

Parks and Recreation Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
July 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.

Consent Items: Items placed on the Consent Agenda are considered routine in nature and non-controversial. The Consent Agenda can be acted upon in one motion. Items may be removed from the Consent Agenda by the request of Council, board members or staff. Consideration and action on the following:

1. Approve minutes of the May 6, 2025 meeting.
2. Approve the request from board member(s) identified in the Staff report as an excused absence from regular meetings.

Department Updates and Discussion:

3. Receive an update on Park construction. Discussion of same.
4. Receive an update on RFQ for architectural services related to design of the future Sports Complex. Discussion of same.

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 Minutes

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



The meeting was called to order at 6:00 PM.

Present: Courtney Kelly, Jessica Milacek, Amanda Larsen, Erin Bansal, Eric Probst, Mark Arbenowske

Absent: Randy Jones, Jason Noyes, Jesse Kemp, Deshanda Blair

Staff Present: City Secretary Jenny Hicks, Parks & Streets Superintendent Kurt Karnowski

Invocation & Pledge of Allegiance: Courtney Kelly led the Pledge of Allegiance.

Community Announcements:

Parks Superintendent Kurt Karnowski announced the Music in the Park Series on May 16th from 5:00 PM until 9:00 PM at Veterans Memorial Park.

Citizen Input: None

Department Updates and Discussion:

1. Receive a presentation regarding all-inclusive playgrounds. Discussion of same.

Chad Kennedy and Tricia Woliver, with Westwood, provided a presentation regarding all-inclusive playgrounds.

2. Receive an update on board member attendance. Discussion of same.

City Secretary Jenny Hicks provided information regarding the Home Rule Charter's attendance requirements.

3. Receive an update on park construction. Discussion of same.

Parks Superintendent Kurt Karnowski provided information regarding current parks projects.

- **Veterans Memorial Park - Estimated completion date is mid-June.**

- **Highmeadow Park - Equipment delivery is expected in the next few weeks.**
- **Winn Ridge Park - The park project will go to bid this month and plan to award the project in June,**

New Business: New items requested for consideration.

4. Consideration and action on minutes of the April 1, 2025 meeting.

Parks Board Member Courtney Kelly made a motion to approve the minutes. Parks and Recreation Board Mark Arbenowske seconded. Motion Passed (6:0). None opposed.

Future Agenda Requests: None

The meeting was adjourned at 7:14 PM.

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

Amanda Larsen, President

ATTEST:

Jenny Hicks, City Secretary



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

Agenda Item

Approve the request from board member(s) identified in the Staff report as an excused absence from regular meetings.

Staff Contact

Jenny Hicks, City Secretary
jhicks@aubreytx.gov
940-440-9343

Summary

At the regular meeting in May, Erin Bansal requested excused absences in July and August.

Before the regular meeting in May, Jesse Kemp requested an excused absence for the May 6, 2025 Regular Meeting.

Financial Summary

N/A

Staff Recommended Action

Approve

Staff Recommended Motion

I move to approve the requests for excused absences from Erin Bansal and Jesse Kemp.



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

Agenda Item

Receive an update on Park construction. Discussion of same.

Staff Contact

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

Summary

Veterans Memorial Park - Construction completed. The final walk through was completed on June 18, 2025. Final punch list sent to contractor.
Veterans Memorial Park, Phase 2 - Bid opening was complete on June 30, 2025. Will take to City Council in July.
Winn Ridge First Responders Park - Bid awarded to contractor at the June City Council meeting. Will start construction in July.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A



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

Agenda Item

Receive an update on RFQ for architectural services related to design of the future Sports Complex.
Discussion of same.

Staff Contact

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

Summary

The City of Aubrey took action on selecting an architectural firm for the design of a future outdoor sports complex. Per the Parks Master Plan, an outdoor sports complex including Baseball, softball and soccer fields was the number 1 priority among citizens in Aubrey. We are looking to design an outdoor sports complex that includes all these aspects and potentially more.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

N/A