this ribbon cutting, so it was determined that city staff will discuss this with Kelley from Chamber before further plans are made.

There was no formal motion on this item.

- g. Discussion, consideration, and possible action for the Parks and Recreation Board to attend the Beat the Heat on June 3rd with City Park survey booth. (J. Higuera)

This will be the 'Grand Type' opening for the pool on June 3rd. The plans are in place for vendors and food trucks. The pool will be open 10-7. There will be 'Give Aways' all day. Jamie Higuera asked the Parks Directors how involved they wished to be in this event. Do they wish to staff a booth to promote the City Park Masterplan?

There was no formal action taken. This item will be brought back for the May 18th meeting.

- h. Discussion, consideration, and possible action to determine date and time for the Parks and Recreation Board to walk the 50+ acres by Liberty Hill High School and 4400 CR 277. (J. Higuera)

Director of Communications Katie Amsler explained that this item is on the agenda to gauge the interest of the Directors in walking this property. Ms. Amsler explained that this needs to be a planned outing, because the property is private property, and the tour must be approved in advance by property owners. If more than three members of the Board wish to attend, then City Secretary Simpson will post a Notice of Possible Quorum.

There was no formal motion: This item, which is related to city Trails, will return on the next Parks Advisory Board meeting agenda.

- i. City Council Update. (K. Amsler)

Director Amsler updated the Board regarding the steps that the City Council has taken to pursue becoming a Home Rule City. The City Council has already made the formal Resolution that the City has the required population to be eligible, more than 5,000. Now they have also passed a Resolution to establish a Home Rule Charter Commission. This Commission, which will have 15 members, will require that members live within the city limits. People interested in being considered for appointment to the Commission can submit the same Board and Committee Application that is found on the city website. The Commission members will be appointed approximately June and will begin meeting in approximately July. They will meet once a month from July through probably February, at which time they will have a proposed Home Rule Charter to submit to the City Council to submit to the voters, at the May 2024 Special Election. There is a flyer with more information about the City moving to Home Rule and it is available in the hallway.

Ms. Amsler also noted that the Board and Committee Members Handbook was recently passed and has been given to all Directors of the Board today, that Wonder and Whimsy Art Festival will happen May 20th, that the City Council is moving forward with plans to change the name of Loop 332 to 'Main Street', and that the first issue of the Connect LHTX is now available. This magazine is a joint project with the School District. This first issue has a nice story about the City Park Pool.

There was no official motion regarding the City Council update.

j. Parks & Recreation Supervisor Comments & Updates. (J. Higuera)

- Veterans Park Trees: Although there is some landscaping being done at Veterans Park, the big project with the sculpture and trees is on hold, waiting for Council to pass a Budget Amendment.
- Veterans Landscaping, minor work is being done, such as repair of the irrigation system. Will also be adding plants and landscaping material to begin to beautify the street side starting next week.
- Central Park Fencing. Custom fencing is being fabricated. Signage will be next once we coordinate with the city.
- City Park Master Plan – City staff expects to meet May 3rd with Kimley Horn.
- Hiring of parks staff is going well and we believe that we will have sufficient personnel for the Pool.

4) FUTURE AGENDA ITEMS

Issues and topics for future consideration may be identified and scheduled for a future meeting. No deliberations can be held on items not listed on tonight's agenda.

At the May 18th meeting, Director Chambers may be absent.

Items for consideration:

- Bylaws
- Discuss possible County wide trail system.
- Signage, including 'Way Finding Signage' as is currently being discussed by the Downtown Revitalization Committee. The Board desires that this signage Downtown be complementary to the Park Signage.

5) **ADJOURNMENT**

On motion by Jr. Hamilton and seconded by Terrie Chambers, the meeting was adjourned at 10:38 AM. Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.

PASSED AND APPROVED by the Parks and Recreation Committee of the City of Liberty Hill, Texas on the 18th of May, 2023 on vote of 4 ayes, 0 nays, and 0 abstentions.

Mary Lyn Jones

Mary Lyn Jones, Chair

Jessie Simpson

Board or City Secretary

