

Parks and Recreation Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
April 1, 2025
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.

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 member attendance requirements.
2. Receive an update regarding Park construction; Discussion of same.
3. Receive information regarding a Request for Proposals for Sports Complex Design; Discussion of same.

New Business: New items requested for consideration.

4. Consideration and action on approving minutes of the February 4, 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
April 1, 2025**

Agenda Item

Discussion regarding board member attendance requirements.

Staff Contact

Summary

Article VIII of the Home Rule Charter states:

SECTION 8.03. Attendance

If any board, commission or committee member fails to attend three (3) consecutive regular meetings of a board, commission or committee upon which the member serves, or twenty-five percent (25%) of the total number of regular meetings held in a twelve (12) month period, such member shall be subject to removal, unless excused by majority vote of the applicable board(s), commission(s) and/or committee(s).

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A



**Parks and Recreation Board Meeting
Staff Report
April 1, 2025**

Agenda Item

Receive an update regarding Park construction; Discussion of same.

Staff Contact

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

Summary

Veterans Memorial Park - The estimated completion date is mid-April for Veterans Memorial Park.

Matthews Park - The final walk through for Matthews Park was completed 3/26/2025 and the grand opening of the park will be on 4/12/2025.

Highmeadow Park - Construction was started on 3/10/2025.

Trivedi Park - The environmental survey has been completed. Westwood is reviewing comments and will have an update in May.

Leslie Park - Pending final walkthrough.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A



**Parks and Recreation Board Meeting
Staff Report
April 1, 2025**

Agenda Item

Receive information regarding a Request for Proposals for Sports Complex Design; Discussion of same.

Staff Contact

Summary

The City of Aubrey has posted an RFQ for the design and construction oversight for an Outdoor Sports Complex. This project will feature the following items:

Four Baseball Fields
Three Soccer Fields
A playground Area
A concession area
Ample parking facilities

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A

Parks and Recreation Board Meeting Minutes

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



The meeting was called to order at 6:31 pm.

Present: Courtney Kelly, Jessica Milacek, Amanda Larsen, Erin Bansal, Jason Noyes (arrived at 6:35)

Absent: Jesse Kemp, Eric Probst, Mark Arbenowske, Deshanda Blair

Staff Present: City Attorney Judy El Masri, City Secretary Jenny Hicks, Executive Director of Operations Leanne Wilson, Parks and Recreation Superintendent Kurt Karnowski, Events & Program Coordinator Rodney Cagle, Assistant to the City Manager Bailey Thompson

Invocation & Pledge of Allegiance: The Pledges of Allegiance were recited.

Community Announcements: None

Citizen Input: None

Department Updates and Discussion:

1. Discussion regarding Board Members, alternate members and terms.

Parks and Recreation Superintendent Kurt Karnowski provided information on the amended ordinance pertaining to board members, alternates, expiration and attendance requirements.

2. Discussion regarding request from Aubrey Area Youth Sports Association related to field maintenance.

Parks and Recreation Superintendent Kurt Karnowski provided information that state law only allows the city to expend funds for public purposes on public projects and city property. Once the city has constructed public ball fields, they can contract with various sports associations for use of the fields including improvements and maintenance.

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

Parks and Recreation Superintendent Kurt Karnowski provided information. The board discussed interest in having the trail system included through this property.

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

Parks and Recreation Superintendent Kurt Karnowski provided information. The board discussed interest in including additional parking.

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.

Parks Board Member Courtney Kelly made a motion to elect Amanda Larsen as Chairperson. Parks Board Member Jessica Milacek seconded. Motion Passed (5:0). None opposed.

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

Parks Board Member Courtney Kelly made a motion to elect herself as Co-chairperson. Parks Board Member Erin Bansal seconded. Motion Passed (5:0). None opposed.

7. Approve minutes of the January 7, 2025 meeting.

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

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.

Board Member Absences; FM 2931 Property Update

The meeting was adjourned at 6:47 pm.

PASSED and APPROVED by the Parks and Recreation Board of the City of Aubrey, Texas this 1st day of April, 2025.

Amanda Larsen, President

ATTEST:

Jenny Hicks, City Secretary