

Parks and Recreation Board Meeting

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
December 2, 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.

New Business: New items requested for consideration.

1. Consideration and action on appointing a chairperson for a one year term.
2. Consideration and action on appointing a Vice-chairperson for a one year term.

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:

3. Approve minutes of the November 4, 2025 meeting.
4. Approve the request from board member(s) identified in the Staff report as an excused absence from the November 4, 2025 Regular City Council meetings.

Department Updates and Discussion:

5. Receive an update on Park Projects; Discussion of same.
6. Receive a presentation from Westwood regarding the design and cost estimate for an Outdoor Sports Complex; Discuss and provide direction to staff.

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
December 2, 2025**

Agenda Item

Consideration and action on appointing a chairperson for a one year term.

Staff Contact

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

Summary

The City of Aubrey Code of Ordinances Section 1.10.032 states 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.

Financial Summary

N/A

Staff Recommended Action

Staff Recommended Motion

I move to appoint _____ as the chairperson for a one year term ending on December 31, 2026.



**Parks and Recreation Board Meeting
Staff Report
December 2, 2025**

Agenda Item

Consideration and action on appointing a Vice-chairperson for a one year term.

Staff Contact

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

Summary

The City of Aubrey Code of Ordinances Section 1.10.032 states 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.

Financial Summary

N/A

Staff Recommended Action

Staff Recommended Motion

I move to appoint _____ as vice-chair for a one-year term ending December 31, 2026.

Parks and Recreation Board Meeting Minutes

Aubrey City Council Chambers
226 Countryside Dr.
Aubrey, TX 76227
November 4, 2025
6:00 PM



The meeting was called to order at 6:01 PM.

Present: Co-Chair Courtney Kelly, Jessica Milacek, Eric Probst, Mark Arbenowske, Amy Kramer, Randy Jones

Absent: Amanda Larsen, Erin Bansal, Deshanda Blair

Staff Present: City Secretary Jenny Hicks, Public Works Manager Kurt Karnowski

Courtney Kelly led the Pledge of Allegiance.

Community Announcements:

- Kurt Karnowski announced the first "Aubrey for Veterans" event on Saturday, November 8th, beginning at 10:00 AM at Veterans Memorial Park.

Citizen Input: None

Department Updates and Discussion:

1. Receive an update on Park Projects; Discussion of same.

Public Works Manager Kurt Karnowski provided the following information:

- **Veterans Memorial Park — Veterans Memorial Parks is 90% complete. The last remaining items are installing the sunshades around the stage, roofing the pavilion with metal roofing, and miscellaneous punch list items. The estimated completion date is at the end of November.**
- **Winn Ridge First Responders Park — The contractor is mobilizing this week. The dog park is scheduled to be finished early to mid-December, and the remainder of the park will be completed by mid-January.**
- **Highmeadow Park — benches have been delivered, and the park is 100% complete.**

2. Receive an update on the proposed Sports Complex; Discussion of same.

Public Works Manager Kurt Karnowski provided the following information:

- **The Sports complex is currently underway. Surveying and core drilling is taking place. We will have an opinion of cost and options to review in December.**

New Business: New items requested for consideration.

3. Consideration and action on approving the minutes of the July 1, 2025 meeting.

Parks and Recreation Board Mark Arbenowske made a motion to approve the minutes of the July 1, 2025 meeting. Parks Board Member Eric Probst seconded. Motion Passed (5:0). None opposed.

Future Agenda Requests:

Future requests included an update on concepts and pricing for the sports complex, and an update on Trivedi Park.

The meeting was adjourned at 6:10 PM.

PASSED and APPROVED by the Parks and Recreation Board of the City of Aubrey, Texas this ____ day of _____, 2025.

Chairperson

ATTEST:

Jenny Hicks, City Secretary



**Parks and Recreation Board Meeting
Staff Report
December 2, 2025**

Agenda Item

Receive an update on Park Projects; Discussion of same.

Staff Contact

Kurt Karnowski, Public Works Manager
kkarnowski@aubreytx.gov
940-440-9343

Summary

Veterans Memorial Park - We are down to the final punch list items. The roof of the pavilion has been re-roofed, and the sunshades have been installed. Once the final punch list items are addressed, we will work towards final acceptance.

Winn Ridge First Responders Park - Still on track to complete mid to late January.

Trivedi Park - The Engineers are still working on the street layout for McNatt Road. McNatt will need to be built before we can take any further steps with the park.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

Discussion only.



**Parks and Recreation Board Meeting
Staff Report
December 2, 2025**

Agenda Item

Receive a presentation from Westwood regarding the design and cost estimate for an Outdoor Sports Complex; Discuss and provide direction to staff.

Staff Contact

Kurt Karnowski, Public Works Manager
kkarnowski@aubreytx.gov
940-440-9343

Summary

Westwood has designed different concepts for the Outdoor Sports Complex. Receive a presentation of the Outdoor Sports Complex Designs, and the estimated cost of designs.

Financial Summary

Staff Recommended Action

Staff Recommended Motion

No motion, but please provide ideas and direction to staff.