



Parks and Recreation Board of Directors  
REGULAR MEETING MINUTES  
Thursday, August 24, 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 10:00 A.M.

Members Present:

Mary Lyn Jones, Chair  
Nicole Bauer  
Lisa Messana (arrived at 10:02 a.m.)  
Mosby Jr Hamilton

Members absent:

Terrie Chambers

City Staff:

Katie Amsler, Director of Communications and Community Engagement.  
Jamie Higuera, Parks and Recreation Coordinator  
Liz Branigan, Mayor  
Rebecca Harness, Executive Assistant – Administration

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

2) 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](mailto:esimpson@libertyhilltx.gov) before 9:00 AM the day of the meeting to be read by the City Secretary.*

No Comments.

### 3) REGULAR AGENDA

3a.) Discussion and possible action on phasing for City Park Master Plan. (Morgan Depine from Kimley Horn)

Morgan Depine with Kimley Horn gave a presentation. Ms. Depine provided two handouts title Liberty Hill Park Master Plan Phase Map. (attached to these minutes). Ms. Depine went over the map and pointed out the highlights. The heart of the park will be the Community Space for events. There will be approximately 300 total paved parking spaces. A restroom facility has been added by the Skatepark. There will be trails that loop around every field. Four pickleball courts have also been added. Chair Jones asked that a wall be placed by the pickleball court for LaCross. Ms. Depine responded that could be done. Chair Jones also asked about tree placement. Is there any way we could go ahead and plant trees since we do have tree mitigation funds. Chair Jones asked Ms. Depine if she could sketch out where they could be placed now and not interfere with the phases. Ms. Depine suggested planting trees along the railway and the perimeter and along the pool area. K. Amsler asked Ms. Depine about how the process works moving forward. K. Amsler asked at this time you will give us the plan, and then you will stay with us through the implementation, is that right? Ms. Depine responded that ideally, we will stay with you through the whole process as far as this master plan and finalizing it and wrapping up what is in our existing contract. K. Amsler clarified with the board that they wanted pickleball in phase 2. Ms. Depine commented that the only phase that is set is phase 1 because that is what they based the grant application on. Ms. Depine mentioned that the other phases are flexible. K. Amsler asked Ms. Depine when the board could see the final plan. Ms. Depine responded she would send over a digital copy.

Ms. Depine noted that it would cost about \$34k per square foot and about \$400k to do phase 1.A. K. Amsler noted she would like to call that phase 1.C since the phases were recently updated to make the additional concrete below phase 1 re-titled phase 1.b. N. Bauer asked about the order of prioritizing phases and questioned if the existing order of the phases are the best option. When applying for the grant match there are certain boxes to check as far as what's being added. Ms. Depine responded that it's all based on the evolving needs of the community so we can continue to look at this each year and adjust accordingly.

**No action was taken.**

3b.) Discussion and possible action on Facility Naming Policy. (M. Jones)

Chair Jones commented that she would like to look at this policy a little more and wait until the new Parks Board member is appointed. L. Messana suggested that the Parks Board be involved in the naming of a park and submitting a recommendation to the Council. **This item was postponed to the next meeting.**

3c.) Discussion and possible action to approve bylaws. (M. Jones)

J. Higuera presented the item and commented that she included the general provisions that needed to be included in all bylaws that came from the manual about Boards and Committees.

**On motion by Nicole Bauer to accept the bylaws that we just created for the Parks and Recreation Advisory Board and recommend to Council. Seconded by Lisa Messana.**

**Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.**

3d.) Discussion and possible action to appoint or re-appoint officers for FY 2023/2024. (M. Jones)

**On motion by Lisa Messana to appoint Mary Lyn Jones as Chair, Terrie Chambers as Vice-Chair and Nicole Bauer as Secretary. Seconded by Mosby "Jr" Hamilton.**

**Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.**

3e.) Approve Cross Communication Committee Reports. (N. Bauer)

Chair Jones moved this item to bottom because it is under item 4.a and Nicole Bauer will give an update.

3f.) Discussion and possible action to recommend Parks Board applicants to Council. (M. Jones)

Chair Jones presented the item that the board had interviewed the applicants. Chair Jones also mentioned that in the bylaws there is provision for an Ex-Officiant where we could have an ex-officiant member and another board member. K. Amsler compiled a list of the first and second choices made by the Parks board members. Chair Jones would like to send the first and second choices to Council and let Council decide on board member and ex-officiant. The board recommended Ed Navarro and Travis Tabor.

On motion by Mary Lyn Jones for the two applicants Ed Navarro and Travis Tabor be recommended to City Council, 1 as ex-officiant and the other as board member. Seconded by Mosby "Jr" Hamilton. Before voting Nicole Bauer commented that she would like to change the language. N. Bauer would like the language to be "our top two candidates for Council for this board will be Ed Navarro and Travis Tabor." N. Bauer also asked if Council would appoint the ex-officiant member or if the board would choose. J. Higuera clarified that the Council will choose the next board member and the Parks Board will choose the ex-officiant.

**On motion by N. Bauer to recommend our top two candidates to Council, Ed Navarro and Travis Tabor for the parks board position. Seconded by Mosby "Jr" Hamilton.**

**Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.**

3g.) Discussion about ideas for brochure at River Ranch County Park. (K. Amsler)

K. Amsler, Chair Jones, N. Bauer, and J. Higuera visited the new Williamson County River Ranch Park and took a tour. K. Amsler mentioned the welcome center where they pass out different brochures. K. Amsler asked the board their thoughts on having a Liberty Hill travel brochure at the Welcome Center for guests. K. Amsler asked the board what they would like to include in that brochure. The board suggested the following: Liberty Hill Parks and what amenities are available at all the parks and the park hours; Highlights of downtown (Mom and Pop restaurants, breweries, locally owned boutiques). K. Amsler mentioned the guides she has created for Welcome LHTX (dining guide, shopping guide, entertainment guide) and we could add a Parks flyer. K. Amsler will work on a draft flyer and see what she can come up with.

3h.) Discussion about ideas for Arbor Day on November 3rd. (N. Bauer)

N. Bauer asked if the extra funds could be used to plant trees at City Park. K. Amsler responded the problem is we don't have irrigation. K. Amsler mentioned that the trees at Veterans Park are being removed on Saturday and suggested planting a tree at Veterans Park if the timing works out. J. Higuera echoed that Veterans Park was the better option for tree planting at this time. M. Jones directed staff to pursue a planting for Arbor Day and start looking at irrigation and trees for City Park out of the mitigation funds. K. Amsler suggested that we follow the plan because the irrigation should be done all at one time.

3i.) Parks Supervisor Updates. (J. Higuera):

Swim Center Updates

Staffing Updates (Audit Results, Shortages, International Lifeguard Appreciation Day, etc.)

End of Season Hours

Swim Team

Veterans Trees

J. Higuera provided an update. Staffing – kids are back to school we are having a shortage of staffing. We are communicating that we have switched to weekends only, so we have only this weekend and Labor Day weekend as well as Labor Day. Then the pool will close for the season.

We are having a few less private rentals and they are not available after this weekend because of staffing.

July 31<sup>st</sup> was Lifeguard Appreciation Day, and we decorated the staff room and provided incentives of little popsicles and things like that. A few lifeguards that were interested got to go watch and help out at the State Lifeguard Competition.

Right now, the bathrooms are being kept open 24/7, but we are working with Bill in IT and Sean on getting timers installed on the doors so we can schedule them like at Wetzel. The guys are monitoring and stocking the bathrooms on a daily basis.

Veterans Trees – the removal will be on Saturday. If everything goes as planned the contractor will be delivering them to Wade the sections and pieces he wanted for sculpting.

Swim Team – we have a drafted agreement that has been sent to our legal who are doing some redlines. Then we will need to send it over to the ISD for their legal team to approve and then to the Council for approval. We are still trying to iron out all the details of what may and may not be possible. K. Amsler pointed out the ISD would be paying for the lifeguards.

### 3j.) City Council Update. (K. Amsler)

K. Amsler commented that last night the Planning and Zoning Commissioner came and spoke. We are working on a process so that the Parks Board is in the loop when developers come in and donate land or money. The Parks Board will recommend whether or not they want the land and would rather have the money. The Parks Board will vote and make a recommendation to Planning and Zoning. K. Amsler pointed out there could be an occasion where a Special Meeting will need to be held to meet the timeline. K. Amsler also noted per the meeting that P&Z is in communication with TXDOT about the timing of the new light on Main Street. People need to report any issues directly to TXDOT. There is talk of adding a right turn lane there.

## 4) REPORTS

### 4a.) Cross-Committee Communications Report. (August 2023)

N. Bauer gave an update. She spoke with Chad Cormack with P and Z and Jerry Millard has resigned. The P and Z had an emergency meeting on Tuesday regarding the new Future Land Use Map. Dark Skies has been dropped for now, the ordinance was approved but they will need to hire a consultant which is required for Dark Skies. Chad commented that he was also on LH20 and they have hired HGR Engineering to do a water master plan.

Daniel Scott spoke from Downtown Revitalization Committee.

Tiffany Stillwell with EDC spoke about a new process for people applying for boards and commissions.

**The next Cross Committee Communications meeting will be September 21<sup>st</sup>. Mary Lyn Jones will attend this meeting.**

**5) FUTURE AGENDA ITEMS**

Issues, 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.

Larkspur Parkland Maintenance  
Facility Naming Policy

**6) ADJOURNMENT**

Mary Lyn Jones presented Mosby "Jr" Hamilton with plaque for service on the Parks and Recreation Board for 2018-2023.

On motion by Mosby "Jr" Hamilton and seconded by Lisa Messana, the meeting was adjourned at 11:16 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 21<sup>st</sup> day of September, 2023 on vote of 5 ayes, 0 nays, and 0 abstentions.

Mary Lyn Jones  
Mary Lyn Jones, Chair

Elaine Simpson  
Board or City Secretary

