

# Parks and Recreation Board Meeting

Aubrey City Hall  
107 S. Main St  
Aubrey, TX 76227  
June 4, 2024  
6:00 PM

*\*(Notice of Potential Quorum for City Council, Planning & Zoning Commission, Board of Adjustment, Library Board, and Municipal Development District - even though a quorum of the members of these boards may or may not be present, no official action will be taken by their members.)*

---

## **Notice Regarding Remote Participation of Board Members**

Pursuant to Section 551.127, Texas Government Code, one or more Board Members may attend this meeting remotely using videoconferencing technology. A quorum of the Board will be physically present at the location provided above. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public by accessing Zoom utilizing the Public Participation link identified below.

## **Notice Regarding Public Participation**

Individuals may attend the meeting in person at the above address, or access the meeting via videoconference, or telephone conference call.

Join the Zoom Meeting by clicking on the following link:

<https://us06web.zoom.us/j/89895676214?pwd=bOePvIEJzOT1x9Te1lQjKiT1nlwqNN.1>

Meeting ID:898 9567 6214 Password: 966888

To join the meeting by phone, dial 1 (346) 248-7799 and use the Meeting ID and password above.

---

## **Call to Order - Determine if a Quorum is Present:**

**Invocation & Pledge of Allegiance:** Pledge of Allegiance to the Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one, and indivisible."

**Community Announcements:** Items of community interest may include recognizing Citizens and Staff for outstanding contributions to the community, a reminder about an upcoming event

that is organized or sponsored by the governing body, and announcements of an imminent threat to public safety that has arisen after the posting of this agenda.

**Citizen Input:** Any person may address the Board. If your comments are concerning an agenda item, you may wait until the discussion on that item if you prefer. Once recognized by the chairperson, please step forward to the speaker's podium, state your name and address and speak directly into the microphone so that people in the room and those attending remotely can hear comments and see presentations. To request to speak via videoconference, click on "Participants" at the bottom of the screen, and click "Raise Hand." The chairperson will acknowledge your request and allow you to speak. Citizen comments are limited to three (3) minutes per individual unless additional time is otherwise required by law. No discussion or action may be taken at this meeting on any item not listed on the agenda, other than to make statements of factual information or recite existing policy in response to a citizen's inquiry.

**Department Updates and Discussion:**

1. Receive a report from the Parks and Recreation Coordinator on upcoming park improvements; discussion of same.
2. Receive a budget report from the Parks and Recreation Coordinator; discussion of same.

**New Business:** New items requested for consideration.

1. Consider and make a recommendation to the City Council regarding acceptance of the resignation of board member(s).
2. Consider and make a recommendation to City Council regarding appointing an alternate board member.
3. Discussion on an agreement with Aubrey Area Youth Sports Association for field maintenance.
4. Consideration and Action on Approval of minutes for March 7, 2024, Parks and Recreation Board Meeting.

**Future Agenda Requests:** Council or Board Members, City Staff, and Citizens may request items to be included on future agendas. Discussion is limited to what the request is for, and if and when the item can be put on a future agenda.

**-ADJOURN-**

I, Jenny Hicks, City Secretary, certify that this Notice of Meeting was posted, per the Open Meetings Act, on the official bulletin board at the City Hall of the City of Aubrey, Texas and on the City's website at [www.aubreytx.gov](http://www.aubreytx.gov) in accordance with Chapter 551, Texas Government Code, and shall remain posted until the meeting is adjourned.

I certify that the attached notice and agenda of items to be considered by the Aubrey Parks

and Recreation Board was removed by me from the official bulletin board of the City of Aubrey, Texas, 107 South Main St, Aubrey, Texas on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

*(The Parks and Recreation Board reserves the right to adjourn into closed session at any time during the course of this meeting to consult with its attorney regarding any of the matters listed on this document, as authorized by Texas Government Code Section 551.071 Consultation with Attorney.)*

*This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (940) 440-9343 for further information.*



**Parks and Recreation Board Meeting  
Staff Report  
June 4, 2024**

---

**Agenda Item**

Receive a report from the Parks and Recreation Coordinator on upcoming park improvements; discussion of same.

**Staff Contact**

Kurt Karnowski, Parks & Recreation Coordinator  
kkarnowski@aubreytx.gov  
940-440-9343

---

**Summary**

Leslie Park - Construction to begin the start of June. Estimated completion is set for week of July 15.

Trivedi Park - Discussion over concept design.

Winn Ridge Fire Station #2 - Discussion over concept design.

Highmeadow Pocket Park - 60% plans submitted, 95% plans to be submitted June 17th.

Matthew's Park - Updated Concept received. Pending OPCC for final document and graphic.

---

**Financial Summary**

---

**Staff Recommended Motion**

**Conditions**

N/A



**Parks and Recreation Board Meeting  
Staff Report  
June 4, 2024**

---

**Agenda Item**

Receive a budget report from the Parks and Recreation Coordinator; discussion of same.

**Staff Contact**

---

**Summary**

The 2023-2024 Approved Budget included park improvements for Veterans Memorial Park, Leslie Park and Matthew's Park. The approved amount was \$840,000.

The 2024-2025 budget, staff will request funding for a sports complex concept design, the design of Trivedi Park and the construction of Highmeadow Park.

Estimated Funds available for 2024-2025 park improvements is \$1,200,000.

---

**Financial Summary**

---

**Staff Recommended Motion**

**Conditions**

N/A



**Parks and Recreation Board Meeting  
Staff Report  
June 4, 2024**

---

**Agenda Item**

Consider and make a recommendation to the City Council regarding acceptance of the resignation of board member(s).

**Staff Contact**

Christy Sayer, Administrative Coordinator  
csayer@aubreytx.gov

---

**Summary**

The resignation of board member Jonathan Stuart was received on May 28, 2024

---

**Financial Summary**

---

**Staff Recommended Motion**

Approve

**Conditions**

N/A

From: **Jonathan Stuart** [REDACTED]  
Date: Tue, May 28, 2024 at 12:47 PM  
Subject: Resignation of Parks and Recreation Board  
To: [REDACTED]

Hi Christy,

Thank you for your call today.

I am writing to formally inform you of my desire to resign from the board position on the Parks and recreation board.

If at a future date my time frees up I will certainly reach out to fulfill any positions that are available.

Thanks,

Jonathan Stuart



**Parks and Recreation Board Meeting  
Staff Report  
June 4, 2024**

---

**Agenda Item**

Consider and make a recommendation to City Council regarding appointing an alternate board member.

**Staff Contact**

Christy Sayer, Administrative Coordinator  
csayer@aubreytx.gov

---

**Summary**

Parks and Recreation Board will consider and make a recommendation to the City Council for the applicant to be an alternate on the Parks and Recreation Board.

The applicant lives in the ETJ and will be the third alternate to the board. There is an unlimited number of alternates that may be added at this time. We have one city limit alternate and one ETJ alternate. He would make the second ETJ alternate.

---

**Financial Summary**

---

**Staff Recommended Motion**

**Conditions**

N/A

# Eric Probst

I.T. Professional & United States Army Veteran with Leadership Expertise



**OBJECTIVE:** Strategic and versatile leader with a proven record of building relationships, managing projects from concept to completion, and implementing strategies. Able to apply customer service concepts to IT, improving user experience for clients, employees, and administration. Well versed in building cross functional teams, demonstrating exceptional communication skills, and making critical decisions during challenging times. Actively pursuing multiple CompTIA, Linux, and Microsoft certifications.

## CORE COMPETENCIES

---

- Basic Troubleshooting
- Hardware Configurations
- Team Training & Collaboration
- Computer Diagnostics & Repair
- Creative Problem Solving
- RAID Implementation
- Interpret Log Files
- Software Installs
- LAN Connectivity
- Problem Diagnosis
- Customer Service
- POS Software
- VMWare
- Virtual PC
- Phone & Online Support
- Client/Server Models
- User Training/Support
- Effective Communication
- Mediation & Conflict Resolution
- Strong Collaboration Skills
- Configure Storage Spaces

## CERTIFICATIONS

---

### Microsoft (MTA): Security Fundamentals

- Protocol security; IPsec; tunneling; DNSSec; network sniffing; protocol spoofing
- Successfully identify types of malwares (virus, Trojan Horses, worms, and Rootkit)
- Remote Authentication Dial-In User Service (RADIUS) and Terminal Access Controller Access Control System

## EDUCATION

---

MyComputerCareer, Live Online

Information Technology Security Administration

Completed 09/2021

Cyber Security Specialist

Current to 3/2022

Certification Earned-

Microsoft (MTA) Security 98-367

Certified 05/27/2021

United States Army

Active Security Clearance

2006-2014

## WORK EXPERIENCE

---

### IT Service Desk Level 1

Insight 03/2022 – Current

- Assists Users in Active Directory with licensing assignments, password resets and unlocking accounts
- Utilizes Azure AD and Microsoft 365 Admin Center for Email Distribution and Security Groups
- Troubleshoots Users computers with Remote Control using Ivanti, Team Viewer, Quick Assist, and Log-mein Rescue
- Monitors, tracks, and updates tickets in the Self Now Portal
- Utilizes multiple Virtual Desktops to communicate and assist with client needs
- Provides IT services for four clients simultaneously

### **Call Center Representative**

Humana 10/2021 – 03/2022

- Assisted customers with their health insurance related issues and questions
- Assisted and mentored colleagues when management is not available
- Worked in a call center environment in a private office in home
- Communicated with colleagues, and supervisors via Microsoft Teams, and Adobe Workspace
- Troubleshooted technical issues with VPN connected applications to ensure HIPAA is legally followed

### **Manager/Firearms Instructor**

Eagle Gun Range, 09/2018 – 06/2020

- Coached Instructors and Sales Associates on product knowledge through product training by establishing partnerships and using training tools separate from corporate communications
- Provided outstanding customer service while maximizing sales and serving as a positive role model
- Troubleshoot technology assets to include software and operating system updates and POS system upkeep
- Performed strategic thinking to achieve optimal customer experience and meet customer needs
- Maintained focus on team leadership, personnel support, innovation, and customer relationship building

### **Salesperson/NFA Processor**

Rifle Gear, 08/2016 – 09/2018

- Exceeded monthly sales quotas and increased store profitability by managing business accounts
- Trained new employees on basic customer service techniques and procedures
- Lead team by providing crucial business training in self-reliance, spirit to succeed and vital ability to successfully communicate with people from all socio-economic backgrounds
- Clarified federal laws regarding NFA items, and firearm builds
- Selling NFA items, scanning fingerprints, taking passport photos, and typing ATF Form 4's for customers.
- Used POS systems as well as standard office equipment.

### **Inventory Control**

Metro Auto Auction, 2015 –2016

- Maintained accurate tracking of all products dating to ensure all products are moved out prior to the manufacturer expiration dates
- Managed inventory in an auction environment, ensure the correct vehicles were leaving, and control incoming and outgoing vehicles
- Moved vehicles with a forklift around the lot to their designated spots, and provided customer service

### **Military Police - SGT**

U.S. Army, 2006 – 2014

- Ensured safety of military personnel on a continuous basis under high stress levels through successfully managing multiple complex technical, physically demanding high level analytical tasks simultaneously
- Secured parameters for various details and tactical operations, apprehended dangerous assailants and conducted routine traffic stops, collected evidence and interviewed witnesses
- Interpreted military law, served as a point of contact for accidents, took charge of incident scenes and conducted the investigations, prepared, and reviewed police reports for accuracy and completeness
- Directly facilitated law enforcement activities on federal installations, resource security, antiterrorism countermeasures, law enforcement investigations, information security and, base defense operations
- Maintained CCTV security intrusion detection systems. Coordinated work orders and facility maintenance on \$6.1 million USD worth ESS equipment that oversees protection of \$84.3 million USD of DoD assets
- Experienced dissolving hostile situations, dealing tactfully with associates, subordinates, the public, prisoners, and uncooperative individuals



## Board Member Application Form

Board Selection       Parks & Recreation Board

First Name       Eric

Last Name       Probst

Property Address       2817 Cerro Ranch Rd

City       Aubrey

State       TX

Zip Code       76227

Phone Number 4698106288

Occupation       IT Manager

Email Address [REDACTED]

Length of Residency in Aubrey 3 Years 3 Months

Are you a registered voter?       Yes

Voter Registration Number       2003146360

Do you own property in Aubrey?       Yes

What do you like most about the City of Aubrey?       I enjoy the small town feel. It's just far enough from Dallas to not feel like it is part of Dallas and close enough to enjoy DFW.

Please identify what you feel are some of the key issues facing the City of Aubrey in the coming 5-10 years. My main concern for Aubrey is the crime trickling out from Dallas as it becomes more expensive to live there. I have faith in our Police and leadership and guide us into remaining an enjoyable place to live and thrive.

Do you feel, as a citizen of the community, you can provide objective recommendations on various financial issues and future financial forecasting?       Absolutely. I was a leader in the U.S. Army at the rank of Sergeant. I have continued being a leader in my civilian life. I look forward to being part of a team and providing any guidance and insights that I may have.

Do you feel you have any conflicts of interest that may arise due to your appointment?       I do not have any concerns or conflicts of interest.

The board/commission requires a commitment to attend meetings as scheduled, along with periodic workshops, research, and crucial City Council meetings. Would you be able to attend and collaborate with the City Council and City Staff on development projects? Yes

If no, please explain. Field not completed.

Are you related to a currently serving City Council member within the second degree of consanguinity (blood relative) or affinity (marriage)? No

If yes, who? Field not completed.

Are you related to a person within the second degree of consanguinity (blood relative) or affinity (marriage) who currently serves on the same board or commission you are applying for? No

If yes, who? Field not completed.

Are you currently serving on other Boards, Commissions, or Committees?\* No

If yes, which ones? Field not completed.

Have you served on a Board, Commission, or Committee before?\* No

If yes, which ones? Field not completed.

Please list organization memberships and positions held I am not sure if the U.S. Army qualifies. I was a Sergeant and served 8 years. Discharged Honorably.

Please List Areas of Special Interest I am an IT Manager, a NRA certified firearms instructor, project leader, and personnel growth developer.

Please Enter Basic Resume Information Below Uploaded but not current. My most recent position that I hold is IT Manager for Trident 1. I lead our customer service department under our CTO of a leading FFL software company.

Upload Resume (Optional) 11.docx



**Parks and Recreation Board Meeting  
Staff Report  
June 4, 2024**

---

**Agenda Item**

Discussion on an agreement with Aubrey Area Youth Sports Association for field maintenance.

**Staff Contact**

Kurt Karnowski, Parks & Recreation Coordinator  
kkarnowski@aubreytx.gov  
940-440-9343

---

**Summary**

Parks and Recreation Board requested to discuss the Aubrey Area Youth Sports Association to discuss labor and agreements for youth sports fields.

---

**Financial Summary**

---

**Staff Recommended Motion**

**Conditions**

N/A

# Parks and Recreation Board

Parks and Recreation Board Meeting Minutes  
Aubrey City Hall  
107 S. Main St  
Aubrey, TX 76227  
May 7, 2024  
6:00 PM



## **Call to Order - Determine if a Quorum is Present:**

Present: Jason Noyes, Courtney Kelly, Jessica Milacek, Amanda Larsen, Peter Dwyer

Absent: Deshanda Blair, Jonathan Stuart, Emmanuel Gonzalez, Randy Jones

Staff Present: Kurt Karnowski, Leanne Wilson, Christy Sayer

**Invocation & Pledge of Allegiance:** Pledge of Allegiance to the Texas Flag - "Honor the Texas flag; I pledge allegiance to thee, Texas, one state, under God, one, and indivisible."

**Community Announcements:** Items of community interest may include recognizing Citizens and Staff for outstanding contributions to the community, a reminder about an upcoming event that is organized or sponsored by the governing body, and announcements of an imminent threat to public safety that has arisen after the posting of this agenda.

Music Series Event; May 18th 6:00 p.m. - 9:00 p.m. Autumn Ragland and Jason Reddick.

**Citizen Input:** Any person may address the Board. If your comments are concerning an agenda item, you may wait until the discussion on that item if you prefer. Once recognized by the chairperson, please step forward to the speaker's podium, state your name and address and speak directly into the microphone so that people in the room and those attending remotely can hear comments and see presentations. To request to speak via videoconference, click on "Participants" at the bottom of the screen, and click "Raise Hand." The chairperson will acknowledge your request and allow you to speak. Citizen comments are limited to three (3) minutes per individual unless additional time is otherwise required by law. No discussion or

action may be taken at this meeting on any item not listed on the agenda, other than to make statements of factual information or recite existing policy in response to a citizen's inquiry.

**Staff Report and Discussion:**

1. Receive a report from the Parks and Recreation Coordinator on upcoming park improvements; discussion of same.

Discussion on updates to Matthews park, Trevedi park, Fire Station 2 park, Leslie park, Veteran's park, and concept plans for future parks.  
No action taken.

2. Receive a budget report from the Parks and Recreation Coordinator; discussion of same.

Discussion held on current and upcoming budget. No action was taken.

**New Business:** New items previously requested for consideration.

1. Consideration and action on accepting the resignation of Susan McCormack as a Parks Board Member and Chairperson.  
Board member Kelly made a motion to approve the resignation of Susan McCormack. Board member Milacek seconded. Motion (5:0). None opposed.
2. Consideration and action on appointing a Chairperson, Vice-Chairperson and Secretary for a one-year term.  
Board member Kelly made a motion to appoint board member Larsen to Chairperson. Board member Milahek seconded. Motion (5:0). None opposed.
3. Consideration and recommendation on appointing a board member and two alternate board members.  
Board member Kelly made a recommendation to appoint Alan Holland to the open board position and to appoint Erin Bansal and Jesse Kemp as alternates. Board member Dwyer seconded. Motion (5:0). None opposed.
4. Receive a report from the Events and Program Coordinator/Assistant City Secretary and have a discussion on Parks Board Member attendance requirements. Discussion held. No action taken.
5. Receive a report from Parks Board Members related to the Parks, Recreation and Open Space Master Plan and input from Homeowners Associations; discussion of same.  
Discussion was held; updates from board members Larsen, Noyse, and Dwyer on Recreation and Open Space Master Plan and input from Homeowners Association. No action was taken.

6. Consider and Act on approval of the Minutes for the March 5, 2024, Parks Board Meeting.

Board member Kelly made a motion to approve the minutes for the March 5, 2024, meeting. Board member Larsen seconded. Motion (5:0). None opposed.

**EXECUTIVE SESSION** In accordance with Texas Government Code, Section 551.001, et seq., the Park Board will recess into Executive Session (closed meeting) to discuss the following:

1. Section 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body/City in negotiations with a third party.
  - a. Real Property for Future Park Sites

Discussion was held; no action taken.

**RECONVENE INTO OPEN SESSION** In accordance with Texas Government Code, Chapter 551, the Park Board will reconvene into Regular Session (open meeting) and Consider and take any necessary action on Executive Session Items.

**Future Agenda Requests:** Council or Board Members, City Staff, and Citizens may request items to be included on future agendas. Discussion is limited to what the request is for, and if and when the item can be put on a future agenda.

**-ADJOURN-**

The meeting was adjourned at 07:36 PM.

**PASSED and APPROVED by the Parksand Recreation Board of the City of Aubrey, Texas this \_\_\_\_ day of \_\_\_\_\_, 2024.**

---

Amanda Larsen, President

**ATTEST:**

---

Christy Sayer, Events & Programming Coordinator