



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

2.) CALL TO ORDER

Chair Mary Lyn Jones called the meeting to order and established a quorum at 10:00 AM.

Members Present:

Mary Lyn Jones, Chair
Terrie Chambers
Nicole Bauer

Members absent:

Lisa Messana

City Staff:

Katie Amsler, Director of Communications and Community Engagement.
Jamie Higuera, Parks, and Recreation Coordinator (absent: filling in for pool manager)
Elaine Simpson, City Secretary
Liz Branigan, Mayor

3) PUBLIC COMMENTS

The Liberty Hill Parks & Recreation Board of Directors accepts public comments regarding the agenda of regular meetings and Public Hearings of the Parks & Recreation Board. Individuals wishing to speak must complete a Public Comment Form and present the completed form to the City Secretary prior to the start of the meeting. You may also submit comments to esimpson@libertyhilltx.gov before 9:00 AM, the day of the meeting to be read by the City Secretary.

There were no citizen comments.

4) REGULAR AGENDA

5a.) Discussion, consideration and possible action regarding the Parks Advisory Board meeting minutes from Regular Meeting May 18, 2023. (N. Bauer)

On motion by Nicole Bauer and seconded by Terrie Chambers to approve the May 18, 2023, Regular called Parks Board meeting minutes.

Motion passed on vote of 3 ayes, 0 nays, and 0 abstentions.

5b.) Discussion, consideration, and possible action on Establishing a Naming Policy for City Facilities, Public Park Lands, and Public Streets. (P. Brandenburg/K. Amsler)

Katie Amsler presented the item: noting that as we grow, we're going to have to start naming and will need a new policy. Katie suggested that the board look at the new policy and make some notes so that the board can discuss it at the next meeting.

Mary Lyn Jones noted that she prefers geographical naming versus just names of people. No action was taken.

Chair Jones rearranged the order of items on the agenda to address 5i.) next:

5i.) Discussion, consideration and possible action related to forwarding a recommendation to City Council related to applicants to fill vacancy on the Parks and Recreation Board. (E. Simpson)

Additional applicant

Ed Navarro 7-19-2023
Frank Lara
Travis Tabor
Mathew Armstrong

Mary Lyn Jones introduced the applicants who were present at the meeting: Mathew Armstrong,

Travis Tabor and Ed Navarro.

Mathew Armstrong introduced himself at the podium to the Parks Board. He is the Director of Construction for Novak Brothers. He expressed his gratitude to the Parks and Rec. Department that he had as a child which allowed him many opportunities which eventually lead to him playing soccer professionally. He has two daughters and would like to see more sports in Liberty Hill.

Travis Tabor introduced himself at the podium to the Parks Board. He is a professional land surveyor and stated that he had applied to this board about 2-3 years ago. He mentioned that he designed a complex of fields and is a baseball and soccer coach for children. He would like to be part of the solution and felt that there is not enough space for sports.

Ed Navarro introduced himself at the podium to the Parks Board. He is a resident of Santa Rita Ranch and has retired from a professional career in California State Parks. He took the time to review the master plan for Liberty Hill Parks and Rec. And commented that he liked it.

Secretary Elaine Simpson mentioned that the Parks and Red. Board can make a recommendation to the City Council for up to 3 applicants at this time.

Mary Lyn Jones responded that she would like more time to consider and thanked the applicants for attending. No action was taken.

5d.) Discussion, consideration, and possible action on fieldtrip to Larkspur Park. (J. Higuera)

About 55 acres of land within the Larkspur neighborhood in Leander, TX was dedicated as park land to the City of Liberty Hill. There was a spring found, which might be a potential water source for Liberty Hill. It was proposed to have Parks Board Members join Katie Amsler and Jamie Higuera for a fieldtrip to Larkspur Park on August 4th, 2023, at 10 am.

No action was taken

5e.) Discussion, consideration, and possible action on upcoming park events. (J. Higuera)

Katie Amsler presented: Tonight, will be the second water tower kick start with live music, food trucks and lawn chairs from 6:30pm-8:30pm. Dell Watson will have an acoustic performance in Liberty Hill August 10th,2023. From 1pm-3pm on August 9th, 2023, there will be a "Back to School Bash" at Wetzel Park. The Sculpture Fest will be held on October 21st, 2023. The Lifeguard Competition was held yesterday. Liberty Hill Swim Center Lifeguards attended and

served as victims to get experience as they plan on competing in the future.

No action was taken.

5f.) Discussion and review on summer pool usage. (J. Higuera)

Katie Amsler presented: The Liberty hill Swim Center has been used well each day. Operations have gone smoothly, and they have not experienced any days where they are over capacity. They have had about 191 people utilize the pool each day.

No action was taken.

5g.) Parks & Recreation Supervisor Comments & Updates regarding:

- Update on City Park Mini-Master Plan and Grant Application
- Update on Veteran's Park Trees
- Swim Center Quarry Blocks
- Central Park Fencing
- Swim Center Bathroom Door Locks

Katie Amsler presented:

- The City Park Mini-Master Plan was approved by City Council and the Grant Application will be submitted by the August 1st, 2023, due date. In March 2024 we will find out if this application has been approved. Once that is confirmed we can fine tune the phases within the Mini-Master Plan.
- Update on Veteran's Park Trees: We have taken out a large chunk of the trees and a crane will come to move the rest for sculpting.
- Swim Center Quarry Blocks have been installed and this item is complete.
- Central Park Fencing has been installed. Signage is coming, we are reestablishing grass and soil to determine how many trees to plant for Veterans Day.
- Swim Center Bathroom Door Locks will be completed between now and the start of the Soccer Season so that those visiting the park can utilize those bathroom facilities year-round.

No action was taken.

5h.) City Council Update. (K. Amsler)

Renaming Loop 332 to Main Street has been approved and is in process. On August 1st we will reveal the new Main Street signs downtown.

Roundabout construction has started. It started on Monday. Katie is working with Project Manager to see how that is going to affect some of the events downtown and Christmas Festival.

YMCA – the letter of intent was signed by Council. What that says is that we are interested in pursuing a YMCA in Liberty Hill and we are going to fund a viability study to see if it can sustain itself. Once we find out if it is a viable option then we begin brainstorming how we are going to fund this.

Budget – Katie commented that she printed out the Fund balance for the Tree Mitigation Fund and for the Parks in Lieu of. The number we are looking at is the cash available. The Tree Mitigation Fund you have is \$215,351.43. In the Parks Master Plan we budgeted to use \$200,000.00 of that so that does leave a little bit of money that we could possibly do something with that for Arbor Day. The Parks in Lieu of Fund has \$892,999.47. We budgeted to use \$750,000 of that to match the grant for City Park upgrades. That leaves us a little money, we will need some of that to pay our sculptor for Veterans Park. The rest we can save or spend based on what our needs are next year. We are also anticipating another \$500,000 from a development called Core Spaces that we are hoping will come in before the end of this Fiscal Year and we did include that in the Phase I of the City Master Plan. No action was taken.

5) REPORTS

6a.) Approve Cross Communication Committee Reports. (P. Brandenburg)

City Secretary Elaine Simpson presented: She will be collecting notes prior to Cross Committee meetings and compiling them so that everyone will have a copy upon attendance of the meeting. There will be a section for reports.

Mary Lyn commented to have notes sent to Elaine and then at the meeting we will compile them. Elaine explained the process.

Terrie Chambers attended the May Cross Communication Committee meeting. Planning and Zoning and the Downtown Revitalization talked about signage. The P&Z talked about rewriting some of the development code. There was a question about how the City brings in revenue (property tax, sales tax, developers, events and fees). We talked about how some of that is predictable and some of that is not. Terrie talked about the Veterans Park and City Park updates. The Committee talked about some health and wellness collaboration. Talked about hospitality. The P&Z is looking for some space for businesses. All boards/committees are working on their

strategic plans. They talked about Katie and all the events.

Nicole Bauer went over her notes from meeting with Chad Cormack from P&Z. They are working on their plan currently, discussing land use, and future zoning. Trying to balance out sales and property tax. The P&Z had a meeting on its bylaws on June 1st. The P&Z has a meeting coming up with EDC regarding land use. The P&Z is thinking about what regulations and controls they need to put in for types of businesses. Katie commented that the P&Z did pass the SOB ordinance last week. The ordinance was written and approved for the Dark Skies Certification. Nicole also met with DRC with Daniel Scott to discuss the Wayfinding signage. Daniel said he was going put into motion a package for Wayfinding sooner than later. Katie commented that Daniel recommended going out to bid for a Wayfinding Signage Package but with us doing the Downtown Master Plan we are actually going to add an addendum to that plan so they will be the consultants for the wayfinding signs, so it will all ties, so that is already in process.

Halff and Associates will do the wayfinding signage. DRC talked about its Master Plan. They finalized price and will start soon with Halff and Associates going to propose an overlay district to help guide growth and make it more Main Street friendly. Katie commented that Halff and Associates is doing the Downtown Master Plan, we are going to try to do one big Community Engagement Session at the Dale Watson concert that we have Downtown. They will also do some downtown focus groups with downtown residents and businesses. The City will fund 2 DRC members to be part of the Texas Downtown Associates Conference. The DRC did have the Chair step down. Katie commented that Council approved a new member. Elaine commented that Daniel Scott stepped up as the Chair before Lonnie left and replaced Lonnie with Sheila Nardelli. The DRC is thinking about the color for Main Street signs. No action taken.

6) 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.

Parks Bylaws

Discuss and brainstorm Workplan and Budget each year

Discuss Arbor Day

Discuss Parks Board Applications

Dates for Workshop for Budget

Next meeting will be August 24th at 10:00 a.m.

7) ADJOURNMENT

On motion by Mary Lyn Jones and seconded by Terrie Chambers , the meeting was adjourned at 10:56 AM. Motion passed on vote of 3 ayes, 0 nays, and 0 abstentions.

PASSED AND APPROVED by the Parks and Recreation Committee of the City of Liberty Hill, Texas on the 21st of September, 2023 on vote of 5 ayes, 0 nays, and 0 abstentions.

Mary Lyn Jones
Mary Lyn Jones, Chair

Paige Ampson
Board or City Secretary

