

**MEETING AGENDA**  
**Schertz Parks and Recreation Advisory Board**  
**REGULAR SESSION**  
**January 23, 2023**

**BOB ANDREWS CONFERENCE ROOM**  
**1400 SCHERTZ PKWY BLDG 1**  
**SCHERTZ, TX 78154**

**CITY OF SCHERTZ CORE VALUES**  
**Do the right thing**  
**Do the best you can**  
**Treat others the way you want to be treated**  
**Work cooperatively as a team**

**AGENDA**  
**Monday, JANUARY 23, 2023 at 5:30 p.m.**

## **Call to Order:**

## **Hearing of Residents**

*This time is set aside for any person who wishes to address the Parks Advisory Board. Each person should fill out the speaker's register prior to the meeting. Presentations should be limited to no more than five (5) minutes. Discussion by the Board of any item not on the agenda shall be limited to statements of specific factual information given in response to any inquiry, a recitation of existing policy in response to an inquiry, and/or a proposal to place the item on a future agenda. The presiding officer, during the Hearing of Residents portion of the agenda, will call on those persons who have signed up to speak in the order they have registered.*

## **Discussion and Action Items**

- 1. Minutes** - Consideration and/or action regarding the approval of the minutes of the September 26, 2022, Parks Advisory Board Meeting.
- 2. By-Laws:** Discussion and/or action on updating the Parks and Recreation Advisory Board By-Laws to coincide with approved City Council term dates. (J. McDow)
- 3. Dry Comal Creek Trail Letter of Support** - Discussion and/or action on a letter of support for a TPWD Trails Grant application for the Dry Comal Creek Trail and purchase of park property. (J. Montney)
- 4. FY22-23 Projects & Priorities** - Discussion and/or action on Updates for FY22-23 Projects & Priorities. (C. Paddock, J. Montney)

## **Requests and Announcements**

- 5. Requests by Advisory Board Chairman and Board members for item (s) to be placed on future agendas.**

6. Announcements By Advisory Board Chairman and Board members

- City and community events to be attended
- Announcements by City staff:
  - Introduction of Recreation Coordinator, Sydney Paredes
  - Mother/Son Dance – February 4th
  - Daddy/Daughter – February 4th
  - Nature Discovery Series – February 11th & March 11th
  - Kick Cancer – March 4th
  - Easter Egg-Stravaganza Water Egg Hunt – March 23rd
- New department initiatives
- Board Discussion Calendar

January	Regular Business
March	Public Facility License Agreements Financial Statement Review
May	Pre-Budget Discussions/Project Feedback
July	Parks & Recreation Month
September	Regular Business
November	Approved FY Budget Review/Project Review

**Adjournment**

**CERTIFICATION**

I, LEXIS MICHAEL, PARKS AND RECREATION ADVISORY BOARD SECRETARY OF THE CITY OF SCHERTZ, TEXAS, DO HEREBY CERTIFY THAT THE ABOVE AGENDA WAS PREPARED AND POSTED ON THE OFFICIAL BULLETIN BOARDS ON THIS THE 20th DAY OF JANUARY 2022 AT 4:00 P.M., WHICH IS A PLACE READILY ACCESSIBLE TO THE PUBLIC AT ALL TIMES AND THAT SAID NOTICE WAS POSTED IN ACCORDANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE.

Lexis Michael  
Schertz Parks & Recreation  
Advisory Board Secretary

**I CERTIFY THAT THE ATTACHED NOTICE AND AGENDA OF ITEMS TO BE CONSIDERED BY THE BOARD WAS REMOVED BY ME FROM THE OFFICIAL BULLETIN BOARD ON \_\_\_\_ DAY OF \_\_\_\_\_, 2022. TITLE: \_\_\_\_\_**

*This facility is accessible in accordance with the Americans with Disabilities Act. Handicapped parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 210-619-1030.*

---

### **Attachments**

Parks Board Minutes 9.26.2022

Parks Board Minutes PowerPoint 9.26.2022

---

## **SCHERTZ PARKS AND RECREATION ADVISORY BOARD MEETING**

**DATE & TIME:** Monday, September 26, 2022; 5:30 PM

**LOCATION:** 1400 Schertz Parkway, Schertz TX – Schertz Civic Center Bluebonnet Hall

**Board Members Present:** Johnie McDow, Chairman; William Bosch, Vice Chairman; Reginna Agee; Sally Macias; Carol Yauger; Shawn Moore; James “Brad” Snow

**Staff Present:** Lauren Shrum, Director of Parks, Recreation and Community Services; Brian James, Assistant City Manager; Lexis Michael, Parks Board Liaison; Cassandra Paddock, Recreation Manager

**Others Present:**

**Call to order:** Meeting was called to order by Mr. McDow at 5:31 PM.

**Hearing of residents:** None

**Regular Agenda:**

**Agenda Item No. 1. Minutes:** Consideration and/or action regarding the approval of the minutes from July 25, 2022, meeting.

Motion to approve the July 25, 2022, minutes as recorded (as amended) of the Schertz Parks and Recreation Advisory Board regular meeting:

Motion: Carol Yauger

Second: Sally Macias

Ayes: 7

Nays: 0

Abstains: 0

Approved: Yes

**Agenda Item No 2. Election of Board Chair and Vice-Chair:**

Mr. McDow was elected to continue Chair and William Bosch was elected to continue as Vice-Chair.

Motion: Reginna Agee

Second: Shawn Moore

Ayes: 7

Nays: 0

Abstains: 0

Approved: Yes

**Agenda Item No 3. Discussion of FY22-23 Parks Budget & Project Priorities:**

Mrs. Shrum spoke on the approved FY22-23 Parks Budget and how it will affect the coming year. There was a study done city wide showing a deficit of 44 positions. City Council decided to tackle the issue and approved about 30 positions, three of those positions were Park Maintenance Technicians. These three positions will have a big impact in maintaining the parks to the expected standards, as well as help with

the additional parks coming up. Another approved position was the Recreation Coordinator, this position will allow for more adult leagues and special events. These positions were influenced by the Customer Satisfaction Surveys showing a desire for more trails and leagues in the city.

Mrs. Shrum announced there is an addition of \$50,000 to mowing contracts, which is needed to cover the new parks added. There was \$250,000 approved for trail development, advocated for by the Parks Board. The city council also approved wage adjustments for all city staff.

Mrs. Shrum talked on the priority projects for the Parks, Recreation, and Community Services department. Ashley Park is finished and almost ready to be posted for rentals. The upcoming splash pad is pending, and construction is scheduled to start September 27<sup>th</sup>, 2022. In addition to the new splash pad, the city plans on updating the park amenities as well. Thulemeyer Park is pending an engineered site plan due to unexpected complications, the plan expected sometime in the week of October 3<sup>rd</sup>, 2022. This project will be done in phases. The Soccer complex went out to bid, but the quote was almost double what was budgeted. The city decided to act as the general contractor and sub everything out instead. The Christmas tree has been delivered for this year. The previous tree had a failure on the bottom ring. The city had budgeted for the new tree at \$50,000 but was able to purchase it at \$32,000. The Cibolo Valley Drive Water taps will hopefully be completed this week (September 26<sup>th</sup>, 2022).

One priority coming up is Pickrell Park. There will be more Barbeque Pits and picnic tables added in Pickrell Park and this is already funded. The city is hoping to renovate in the 24-25 Fiscal Year but it is currently unfunded. The park has been flooded multiple times, so Mrs. Shrum wants to update the bathrooms, the pool, and the Large Pavilion, this includes all of the electrical. Most of the infrastructure in Pickrell Park was done in the 70s and is due for updating. Funding was discussed and some options were CBDG funds and TPWD funds.

Mrs. Shrum discussed the need for a master plan for Crescent Bend Nature Park. With the influx of people in the area, there is a need for more amenities. Mrs. Shrum offered an outdoor pavilion, more parking, restrooms, and trails, to be added to the area. The outdoor pavilion would be used for education purposes and allow for more programs to be held coinciding with the new recreation coordinator.

The Homestead Park construction will begin soon, the developer has applied for permits to start developing that side. The slide at Cypress Point was claimed on insurance and the process has been started to get it fixed and back out there. The city is still working on identifying funds for the parks and trails waiting to get developed.

The Board discussed ways to get funding for projects with Mrs. Shrum. One option discussed was HOT Funds, Hotel Occupancy Tax Funds. The holiday lighting is a council driven project where HOT funds were an option for funding. This project would include a trails of lights and be managed by the Parks, Recreation, and Community Services department because it would most likely be in Pickrell Park.

Mrs. Shrum also noted the Skate Park will be getting one light installed to enable evening use during the winter.

Mrs. Shrum discussed her goals for the next 10 years. One major project was the Skate Park & Community Circle Park, the goal is to eventually develop that park as originally discussed for 26-27FY. Attached is the PowerPoint of the 10-year plan.

Mr. Bosch asked about new development and if there are any new lands being talked about. Mrs. Shrum stated all of the new development is already accounted for in the 10-year plan. There is expected to be \$562,500.00 in the Parkland Dedication fund by 2025 for these projects.

**Agenda Item No 4. Schertz Trails Update:**

Mrs. Shrum discussed the updates on The Great Northern Trail from last meeting. There was a property being looked at, the Board members decided to continue looking at it even with the restrictions on the property. Mrs. Shrum talked to council about the property and getting approval and funding, they gave conditional approval for the project. Council stated Mrs. Shrum would need to get official approval for the project once the property was ready to be bought and the funding was available. The Great Springs offered to buy the land at \$375,000 and then sell it to the city. There was an appraisal done on the land and I came back at \$390,000, to which The Great Springs said they would still sell it to the city at \$375,000. There was a public meeting held for the community near the property, to answer any of their questions and listen to their concerns. Most of the homeowners were concerned about the crime and homelessness rate increasing in the area but there is no expectations of it increasing with the addition of this area. The City is working on getting the deed restrictions amended to allow for a park.

Along The Great Northern Trail there is a connection going through an HOA private park, they were concerned people were going to use the park. Mrs. Shrum is going to go to their annual meeting in February to help answer any of their questions before their vote.

The development of West Dietz Creek Trail was addressed by Mrs. Shrum. The initial phase of this trail will go from Wiederstein to Savannah, and the city is currently working with a developer on the land getting donated. There is a potential for Dietz Creek Trail to connect to The Great Northern Trail.

**Requests from Advisory Board for Future Agenda:**

Mr. McDow requested to formally change the official term dates in the By-Laws Article 3. He wishes to change the dates from May 31<sup>st</sup> to September.

**Announcements by Advisory Board Chairman and Members:**

None.

**Announcements by City Staff:**

Upcoming City events –

- Introduction of new Administrative Assistant, Lexis Michael
- Dunkin' for Pumpkins – October 8<sup>th</sup>
- Hal Baldwin Golf Tournament – November 18<sup>th</sup>
- Next Meeting – November 21<sup>st</sup>

**Adjournment:** Motion was made to adjourn the meeting at 6:46 PM.

Motion: William Bosch

Second: Sally Macias

Ayes: 7

Nays: 0

Abstains: 0

Approved: Motion approved

---

Chari/Vice-Chair, Parks and Recreation Advisory Board

---

Recording Secretary, City of Schertz

# Parks & Recreation Advisory Board Meeting

September 26, 2022



# Chair & Chair Elect Nominations

# FY 22-23 Parks & Recreation Budget

- 3 – Park Maintenance Technicians w/vehicles
- 1 – Recreation Coordinator
- \$50,000 in additional contract mowing
- \$250,000 in Trail Development funding
- Wage adjustments & ECI for staff

# Priority Projects

FY 21-22 Parks CIP Program		Fund	FY 21-22 Trail Development		Fund
Ashley Park Renovation Phase III	\$ 111,000	General			
Wendy Swan Memorial Park Splashpad	\$ 297,000	Reserve Loan	GNT - FM 1103 Segment	\$ 40,000	Bond (GB6)
Thulemeyer Park Phase I	\$ 100,000	General	GNT - Riata Segment	\$ 60,000	Bond (GB6)
Schertz Soccer Complex Irrigation Well Storage	\$ 138,000	Bond	GNT - Sippel Elementary Segment	\$ 30,000	Bond (GB6)
Wendy Swan Memorial Park Restroom Repairs	\$ 29,000	Insurance	GNT - Belmont Park Segment	\$ 30,000	Bond (GB6)
Heritage Oaks Park Basketball/Pickleball Court		Developer			
Heritage Oaks Park Pedestrian Bridge		Pulte Homes			
Christmas Tree	\$ 32,000	General			
Cibolo Valley Dr Medians Landscaping & Irrigation	\$ 88,200	General			
CVD Medians Water Service, Meter, Impact Fees	\$ 30,000	Contingency			
Skate Park Light	\$ 15,000	General			
<b>TOTAL</b>	<b>\$ 840,200</b>		<b>TOTAL</b>	<b>\$ 160,000</b>	
FY 22-23 Parks CIP Program		Fund	FY 22-23 Trail Development		Fund
Thulemeyer Park Renovation Phase II	\$ 100,000	General	Comal Settlement Park (Trailhead)	\$ 188,000	Reserve Loan
Wendy Swan Memorial Park Basketball Court	\$ 15,000	General	Comal Settlement Park (Trailhead)	\$ 150,000	General (404)
Wendy Swan Memorial Park Swing Set	\$ 13,000	General	Comal Settlement Park (Trailhead)	\$ 37,000	Park Fund
Wendy Swan Memorial Park Site Amenities	\$ 3,000				
Pickrell Park Site Amenities	\$ 23,000	General			
Crescent Bend Nature Park Master Plan	\$ 35,000	General			
Great Northern Trail Site Amenities	\$ 15,000	General			
Homestead/Hilltop Park Site Amenities	\$ 15,000	General			
Safety Surfacing	\$ 16,000	General			
Holiday Lighting	\$ 250,000	HOT			
<b>TOTAL</b>	<b>\$ 485,000</b>		<b>TOTAL</b>	<b>\$ 375,000</b>	

# Priority Projects

UNFUNDED			UNFUNDED		
FY 23-24 Parks CIP Program		Fund	FY 23-24 Trail Development		Fund
Hilltop/Homestead Park Development (Hilltop)	\$ 1,500,000	Grant/Parkland	Dry Comal Creek Trail	\$ 300,000	TPWD Grant
Parklands Park Development (Trees & Irrigation)	\$ 100,000	Tree Mitigation			
Thulemeyer Park Renovation Phase III	\$ 100,000	General			
Maintenance Projects TBD	\$ 135,000	General			
Holiday Lighting	\$ 250,000	HOT			
<b>TOTAL</b>	<b>\$ 2,085,000</b>		<b>TOTAL</b>	<b>\$ 250,000</b>	
FY 24-25 Parks CIP Program			FY 24-25 Trail Development		
Hallie's Cove Park Development	\$ 235,000	General	Dietz Creek Trail Segment 1	\$ 250,000	
<b>TOTAL</b>	<b>\$ 235,000</b>		<b>TOTAL</b>	<b>\$ 250,000</b>	
FY 25-26 Parks CIP Program			FY 25-26 Trail Development		
Pickrell Park Renovation	\$ 1,000,000	CDBG	Dietz Creek Trail Segment 2	\$ 250,000	
Pickrell Pool Renovation	\$ 1,000,000	TPWD Grant			
<b>TOTAL</b>	<b>\$ 2,000,000</b>		<b>TOTAL</b>	<b>\$ 250,000</b>	
FY 26-27 Parks CIP Program			FY 26-27 Trail Development		
Skate Park Phases II & III	\$ 1,000,000		Great Northern Trail Segment	\$ 250,000	
Community Circle Park Development	\$ 2,000,000				
<b>TOTAL</b>	<b>\$ 3,000,000</b>		<b>TOTAL</b>	<b>\$ 250,000</b>	

# Priority Projects

FY 27-28 Parks CIP Program			FY 27-28 Trail Development		
Graytown Valley Park Development Phase II	\$	500,000	General	Great Northern Trail Segment	\$ 250,000
Park at Woodland Oaks Renovation	\$	235,000			
<b>TOTAL</b>	\$	735,000		<b>TOTAL</b>	\$ 250,000
FY 28-29 Parks CIP Program			FY 28-29 Trail Development		
Schertz Soccer Complex Field Lighting	\$	1,000,000		Great Northern Trail Segment	\$ 250,000
<b>TOTAL</b>	\$	1,000,000		<b>TOTAL</b>	\$ 250,000
FY 29-30 Parks CIP Program			FY 29-30 Trail Development		
Crescent Bend Nature Park Phase II	\$	1,000,000		Great Northern Trail Segment	\$ 250,000
<b>TOTAL</b>	\$	1,000,000		<b>TOTAL</b>	\$ 250,000
FY 30-31 Parks CIP Program			FY 30-31 Trail Development		
Live Oak Hills Park Development	\$	2,000,000		Woman Hollering Creek Trail	\$ 250,000
<b>TOTAL</b>	\$	2,000,000		<b>TOTAL</b>	\$ 250,000
FY 31-32 Parks CIP Program			FY 31-32 Trail Development		
Community Playscape Renovation	\$	1,000,000		Woman Hollering Creek Trail	\$ 250,000
<b>TOTAL</b>	\$	1,000,000		<b>TOTAL</b>	\$ 250,000
<b>10 YEAR TOTAL</b>	\$	15,379,200		<b>10 YEAR TOTAL</b>	\$ 2,785,000

# FY 22-23 Tree Mitigation Budget

- Wendy Swan Memorial Park
  - Tree Trimming \$14,000
  - Tree Planting w/drip irrigation
- Ashley Park
  - Tree Planting w/drip irrigation
- Cypress Point Park
  - Tree Planting w/drip irrigation - \$28,000
- City-wide tree trimming as needed
- TOTAL - \$75,000

# Trails Update

- Dry Comal Creek Trail
  - Council workshop July 26
  - Council resolution 22-R-78 August 23
  - Property appraisal came back at \$390,000
  - Hosted a public meeting on Sept. 7 for homeowners on Bunker Street
  - Main Concerns
    - Park maintenance, gate, restroom, parking, traffic, homelessness, kids doing bad things, flooding
    - Residents in the area frustrated with not knowing who to call for issues (city, county, etc.)
  - Deed Restrictions
    - Great Springs Project is working on conversations with residents
    - 14 property owners

# Trails Update

- Great Northern Trail
  - Met with HOA Board of Belmont Park
    - Main concerns were increased use of their private facilities and who bears that cost
    - Other concerns were crime, homelessness
    - Several members spoke positively of the trail and were excited about the opportunity; cited the success of San Antonio's trails
  - Plan to go to annual meeting in February
  - Need to follow up with Riata HOA
  - Need to follow up with SCUCISD



# Trails Update

- Dietz Creek Trail
  - Still working with developer on 2<sup>nd</sup> portion of Dietz Creek Trail
  - Will reach out to Carolina Crossing HOA again about a trail connection on their property

---

---

**Attachments**

Parks Board By-Laws Approved 10.22.2018

---

---

**BYLAWS OF THE**  
**Park and Recreation Advisory Board**

**ARTICLE 1**

**NAME**

The name of the Board is the Parks and Recreation Advisory Board. Herein it will be referred to as the Board.

**ARTICLE 2**

**PURPOSE AND DUTIES**

The purpose of the Board is to advise the City Council and the City Manager regarding:

1. The acquisition, development, improvement, equipment, and maintenance of city parks and public playgrounds;
2. The future development of city parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes; and
3. Improvement in the maintenance, operation, and general welfare of the city's parks, playgrounds, and recreational facilities and their use by the public. The Advisory Board shall assist with the development and implementation of the Parks Master Plan.
4. The Board shall promote close cooperation between the City and private citizens, institutions and agencies interested in or conducting recreational activities, so that all recreational resources within the City may be coordinated to secure the greatest public welfare.
5. The Board shall perform other duties as prescribed by the City Charter or as directed by city council.

**ARTICLE 3**

**MEMBERSHIP**

1. The Board is comprised of nine members and two alternate members appointed by the City Council.
2. All members serve at the discretion of the City Council.
3. Board members serve for a term of two years beginning on the 31<sup>st</sup> of May on the year of appointment.
4. An individual Board member may not act in an official capacity except through the action of the Board.

5. A Board member who is absent for three consecutive regular meetings or one third of all regular meeting in a “rolling” twelve month timeframe automatically vacates the member’s position. This does not apply to an excused absence due of a Board member. Attendance may be excused on a case by case basis for reasons such as

a. Illness or injury of the Board member or an illness or injury of a Board member’s immediate family, or the birth or adoption of the Board member’s child for 90 days after the event.

b. Absence due to work or work related travel

c. Absence due to a planned vacation

d. Inability to attend a meeting called by the Board on short notice.

6. The Board member must notify the city staff liaison of the reason for the absence not later than the date of the next regular meeting of the Board. Failure to notify the liaison before the next regular meeting of the Board will result in an unexcused absence.

7. At each meeting, each Board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the members being counted as absent and his or her vote not counted.

8. A member who seeks to resign from the Board shall submit a written resignation to the chair of the Board, staff liaison or city secretary’s office. If possible, the resignation should allow for a thirty day notice so city council can appoint a replacement.

#### **ARTICLE 4**

#### **OFFICERS**

1. The officers of the Board shall consist of a chair and vice chair.

2. Officers shall be elected annually by a majority vote of the Board at the first regular meeting after May 31<sup>st</sup> of each year. In the event a current officer becomes ineligible to serve as an officer, the Board may hold an emergency election as needed.

3. The term of office shall be one year, beginning on June 1<sup>st</sup> of the year and ending on May 31<sup>st</sup> of the following year. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a Board for more than three consecutive one year terms. A person who has served as an officer in a designated position of a Board for three consecutive terms is not eligible for reelection to that designates office until the expiration of two years after the last date of the person’s service in that office. The Board may override the term limit provision for an officer by an affirmative vote of two thirds of the authorized voting Board members.

4. A Board member may not hold more than one office at a time.

## **ARTICLE 5**

### **DUTIES OF OFFICERS**

1. The chair shall preside at Board meetings, appoint all committees, represent the Board at ceremonial functions and approve each final meeting agenda.
2. In the absence of the chair, the vice-chair shall perform all duties of the chair.

## **ARTICLE 6**

### **AGENDAS**

1. Two or more Board members may place an item on the agenda by oral or written request to the staff liaison at least five days before a scheduled meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
2. The Board liaison shall post the meeting agenda as directed in the City Charter.
3. Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meeting Act).

## **ARTICLE 7**

### **MEETINGS**

1. The Board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meeting Act).
2. The Board meetings shall be governed by Robert's Rules of Order.
3. The Board may not conduct a closed meeting without the approval of the city attorney.
4. Effective January 2019 the Board shall meet every other month on the 4th Monday of each month. In June of each year, the Board may adopt a new schedule of meeting for the upcoming term, including makeup meeting for dates conflicting with scheduled holidays.
5. The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. The Board may not call a meeting in addition to its regular scheduled meeting as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by City Council.
6. Five (5) Board members shall constitute a quorum.
7. If a quorum for a meeting does not convene within one-half hour of the posted scheduled time for the meeting, the meeting may not be held.

8. To be effective, a Board action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
9. The chair shall have the same voting privileges as any other member.
10. The Board shall allow citizens to address the Board on agenda items and during a period of time set aside for citizen communications. The chair may limit time to speak to three minutes.
11. The staff liaison shall prepare the Board minutes. The minutes of each Board meeting must include the vote of each member on each item before the Board and indicate whether a Board member is absent or failed to vote on an item.
12. The City Secretary shall retain agenda, approved minutes, internal review reports and bylaws. The Parks, Recreation and Community Services Department shall retain all other Board documents. All documents generated by the Board are considered public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
13. The chair shall adjourn a meeting not later than 10 p.m. unless the Board votes to continue the meeting.

## **ARTICLE 8**

### **COMMITTEE**

#### **COMMITTEES**

1. A committee must be established by an affirmative vote of the Board. A committee cannot meet until its creation is approved by the Board. Each committee shall consist of at least three Board members appointed by the chair. A staff member shall be assigned to each committee by the Director of the Parks, Recreation and Community Services.
2. The Board chair shall appoint a Board member as the committee chair, with the member's consent.
3. A majority of the total number of appointed committee member's constitutes a quorum,
4. Each committee shall meet on a regularly scheduled basis, as least quarterly.
5. Each committee shall make an annual report to the Board at the June meeting
6. Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meeting Act).
7. At each committee meeting, a committee member must sign in on a sheet provided and shall indicate that the member does not have a conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

## **ARTICLE 9**

### **PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts Rules of Order shall govern the Board in all cases to which that are applicable, except when inconsistent with these bylaws or with special rules of procedures which the Board or City Council may adopt.

## **ARTICLE 10**

### **AMENDMENT OF BYLAWS**

A bylaw amendment is not effective unless approved by the Board at a regularly scheduled meeting.

These bylaws were approved by the Parks and Recreation Advisory Board at their meeting held on July 22, 2013.

---

---

### **Attachments**

Parks Board Letter of Support

Parks Map

---

---



January 23, 2023

The Honorable Ralph Gutierrez, Mayor  
1400 Schertz Parkway  
Schertz, TX 78154

**SUBJECT: Letter of Support for TPWD Recreational Trails Grant Application**

Board Members

Johnie McDow,  
Chair

William Bosch,  
Vice Chair

Jaime Acevedo

Reginna Agee

James Garvin

Sally Macias

Shawn Moore

Robert Sheridan

Floy Simmons

Brad Snow

Carol Yauger

Dear Mayor Gutierrez,

I am writing on behalf of the City of Schertz Parks and Recreation Advisory Board to express our support for the city's application for a Texas Parks and Wildlife Department Recreational Trails Grant for development of the Dry Comal Creek Trail. The board made a motion to provide a letter of support at the January 23, 2023 meeting.

Trail development in the city has been a priority of the board for the last decade and we are excited about the progress being made by city staff to acquire trailheads and seek funding for new trail development. This project will have a positive impact on our community and further enhance the city's great quality of life.

This particular project site is also significant in that it is on the Schertz Trails Master Plan, but also overlaps with the proposed regional Great Springs Trail, as well as the El Camino Real de los Tejas National Historic Trail. City staff hopes to leverage the connections with these entities to create a multi-faceted trail experience for all.

We give you our full support for your grant application and wish you the best of success.

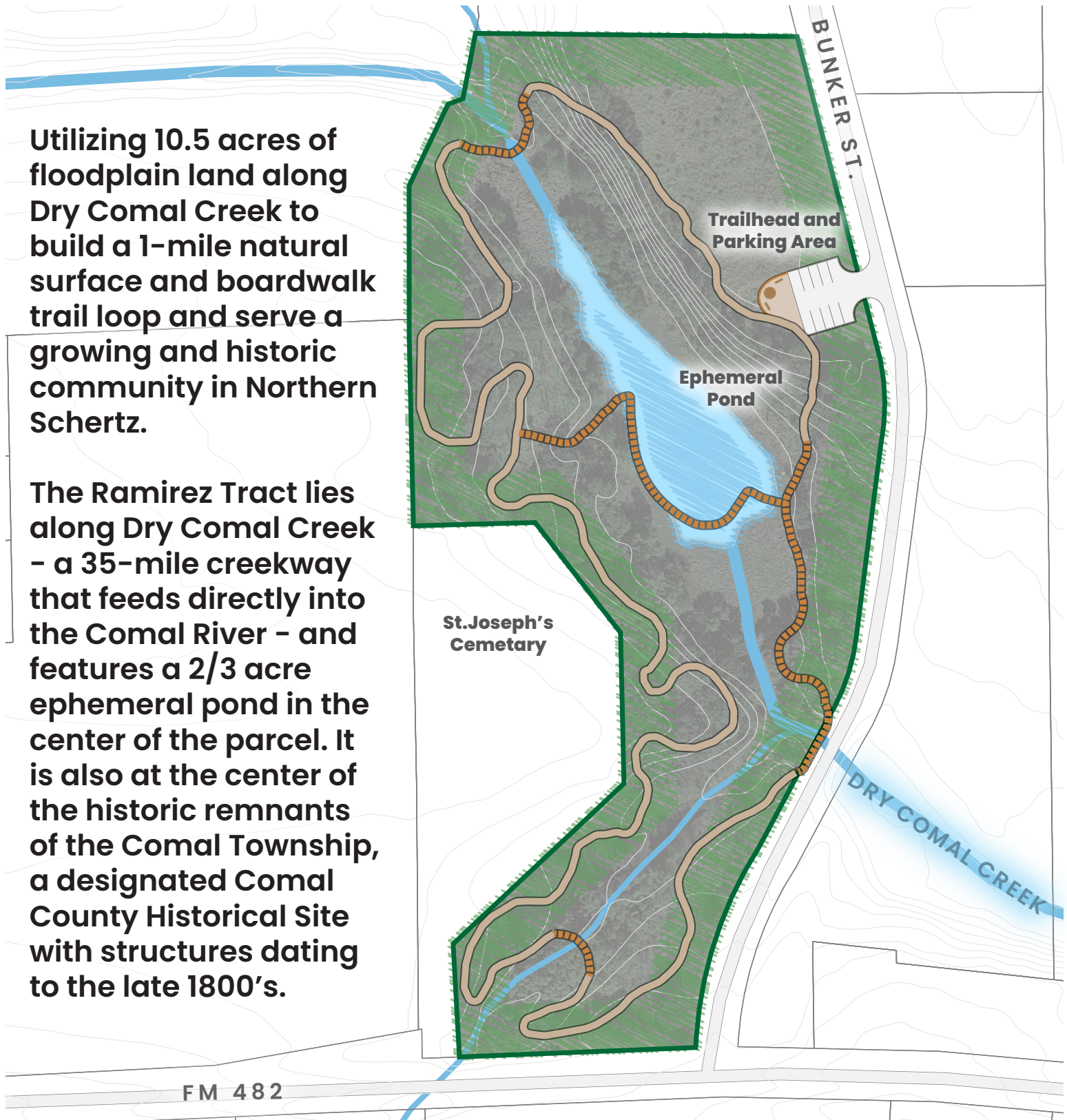
Sincerely,

Johnie McDow, Chair  
Parks & Recreation Advisory Board









# Ramirez Tract - Conceptual Plan

Utilizing 10.5 acres of floodplain land along Dry Comal Creek to build a 1-mile natural surface and boardwalk trail loop and serve a growing and historic community in Northern Schertz.

The Ramirez Tract lies along Dry Comal Creek - a 35-mile creekway that feeds directly into the Comal River - and features a 2/3 acre ephemeral pond in the center of the parcel. It is also at the center of the historic remnants of the Comal Township, a designated Comal County Historical Site with structures dating to the late 1800's.



## Key:

-  Ramirez Tract
-  Standing Water Level
-  Creekway
-  Roadway
-  Natural Surface Trail
-  Boardwalk Trail
- 
-  250 FEET

---

---

**Attachments**

Parks Board City Events 2023

---

---



JOIN US FOR A DADDY DAUGHTER/MOTHER SON NIGHT  
**UNDER THE BIG TOP**



**SATURDAY,  
FEBRUARY 4**

**MOTHER/SON: 4 - 6 P.M.**

**DADDY/DAUGHTER: 7 - 9 P.M.**

**Tickets will be on presale from  
December 16 through February 3**

SPACE IS LIMITED, AND TICKETS WILL NOT BE SOLD AT THE DOOR.



**SCHERTZ**  
COMMUNITY • SERVICE • OPPORTUNITY

**SCHERTZ.COM**

**SCHERTZ  
PARKS &  
RECREATION  
FUN**





**SATURDAY, MARCH 4**

**PICKRELL PARK**

**8:00 AM CHECK-IN  
9:00 AM START**

**REGISTER ONLINE  
AT [SCHERTZ.COM](http://SCHERTZ.COM)**

**1K AND 5K**

**BENEFITTING**  
 **Mays Cancer Center**

UT Health San Antonio MD Anderson Cancer Center

**SCHERTZ**  
COMMUNITY • SERVICE • OPPORTUNITY

**SCHERTZ  
PARKS &  
RECREATION  
FUN**



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# EGG-CITING® POOL FUN!

**March 24**

**\* 3 Sessions \***

**Ages 1 - 12**

**5:30p**

**6:15p**

**7:00p**

**\* Ages 1-6** require a parent/guardian to accompany them into the pool.\*

**\*Ages 7 and up** must complete a swim test and a parent/guardian, must be on the deck.\*

**SCHERTZ FAMILY YMCA • 621 Westchester**  
**210-619-1900 • [ymcasatx.org/schertz](http://ymcasatx.org/schertz)**

For more information, please contact **Christian Hose** at  
[christianh@ymcasatx.org](mailto:christianh@ymcasatx.org)

## Easter Egg-Stravaganza!

We are partnering with the City of Schertz for our annual Easter Egg Hunt at the Schertz Aquatics Center!

Bring your swim suit and towels, because this egg search is in the pool. Hunt your eggs, then turn them in for a goodie bag! In addition, local businesses will be on the splash pad for activities, food vendors will be present and so much more.

**Register in-person or online**  
**by March 23**

SCHERTZ  
PARKS &  
RECREATION  
**FUN**