



**CITY OF NEW BRAUNFELS, TEXAS
 PARKS AND RECREATION ADVISORY BOARD
 MEETING
 CITY HALL - COUNCIL CHAMBERS
 550 LANDA STREET**



TUESDAY, JANUARY 14, 2025 at 6:00 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A) Discuss and consider approval of the December 10, [25-76](#)
 2024 Minutes of the Parks and Recreation Advisory Board.
4. **RECOGNITIONS/ANNOUNCEMENTS**
 - A) January Recognitions and Announcements [25-77](#)
5. **CITIZENS' COMMUNICATIONS**

This time is for citizens to address the Park and Recreation Advisory Board on issues and items of concerns not on this agenda. There will be no Board action at this time.
6. **PRESENTATIONS**
 - A) Parks and Recreation Master Plan Update [25-78](#)
 - B) Bylaws Update [25-79](#)
7. **DISCUSSION AND ACTION**
 - A) Discussion and Election of Chair and Vice Chair [25-80](#)
8. **AGENDA ITEMS FOR NEXT MEETING**
9. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



**Parks and Recreation Advisory Board Agenda Item
Report**

550 Landa Street
New Braunfels, TX

1/14/2025

Agenda Item No. A)

PRESENTER:

Chad Donegan, Director

SUBJECT:

Discuss and consider approval of the December 10, 2024 Minutes of the Parks and Recreation Advisory Board.

DISCUSSION:

N/A

RECOMMENDATION:

N/A

**FINAL - MINUTES
OF THE NEW BRAUNFELS PARKS AND RECREATION ADVISORY BOARD
REGULAR MEETING OF TUESDAY, DECEMBER 10, 2024**

AGENDA

1. CALL TO ORDER

Jason Vreeland called the meeting to order at 6:00pm.

2. ROLL CALL

The following members were present: Jason Vreeland, Katie Rae Preston, Joyce Compton, Courtney Lyons-Garcia, Destin Singleton, Eric Reed, and Laurie Wehring.

3. APPROVAL OF MINUTES

A) Discuss and consider approval of the October 8, 2024 Minutes of the Parks and Recreation Advisory Board and River Activities Committee joint meeting and Parks and Recreation Advisory Board regular meeting.

Jason Vreeland introduced the item. Joyce Compton made a motion to approve the minutes. Katie Rae Preston seconded the motion which passed unanimously.

4. RECOGNITIONS/ANNOUNCEMENTS

A) December Recognitions and Announcements

Jason Vreeland introduced the item. Chad Donegan spoke about the recognition the department received as the 2024 NRPA Gold Medal Award recipient. The department was recognized at the December 9 City Council Meeting.

The Landa Park Golf Course back deck renovation project has been completed.

Upcoming events:

Thursday, December 12th Parks and Recreation Master Plan Open House 5:30pm

5. CITIZENS' COMMUNICATIONS

This time is for citizens to address the Park and Recreation Advisory Board on issues and items of concerns not on this agenda. There will be no Board action at this time.

No citizens spoke at this time.

6. PRESENTATIONS

C) Welcome and Introduction of New Board Members

Jason Vreeland introduced the item. Chad Donegan introduced the three new Board members, Destin Singleton, Eric Reed, and Laurie Wehring.

A) Capital Projects Update

Jason Vreeland introduced the item. Scott McClelland, TCI Assistant Director, and other Project Managers spoke on the roughly 13 park projects that are in design and construction.

Golf Course back deck, Last Tubers Exit, Landa Lake Dam and Spillway, East Alligator Creek Trail, West Alligator Creek Trail, Dry Comal Segments 1, 2, 3, Zipp Family Sports Park, Field of Graves, Northwest Park, LPAC, Mission Hill Park, and the Das Rec Expansion.

B) Park Development Update

Jason Vreeland introduced the item. Jeff Bransford, Park Development Manager, spoke on the Parks System Master Plan.

7. DISCUSSION AND ACTION

A) Rescindment of ADA Transition Plan for the City of New Braunfels Parks and Recreation Department

Jason Vreeland introduced the item. Chad Donegan spoke on why the department is requesting to rescind the previously approved ADA Transition Plan for the Parks and Recreation Department.

Joyce Compton made a motion to rescind the plan. Courtney Lyons-Garica seconded the motion which passed unanimously.

B) Approval of the appointment of Dana Watson, Jillian Bliss, and Kyle Coker for the three (3) city resident positions for the Cemetery Committee with terms ending 11-30-2027.

Jason Vreeland introduced the item. Chad Donegan spoke on the appointment of Dana Watson, Jillian Bliss, and Kyle Coker to the Cemetery Committee for terms ending 11.30.2027.

Joyce Compton made a motion to approve the appointment of the three individuals to the Cemetery Committee. Destin Singleton seconded the motion which passed unanimously.

8. **AGENDA ITEMS FOR NEXT MEETING**

Jason Vreeland introduced the item. The Board suggested the following as items for the January meeting:

- Election of officers
- Update to bylaws (notification)
- Spring programs
- Master Plan findings

9. **ADJOURNMENT**

Meeting adjourned at 7:27pm.

By: _____
CHAIR

Attest:

BOARD LIASON

1/14/2025

Agenda Item No. A)

PRESENTER:

Chad Donegan, Director

SUBJECT:

January Recognitions and Announcements

DISCUSSION:

Recognition of former Board Chair, Joe Turner.

The application for CAPRA Reaccreditation has been submitted. The CAPRA Review Team site visit will take place June 9-13, 2025, and the results will be announced at the 2025 NRPA Conference in September.

Park Development Updates

- Alligator Creek West
- Last Tubers Exit
- Landa Park Aquatic Complex
- Mission Hill Park

Upcoming Events:

- Daddy Daughter Dance Feb 21 & 22
 - Share, get tickets, or volunteer! Email Shari, ssilvio@newbraunfels.gov
<<mailto:ssilvio@newbraunfels.gov>> to volunteer for a dance
- Park Foundation 4th Annual Golf Tournament - April 4th

RECOMMENDATION:

N/A

Parks and Recreation Advisory Board Agenda Item Report

1/14/2025

Agenda Item No. A)

PRESENTER:

Jeff Bransford, Park Development Manager

SUBJECT:

Parks and Recreation Master Plan Update

DISCUSSION:

Master Plan consultants, BerryDunn, will present findings from public engagement efforts on the Parks and Recreation System Wide Master Plan.

RECOMMENDATION:

N/A

1/14/2025

Agenda Item No. B)

PRESENTER:

Chad Donegan, Director

SUBJECT:

Bylaws Update

DISCUSSION:

Parks and Recreation Advisory Board bylaw amendments discussed will be brought to the Board for action during the following Board meeting and then submitted to City Council for final approval and ordinance amendment.

Amendments:

Article II: Meetings

Section 1. Regular Meetings

The regular meeting shall be held on the ~~first~~ **second** Tuesday of each month at the hour of 6:00 p.m. at a place designated in the Advisory Board meeting agenda.

Article III: Office

Section 1. Appointment of Officers

Each ~~November~~ **December**, the Advisory Board shall elect from its members a Chair and Vice Chair to serve for a one (1) year term.

Any others as needed.

RECOMMENDATION:

Staff recommends the Board discuss the outlined amendments to the bylaws and any additional amendments to be brought for action during the next meeting.



PARKS AND RECREATION DEPARTMENT

Bylaws of the Parks and Recreation Advisory Board of the City of New Braunfels

The Advisory Board shall be governed by Article III, Section 2-56 - 58, and Chapter 86-36 through 86-42 Code of Ordinances, New Braunfels, Texas.

ARTICLE 1: RULES OF THE ADVISORY BOARD

Section 1. Purpose

The parks and recreation advisory board shall act in an advisory capacity to the city council and the Director of Parks and Recreation in all matters pertaining to parks and recreation; and shall cooperate with other governmental agencies and others in the advancement of sound park and recreation planning and programming.

Section 2. Membership

The Parks and Recreation Advisory Board shall be composed of seven (7) members. All members shall be resident citizens of the city, shall serve without compensation, and shall be appointed by a majority of the city council,

2a Terms of Members

The terms of office for the advisory Board shall commence when appointed by City Council and shall be for three (3) years in length.

2b Vacancy in Membership Due to Absenteeism

Any Advisory Board member shall forfeit that membership if absent for more than three (3) consecutive meetings without formal consent from the board. If a member's place on the Advisory board shall be deemed to be vacated, the City Council shall be advised to declare the position vacant and appoint a new member to fill the vacancy.

2c Filling of Vacancies

All vacancies in the Parks and Recreation Advisory Board occurring prior to the expiration of a member's term shall be filled in the same manner as initial appointments, by a majority vote of the city council.

Section 3. Officers, Rules and Regulations

The parks and recreation advisory board shall select from its members a chairman, and a vice-chairman, and such board shall adopt, subject to the approval of the city council, such rules and regulations governing its proceedings as it may deem proper. Such rules and regulations shall not be inconsistent with the ordinances of the city. Such officers shall hold office for terms of one (1) year or until their successors are elected.

Section 4. Limitations

The Advisory Board shall not be authorized to incur on the behalf of the City of New Braunfels any expense incidents to the operation of the Parks and Recreation Department, unless expressly authorized to do so by the City Council. The Advisory Board shall not knowingly conduct business assigned by ordinance to any governing or advisory body of the City of New Braunfels.

ARTICLE II: MEETINGS

Section 1. Regular Meetings

The regular meeting shall be held on the first Tuesday of each month at the hour of 6:00 p.m. at a place designated in the Advisory Board meeting agenda.

Section 2. Notice of Meetings

A notice of all regular Advisory Board meetings shall be delivered to board members at least seventy-two (72) hours before each meeting. Notice of all meetings shall be posted at the New Braunfels Municipal Building according to all state and municipal laws.

Section 3. Special Meetings

A special meeting may be called any time by the Chair or by three (3) members of the Advisory Board.

Section 4. Place of Meeting

The place of the Advisory Board meeting shall be stated in the agenda.

Section 5. Quorum

Four (4) members of the Advisory Board constitute a quorum.

Section 6. Rules of Order

General parliamentary rules (as given in Robert's Rules of Order) as modified by the rules and regulation of the Advisory Board shall be observed in conducted meetings of the Advisory Board.

Section 7. Order of Business

The following items shall be the order of business of the Advisory Board, but rules of order may be suspended and any matter considered or postponed by the action of the Advisory Board.

1. Call to Order
2. Roll Call
3. Recognition and Presentations
4. Communication from Citizens
5. Approval of Minutes Items for Discussion and/or Action
6. Adjournment

ARTICLE III: OFFICE

Section 1. Appointment of Officers

Each November, the Advisory Board shall elect from its members a Chair and Vice Chair to serve for a one (1) year term.

Section 2. Duties of the Chair of the Advisory Board

The Chair shall preside at the meetings of the Advisory Board, shall consult with the Parks and Recreation Department Director regarding agenda topics, and follow-up with advisory board members that have two consecutive absences.

Section 3. Duties of the Vice-Chair

The Vice-Chair, in the absence of the Chair, shall do all duties of the Advisory Board Chair. Lacking both officers, the Advisory Board shall elect a Chair Pro Tem who shall perform the duties of Chair.

Section 4. Duties of the Parks and Recreation Department Director

The Parks and Recreation Director or his/her designee shall serve in an advisory capacity to the board. The Director will appoint a person to record the proceedings and prepare the minutes of all meetings.

ARTICLE IV: COMMITTEES OF THE ADVISORY BOARD

Section 1. Appointment of Special and/or Standing Committees

Special and/or Standing Committees composed of Advisory Board members and/or other persons shall be appointed by a majority vote of the Board, Committees will consideration and study of ~~any~~ matters not covered by the Advisory Board during regular or special meetings. The special committee shall report its findings to the Advisory Board.

ARTICLE V: AMENDMENTS

Section 1. Amendments

The bylaws of the Advisory Board may be amended at any regular meeting of the Advisory Board by a majority vote of the members present, provided previous notice of the nature of any proposed amendment shall have been given at least one regular meeting before the action thereon shall be taken. Any by-law amendments must be approved and adopted by the City Council before taking effect. The bylaws shall also be automatically amended by any future ordinances passed by the City Council.

1/14/2025

Agenda Item No. A)

PRESENTER:

Chad Donegan, Director

SUBJECT:

Discussion and Election of Chair and Vice Chair

DISCUSSION:

Election of Officers

During the first meeting of 2025, the Advisory Board shall elect from its members a Chair and Vice-Chair to serve for a one (1) year term.

Section 2. Duties of the Chair of the Advisory Board

The Chair shall preside at the meetings of the Advisory Board, shall consult with the Parks and Recreation Department Director regarding agenda topics, and follow-up with advisory board members that have two consecutive absences.

Section 3. Duties of the Vice-Chair

The Vice-Chair, in the absence of the Chair, shall do all duties of the Advisory Board Chair. Lacking both officers, the Advisory Board shall elect a Chair Pro Tem who shall perform the duties of Chair.

RECOMMENDATION:

The Board should select and vote on members to hold the positions of Chair and Vice-Chair to serve for a one (1) year term.