



**PARKS & RECREATION BOARD OF DIRECTORS  
AUGUST 26, 2021, at 6:00 PM  
Meeting Minutes  
2801 Ranch Road 1869,  
Liberty Hill, Texas**

**CALL TO ORDER**

Mary Lyn Jones, Parks and Recreation Board Chair called the meeting to order at 6:00 PM at 2801 Ranch Road 1869 in Liberty Hill, Texas. Invocation was given, followed by the Pledge of Allegiance and Texas Pledge.

**PUBLIC COMMENTS**

No public comments

**PARK / EVENT PERMITS**

Mayor Branigan swore in Lisa Messana as the new board member for Parks and Recreation. Josh Jacobi was introduced as a possible candidate for the parks board. He would be observing this evening.

**Discuss and consider approval of Event Permit for Rip Roar'n Ride September 25, 2021.**

Mary Lyn Jones stated she was happy Council sponsored Rip Roar'n Ride. The event dates back to 1991. The Rip Roar'n Ride motto is "We serve". You can ride for seventy miles or twenty miles. Lions club provides snacks. People come from all over.

Motion to approve made by Jr. Hamilton, seconded by Lisa Messana. Motion passed with a vote of 4 ayes 0 nays and 0 abstentions.

**REGULAR AGENDA**

**Discuss and consider approval of minutes of June 17, 2021, Parks and Recreation Board meeting.**

No changes or corrections. Motion to approve made by Lisa Messana and seconded by Jr. Hamilton. Motion passed with a vote of 4 ayes 0 nays and 0 abstentions.

**Discuss and consider approval of minutes of July 15, 2021, Parks and Recreation Board meeting.**

No changes or corrections. Motion to approve by Jr. Hamilton and seconded by Lisa Messina. Motion passed with a vote of 4 ayes 0 nays and 0 abstentions.

**Discussion and consideration of bone diagram - Past, Present, Future state of the parks. Where we have been, where we are and where we are going.**

**Positive items**

TPWD Grant  
Parkland Fee in Lieu  
Tree Mitigation  
That's My Brick  
Aquatic Revenue  
Park & Rec Capital Projects

**Negative items**

Covid 19 Government Shutdown  
Delay in YBA for Larkspur Park  
SGRB Meeting Delayed – Board -  
Members changed  
Information on Budget  
Change in Personnel

**Current items**

Veterans Park  
Wetzel Park  
Trail at City Park  
Pavilion/Restroom  
Basketball Courts  
Playscape  
Picnic Tables  
Soccer Fields  
Football Field  
Camps

**Future items**

Swim Center – City Park  
Dog Park  
Skate Park  
Larkspur Park  
Youth camps  
Adult/Senior Exercise Equipment  
Solar Lights  
Landscaping  
Central Park  
Regional Trail system  
Shared Use Path (from downtown to 29)

**Steps to get to the Future**

Transfer of Larkspur Parkland  
Continued Development of Parks Master Plan  
Park Board Vision and Commitment to Projects  
Budget Workshops  
Continuous Improvement Plans  
Land Developers Donation to City Park for Use

**Discussion and consideration of accomplishments of the Parks and Recreation Board.**

Mary Lyn Jones read over the list of Project Updates giving synopsis of accomplishments over the last few years. Accomplishments listed were shade structures, trash cans, picnic tables, basketball courts, parking spaces, donations to various youth sports groups, budgeting, volunteers, and exercise programs to mention a few. Item 4.d has an attachment in the packet with information regarding project updates.

**Discussion and consideration of Chart of Priorities for the Parks and Recreation Board.**

Vision/Priorities were discussed and listed from greatest to least relevant.

Affinity Diagram / Hot Dot Activity: Discussion and brainstorming of ideas for future park projects.

Several poster boards were placed on the walls, and everyone was instructed to take post-it notes and write down what they would like to see added to the future goals of the park boards.

Topics included: Park Events/Activities, Parking lot, Veterans, Central, City, Wetzels, and Pocket parks.

**Discussion and consideration of Fiscal Year 2021-2022 budget of the Parks and Recreation Board.**

Lacie Hale, City Administrator gave a budget update. The Parks Board and our Council received two versions of a draft budget. First one is limited budget with no funding for events in the parks and no funding for youth sponsorships. The City went out for a bid for the swim center.

There is a job description for a full time Parks and Rec. employee position. The intent of this position would be to support the parks board, the logistics of the park's events implementations, additionally assist with the management of the pools, the management of all parks related events (private and city) and provide support for Katie Amsler for larger events. The proposed budget has 70% of the cost that would come out of the Parks Board Budget. This is just a proposal. There is some revenue that has to be projected to see what cost can be covered through that revenue.

Swim center revenue would be generated through memberships fees that have not yet been set for patrons to use the pool. It can be a revenue source to offset some of these costs for the position that is being proposed, the remaining 30% would come out of the general fund. The proposed salary would be at the top \$45,000 per year, with projected calculations including the cost of health benefits and things of that nature.

Lacie Hale continued stating \$48,000 has already been budgeted the remaining \$62,000 is projected for outside services for the pool operations. Lifeguards and a pool attendant will be outsourced as well. The City has a chemical certified pool operator on staff.

Janitorial, electric and water costs will increase, because of pool operations.

Parks special events cost has a proposed budget of \$18,000 and there are ideas for what these events might be, but no definite decision. Marketing was budgeted for special events and \$3,000 was a proposed start. Youth league sponsorships were funded from the parks budget previously; this is an opportunity to bring it back. The intent was \$5,000 for each youth league for a total of \$25,000. Lacie Hale stated that storage space has \$1,500 budgeted if there is any needed storage depending on the type of events that will be held in the parks. Regarding the employee position, the office supplies and office equipment will be an added cost. For building and parks maintenance and landscaping and grounds maintenance there is an increase there with the opportunity to plant additional trees in

our parks. There is a desire for the Parks Board to plant some trees around the trail on county road 200.

The swimming pool was funded through a tax note so there will be no impact to the parks budget. It is noted that this is a Capital Improvement Project through the Parks Board. This is what is being proposed and is in line with the direction that the parks board wants to take this upcoming year.

Councilman Chris Pezold stated that Developers are flush with money right now and they need the tax write off. If we put our minds and our intentions to it, and we really campaign, we can get some serious contributions. I want to find the missing appropriated funds that were taken from parks. Developers came and put money and donations and that money wasn't put where it should have been.

Councilman Angela Jones asked what was the best way to start communicating with developers?

Chris Pezold suggested getting with Council and EDC to get with Developers and suggested that everyone needed to have a unified idea.

Angela Jones suggested adding a line item in the budget and that money only sits there for a sports complex.

Mayor Branigan stated there should be a sports complex with 5 fields and have developers come and put their logo on a field.

Katie Amsler inquired as to how much acreage was needed for a Sports Complex.

Mary Lyn Jones stated that if we could use 5 fields right behind the administration building, the City could start having tournaments and get that revenue coming in. It was suggested in 1 or 2 years to get that built then go out for sports complex.

Lacie Hale stated that there are two more development agreements to review and the timing of it.

Chris Pezold stated that the revenue (in lieu of fees) is going to be coming from residential not commercial. The City needs to go to commercial; the developers are going to need advertisement. The home builders already contribute. Chris Pezold asked how many acres were needed for five fields.

Mary Lyn stated that it was 35 to 50 acres for 5 fields plus parking. 35 for the fields and the other for parking.

Chris Pezold asked if the City could double use the land at schools? It would require less acreage if we partnered up with the schools and we could use their parking lots.

Jr. Hamilton asked, can residential developers in the ETJ do in lieu of park land?

Chris Pezold stated that we are putting infrastructure in, and we are getting flushing and water fees, but they need to be contributing to our park system as well.

Jr. Hamilton stated that the city is only 10% of the growth, the area is growing so fast, we are missing opportunities in land purchases and donations.

Katie Amsler asked if we could put parks outside of the city limits? If there is opportunity to partner with WILCO?

Chris Pezold stated we are doing land trades with Williamson County.

Lisa Messana asked if we can annex land that is not in the city? Can we make the park part of the city?

Chris Pezold stated, yes if it is contiguous or if it is donated.

Lacie Hale stated that development agreements and MUD policies are where we can capture some of this. The challenge is can the city own land in the MUD, but it cannot be in the city limits. If it is in the city limits, we must assume the debt of the MUD and for some of the big developments in the ETJ we are not ready for that.

Ms. Hale stated that on some of the agreements we took on the infrastructure, so there could be something similar for park land, to where we can manage it even though it is not in our ETJ.

Chris Pezold stated that development agreements are an opportunity to expand with the right tools.

Jennifer Ivicic asked if the multipurpose complex would be for youth or adult?

Chris Pezold stated he sees it for youth.

Angela Jones stated she sees youth and adult if it is feasible.

Josh Jacobi stated that the youth soccer group was looking for land and did not expect the city to get it for them.

Angela Jones – We are looking at going bare minimum on the budget until we can figure out where we are as a city. The development fees that you use to receive, I am for you receiving those for park improvements and not for us paying off our debt with them or whatever else we have been doing.

Chris Pezold and Mary Lyn agreed that EDC should join in because it is economic development.

**Discussion and consideration of bylaws and possible updating.**

Motion to table was made by Lisa Messana and was seconded by Jr. Hamilton. Motion passed 4 ayes 0 nays and 0 abstentions.

**Discussion and consideration of Master Parks Plan prepared in 2017 and possible updating.**

Mary Lyn discussed updating the Master Parks Plan by 2022. To partner with Williamson County, MUDS, and EDC for future needs. In 2017 there was community input with surveys and town halls to come up with a plan that would have phases. It would go from the year 2017 to 2027. The Master Parks Plan needs to be reevaluated in 5 years and next year in 2022 is five years. We want to partner with Williamson County, EDC, Chamber of Commerce, and the MUD's. In 2017 we had 68.5 acres overall of park land and a response of 93% in favor of a pool for Liberty Hill. Recommendations according to number of residents included in the plan. Phase 1 accomplishments were improvements to City Park. Phase 2 add a swimming pool and pool house, drainage and a City Park entrance sign. Improvements to Wetzel Park. Upgrades to Veterans Park. Expand Stubblefield to make a dog park. That may not be possible per TCEQ regulations, due to a water well location. Central Park was intended to be a natural park with no play equipment. City should strive to acquire 43 acres by 2022. City should update the parks plan by 2022 and add an adopt a park program.

**Discuss and consider creation of pocket park across from Foundation Park.**

Motion was made to table this item by Jennifer Ivicic motioned and it was seconded by Lisa Messana. Motion passed 4 ayes to 0 nays and 0 abstentions.

**Discuss and consider recommendation to City Council of filling a vacancy on the Board.**

A motion was made to table this item by Jr. Hamilton and was seconded by Lisa Messana. Motion was passed by a vote of 4 ayes 0 nays and 0 abstentions.

**Discussion and possible recommendation to Council to approve job description for a full- time Parks and Recreation employee.**

Lacie Hale stated that the park position would not be a director position. The position would require working weekends and holidays as needed.

**5) NEXT MEETING**

September 16, 2021

**6) ADJOURNMENT**

A motion was made to adjourn by Jennifer Ivicic and was seconded by Jr. Hamilton. Meeting adjourned at 8:07 pm

PASSED AND APPROVED ON THE 18<sup>th</sup> of November 2021 by vote of 4 ayes, 0 nays, and 0 abstentions by the Parks and Recreation Board.



Rebecca Harness  
Interim City Secretary