

Parks and Recreation Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
February 4, 2025
6:30 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.

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 can hear comments and see presentations. 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. Discussion regarding Board Members, alternate members and terms.
2. Discussion regarding request from Aubrey Area Youth Sports Association related to field maintenance.
3. Receive an update and have discussion regarding park concept in the Duck Point development.
4. Receive an update and have discussion regarding the Community Market concept plans.

New Business: New items requested for consideration.

5. Consideration and action on electing a member to serve as chairperson for a one year term ending December 31, 2025.
6. Consideration and action on electing a member to serve as vice-chairperson for a one year term ending December 31, 2025.
7. Approve minutes of the January 7, 2025 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 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 _____, 2025.

(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
February 4, 2025**

Agenda Item

Discussion regarding Board Members, alternate members and terms.

Staff Contact

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

Summary

Ordinance 889-25 was approved by City Council at their January meeting. It establishes staggered terms for members of the Board, establishes alternate member seats, and amends the procedure for removal of Board members and filling of vacancies.

The following are appointments/reappointments and the associated places and expirations for each member.

			Term Exp.
Courtney Kelly	ETJ	Place 1	12/2025
Jason Noyes	ETJ	Place 2	12/2026
Jessica Milacek	City	Place 3	12/2025
Mark Arbenowske	City	Place 4	12/2026
Deshanda Blair	City	Place 5	12/2025
Erin Bansal	City	Place 6	12/2026
Amanda Larsen	City	Place 7	12/2025
Jesse Kemp	ETJ	Alternate 1	12/2025
Eric Probst	ETJ	Alternate 2	12/2026

Financial Summary

None

Staff Recommended Action

Staff Recommended Motion

N/A

**CITY OF AUBREY, TEXAS
ORDINANCE NO. 889-25**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF AUBREY, TEXAS, AMENDING DIVISION 2 "PARKS AND RECREATION BOARD" OF CHAPTER 1 "GENERAL PROVISIONS" OF THE CITY'S CODE OF ORDINANCES IN ITS ENTIRETY, TO MORE CLEARLY DEFINE THE RULES AND DUTIES OF THE BOARD, TO PROVIDE FOR STAGGERED TERMS OF BOARD MEMBERS ON THE PARKS AND RECREATION BOARD AND AMEND THE PROCEDURE FOR REMOVAL OF MEMBERS AND FILLING OF VACANCIES, AND TO REMOVE THE REQUIREMENT FOR SPORTS/RECREATION ASSOCIATIONS TO HAVE A CONTRACT WITH THE CITY; PROVIDING FOR THE INCORPORATION OF PREMISES; PROVIDING FOR AMENDMENT; PROVIDING FOR A CUMULATIVE REPEALER/SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR ENGROSSMENT AND ENROLLMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council established the Aubrey Parks and Recreation Board (the "Board") by Ordinance No. 304-01 on March 20, 2001; and

WHEREAS, the City Council finds that it is beneficial and in the best interests of the City of Aubrey to amend Division 2 of Article 1.10 of Chapter 1 of the Code of Ordinances to more clearly define the roles and duties of the Board; and

WHEREAS, the City Council wishes to establish staggered terms for members of the Board, establish two (2) alternate member seats, and to amend the procedure for removal of Board members and filling of vacancies; and

WHEREAS, the City Council further finds it in the public interest to remove the current requirements for sports/recreational associations to have a contract with the City;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUBREY, TEXAS:

Section 1. Findings Incorporated. The findings set forth above are incorporated into the body of this Ordinance as if fully set forth herein.

Section 2. Amendment. That Division 2 "Parks and Recreation Board" of Article 1.10 "Parks and Recreation" of Chapter 1 "General Provisions" of the City's Code of Ordinances is hereby amended to be and read as follows:

§ 1.10.031. Established; membership. The City Council shall appoint a board to be known as the Aubrey Parks And Recreation Board ("Board"). The

Board shall consist of seven (7) regular board members, a majority of whom shall be residents of the City and other members may reside in the City's extraterritorial jurisdiction. Additionally, there shall be at least two (2) and no more than four (4) alternate members who shall be residents of the City and one (1) City Council Liaison. The City Council Liaison shall act as an ex-officio member. The Liaison shall not be counted as part of a quorum and shall not have the right to vote. Each sports/recreation association that has a contract with the City to use City property, may appoint one (1) ex-officio member to the Parks and Recreation Board. All members of the Board shall serve without pay.

§ 1.10.032. Organization. Annually, at the Board's first regular meeting, the members of the Board shall elect one of its regular members to serve as chairperson and one regular member to serve as vice-chairperson. The chairperson and vice-chairperson shall serve a term of one (1) year and/or until their successors are elected and qualified. The Board shall serve in an advisory capacity to the City Council. The Board members shall serve as volunteers, are not employees of the city by reason of their appointment thereto, and shall have no power to obligate the City or City funds in any manner.

§ 1.10.033. Duties. The Board shall serve in an advisory capacity to the City Council and shall perform duties and tasks to support the goals and objectives established by the City for its parks and recreational programs, to stimulate public interest in City parks, playgrounds, and recreational programs, and to further the public health and welfare. The Board shall make recommendations to the City Council on future expansion of the facilities to further develop and to maintain the parks and recreation programs of the City. Staff shall present the Board's recommendations to the City Council in accordance with policies and procedures established by the City Manager.

§ 1.10.034. Meetings. The Board shall meet on a monthly basis provided that there is business for the Board to conduct. Any monthly meeting may be cancelled or rescheduled by the Board Chair or City Manager or his designee if there are no items for consideration or due to City holiday scheduled. An item may be placed upon an agenda for consideration by the Board upon the request of any Board member or by the City Manager or his designee. The Board shall comply with rules of procedure adopted by the City applicable to City boards and commissions. A majority of the number of regular Board members shall constitute a quorum to do business. Special meetings may be held upon call of the Chairman or the Mayor, or upon request of two or more members of the Board. All meetings of the Board must conform to the Texas Open Meetings Act, and all regular and alternate members of the Board shall be notified of the meeting contemporaneously with the posting of the agenda for such meeting.

§ 1.10.035. Term of Members and Liaison. Each regular member and alternate member shall serve for a term of (2) years. Terms shall be staggered in

accordance with this Section and shall run from January 1 to December 31. The Council Liaison shall be appointed in May of each year.

Regular members of the Board shall be designated by "place" numbers and alternate members be designated by "alternate" numbers. The regular members shall be designated as Place 1 through Place 7 and the alternate members shall be designated as Alternate 1 through Alternate 4. Places 1, 3, 5, and 7 and Alternate 1 and 3 shall be appointed by the City Council in odd-numbered years. Places 2, 4, and 6 and Alternate 2 and 4 shall be appointed by the City Council in even-numbered years. Alternate members shall serve in the absence of a regular member or in the event of a conflict of interest disqualifying a regular member.

§ 1.10.036: Removal of members; filling of vacancies. All regular and alternate members of the Board shall serve at the will of the Council and may be removed from membership on the Board by majority vote of the City Council at any time without cause. The unexcused absence from three (3) regular meetings of the Board by any member shall automatically create a vacancy on the Board. Any vacancy in the membership of the Board for any reason shall be filled by a majority vote of the City Council for the unexpired term of the member causing the vacancy.

§ 1.10.037. Recommendations to Council. The Board, in conjunction with City staff, shall annually submit a list of recommended projects and the estimated costs of such projects for City Council consideration. No project may be undertaken by the Board without the prior consent of the City Council. All recommendations of the Board submitted to the City Council must be approved by a majority vote of the Board.

Section 3. Cumulative Repealer/Savings. All provisions of any Ordinance in conflict with this Ordinance are hereby repealed, but such repeal shall not abate any pending prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining provisions shall remain in full force and effect.

Section 4. Severability. Should any section, subsection, sentence, clause, or phrase of this Ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, it is expressly provided that any and all remaining portions of this Ordinance shall remain in full force and effect. The City of Aubrey hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional or invalid.

Section 5. Engrossment and Enrollment. The City Secretary is hereby directed to engross and enroll this Ordinance by copying the exact Caption and Effective Date

clause in the minutes of the City Council and by filing this Ordinance in the ordinance records of the City.

Section 6. Effective Date. This Ordinance shall become effective immediately upon its passage and approval.

PASSED AND APPROVED by the City Council of the City of Aubrey, Texas this the 23rd day of January, 2025.

APPROVED:



Chris Rich, Mayor

ATTEST:



Jenny Huckabee, City Secretary

APPROVED AS TO FORM:



Patricia A. Adams, City Attorney





**Parks and Recreation Board Meeting
Staff Report
February 4, 2025**

Agenda Item

Receive an update and have discussion regarding park concept in the Duck Point development.

Staff Contact

Kurt Karnowski, Parks & Recreation Superintendent, Leanne Wilson, Executive Director of Operations
kkarnowski@aubreytx.gov, lwilson@aubreytx.gov
940-440-9343,

Summary

The Duck Point development agreement will dedicate a City Park to the City of Aubrey. We expect a concept plan at the end of the 2025 year. The items listed below are going to be included in the park. We can discuss potential options to add, however they are not obligated to add any features that are not outlined below.

5.3 City Park Dedication/Fees. Floodplain/Floodway Dedication.

(a) The Developer shall, at its sole cost and expense, dedicate and convey the City Park to the City by special warranty deed free and clear of all liens, subject to City Council action approving the acceptance of the City Park. Such dedication shall occur within twenty-four (24) months following the recording of a final plat of the Property, and acceptance of dedication of City Park shall satisfy Developer's obligation to dedicate land for park purposes for this Property. Developer agrees to construct, upon the City Park property, a parking lot providing sufficient area to accommodate fifteen (15) standard parking spots meeting all requirements of City Regulations, an eight foot (8') walking trail with benches, a shade structure, and two (2) sports fields (the "City Park Improvements"). The City agrees to grant any and all temporary and permanent easements necessary to construct the City Park Improvements.

Financial Summary

N/A

Staff Recommended Action

Staff Recommended Motion

N/A

Duck Point Concept Plan 31

Duck Point Concept Plan 31	
Gross Site Area	159.9
Acres	Gross %
Residential Lots	50%
Area of Park	50%
Proposed Floodplain	42%
Residential Product Type:	440
50' x 115' lot	Density
	4.9/1



**Parks and Recreation Board Meeting
Staff Report
February 4, 2025**

Agenda Item

Receive an update and have discussion regarding the Community Market concept plans.

Staff Contact

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

Summary

The City of Aubrey received Concept plans for a Community Market for Wilson field. Discuss the plans for the market and the design.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A



**Parks and Recreation Board Meeting
Staff Report
February 4, 2025**

Agenda Item

Consideration and action on electing a member to serve as chairperson for a one year term ending December 31, 2025.

Staff Contact

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

Summary

Section 1.10.032 of the Parks and Recreation Ordinance states that the Board shall elect one of its regular members to serve as chairperson which shall serve for a term of one year. The chairperson will preside over the meeting and sign minutes, etc.

Financial Summary

N/A

Staff Recommended Action

Staff Recommended Motion

N/A



**Parks and Recreation Board Meeting
Staff Report
February 4, 2025**

Agenda Item

Consideration and action on electing a member to serve as vice-chairperson for a one year term ending December 31, 2025.

Staff Contact

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

Summary

Section 1.10.032 of the Parks and Recreation Ordinance states that the Board shall elect one of its regular members to serve as vice-chairperson which shall serve for a term of one year. The vice-chairperson will preside over the meeting and sign minutes, etc in the absence of the chairperson.

Financial Summary

N/A

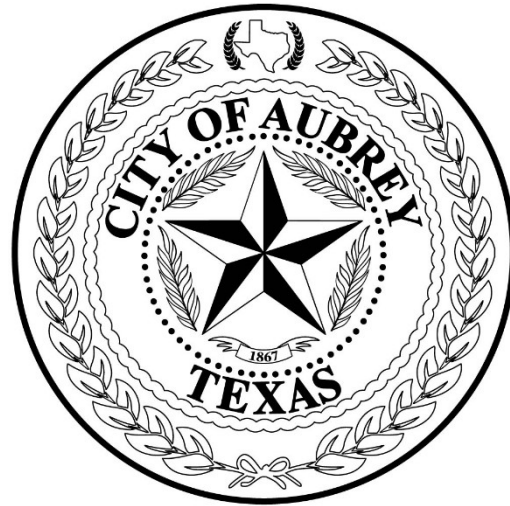
Staff Recommended Action

Staff Recommended Motion

N/A

Parks and Recreation Board Meeting Minutes

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
January 7, 2025
6:00 PM



Call to Order - Determine if a Quorum is Present:

Present: Courtney Kelly (Arrived at 6:20 PM), Jason Noyes, Jessica Milacek, Amanda Larsen, Erin Bansal, Eric Probst

Absent: Emmanuel Gonzalez, Deshanda Blair, Peter Dwyer, Jesse Kemp

Staff Present: City Attorney Cynthia Kirchoff, City Secretary Jenny Hicks, Executive Director of Operations Leanne Wilson, Kurt Karnowski, Parks and Recreation Superintendent

Invocation & Pledge of Allegiance:

Randy Jones offered the Invocation and led the Pledge of Allegiance.

Community Announcements: None

Citizen Input: None

Department Updates and Discussion:

1. Discussion regarding appointment and terms of board members

Kurt Karnowski spoke regarding amending the bylaws to have two year terms and how expirations will work.

New Business: New items requested for consideration.

2. Consideration and action on minutes of the December 3, 2024 meeting.

Parks Board Member Erin Bansal made a motion to approve the minutes. Parks Board Member Jessica Milacek seconded. Motion Passed (5:0). None opposed.

Future Agenda Requests:

AAYSA Update; Board Members, Alternates, and expirations; Duck Point Concept

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

3. **Section 551.071(1) and (2) Consultation with Attorney.** Board to seek the advice of its attorney about on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act:
 - Board Roles and Responsibilities
 - Interlocal Agreements and Partnerships
 - Property acquisition for municipal purposes
4. **Section 551.072 Real Property.** 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 in negotiations with a third person.
 - Property acquisition for municipal purposes

Parks Board Member Jessica Milacek made a motion to recess into Executive Session at 6:17 PM. Parks Board Member Erin Bansal seconded. Motion Passed (5:0). None opposed.

Note: Parks Board Member Courtney Kelly arrived at 6:20 PM.

The board reconvened into Open Session at 7:00 PM. In accordance with Texas Government Code, Chapter 551, the Parks and Recreation Board will reconvene into Regular Session to consider and take appropriate action, if any, regarding any items discussed in Executive Session.

No action taken.

The meeting was adjourned at 7:01 PM.

PASSED and APPROVED by the Parks and Recreation Board of the City of Aubrey, Texas this 4th day of February, 2025.

Amanda Larsen, President

ATTEST:

Jenny Hicks, City Secretary