

Jack Joyce, Alderman, Council Liaison
Cindi Martinez, Place 1
Alethea Ellis, Place 2
Madison Dillon, Place 3
Dr. Vic Sylvia, Place 4
Bernard Juettemeyer, Place 5 - Chair
Robert Crawford, Mayor (Alternate)



A G E N D A
The City of Castle Hills
Parks & Project Commission
September 27, 2025
10:00 a.m.

The City of Castle Hills Parks and Project Commission shall convene into a meeting on Saturday, September 27, 2025, at 10:00 a.m. in City Council Chambers located at 209 Lemonwood Drive in Castle Hills, Texas.

NEW BUSINESS

- I. Welcome
- II. Discussion and Possible Action on the priorities/tasks related to the City's Comprehensive Plan (Joyce)
- III. Discussion and Possible Action on establishing a fee schedule and rental agreement for the Commons pavilions and for the Community Room.
- IV. Discussion and Possible Action on portable restrooms for the Commons.
- V. Discuss and announce the date and time of the next meeting.
 - a. _____

ADJOURNMENT

Topic: Parks and Projects Meeting

Time: Sep 27, 2025 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/82631211017?pwd=20snlASHaSbrifLgJ2LbYKmgYODobm.1>

Meeting ID: 826 3121 1017

Passcode: 926336

Attendance by Other Elected or Appointed Officials: It is anticipated that members other City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion - No. GA-0957 (2012)].

Certificate: I hereby certify that the above Meeting Notice was posted on the City Hall bulletin board on **September 22, 2025, at 2:15 p.m.** at a place convenient and readily accessible to the general public at all times, and to the City's website, www.cityofcastlehills.com, in compliance with Chapter 551, Texas Government Code. The City of Castle Hills City Hall is wheelchair accessible.

Nichole Heinrich, TRMC
City Secretary



PARKS AND PROJECT COMMISSION
JULY 19, 2025, MEETING MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM
 - Meeting called to order at 10:05 a.m. by Chair Bernard Juettemeyer
 - Quorum present
2. APPROVAL OF MINUTES FROM APRIL 12, 2025 meeting
 - Motion to approve by Ms. Dillon, seconded by Dr. Sylvia and approved.
3. DISCUSSION AND POSSIBLE ACTION ON IDENTIFIED PROJECTS IN THE COMMONS- SHADE STRUCTURES, STAGE, and OTHER AMENITIES INCLUDING A PHASE II of the Commons project.
 - Alderman Joyce presenting. The pavilions have been completed and have been well received by the community. The project was originally planned to be fully funded through ARPA; however, final costs exceeded the budget by \$26,000. New City Manager, Mr. Duque, will be looking into the matter to understand what happened. Electrical and draining costs weren't included in the original estimate.
 - PHASE II: located behind Public Works. Comprehensive Plan calls for a combination of play area, basketball or pickleball, and community garden. Suggestion to ask City Council for design money.
 - Discussion around shade structure over stage and temporary restroom/port-a-potty. Mr. Duque will obtain estimates.
 - The Art Committee proposed a procedure for the sculptures in the Commons, estimated \$25-30k.
 - Mr. Duque shared concerns with placement of electric receptacles, cracks in new concrete, and drainage. Contractor was given a punch list to address.
4. DISCUSSION ON POSSIBLE ACTION ON THE PRIORITIES/TASKS RELATED TO THE CITY'S COMPREHENSIVE PLAN
 - Alderman Joyce presenting. Parks & Project Commission ensures implementation of the Comprehensive Plan. Economic Development: recommendations to Council next month. Branding: "Love It Here" campaign launched; city signs planned. Green Space: Commons, pavilion rentals, stage, sculpture garden. Connectivity & Safety: \$110k grant expected for sidewalk/bike study. City Hall/Police Facility: architects evaluating renovation/rebuild options; public input will be required.
5. UPDATE ON CITY'S AMERICAN RESCUE PLAN ACT (ARPA) and COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUNDS
 - Mr. Duque presenting. ARPA and CIED funds have been fully expended.
6. DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A FEE SCHEDULE AND RENTAL AGREEMENT FOR THE COMMONS PAVILIONS AND FOR THE COMMUNITY ROOM
 - Key issues discussed: alcohol restrictions, gambling prohibition, bounce houses (insurance requirements), cleanup responsibility, and enforcement.
 - Considerations included: deposits for damages, priority for residents, scheduling limits (30–90 days out recommended), and possible staffing/volunteer oversight.

- Other cities' practices will be reviewed. Mr. Duque will draft a rental agreement with fee options to be circulated for feedback.
7. DISCUSS AND ANNOUNCE THE DATE AND TIME OF THE NEXT MEETING
 - Next meeting set for August 23, 2025, at 10:00 am
 8. ADJOURNMENT
 - Motion to adjourn by Ms. Dillon, seconded by Dr. Sylvia and approved. Meeting adjourned at 11:24 a.m.

Bernard Juettemeyer
Chair, Parks and Project Commission

Date: _____

PARKS AND PROJECT COMMISSION
AUGUST 23, 2025, MEETING MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUORUM
 - Meeting called to order at 10:03 a.m. by Chair Bernard Juettemeyer
 - Quorum present
2. WELCOME NEW MEMBERS TO THE PARKS AND PROJECTS COMMISSION
 - New member, Alethea Ellis introduced herself. Ms. Ellis works as a Budget Analyst for UT Health and has lived in Castle Hills for 4 years, San Antonio for 10 years.
3. DISCUSSION AND POSSIBLE ACTION ON ELECTION OF OFFICERS TO THE PARKS AND PROJECTS COMMISSION
 - Dr. Sylvia volunteered for and accepted the Vice Chair position.
 - Ms. Dillon volunteered for and accepted the Secretary position.
4. DISCUSSION AND POSSIBLE ACTION ON IDENTIFIED PROJECTS IN THE COMMONS- SHADE STRUCTURES, STAGE, AND OTHER AMENITIES INCLUDING A PHASE II OF THE COMMONS PROJECT
 - Mr. Duque discussed concerns with ground-level placement of electric outlet receptacles on statue pedestals in the Commons. Receptacles will be moved to the top of each pedestal toward the back, in hopes of being covered by the statue once installed. Alderman Joyce will seek input from the Art Committee and Mr. Fitzgibbon.
 - Mr. Duque obtained a quote from Texas Johns for a standard, ADA-compliant porta potty. \$1749 annually, plus \$120/month to empty twice a week w/ 28-day contract.
 - Motion to recommend a two-month trial of the Texas Johns porta potty to be installed at the northwest corner of the commons, in order to assess utilization or potential issues by Ms. Dillon, seconded by Ms. Ellis, and approved.
5. DISCUSSION ON POSSIBLE ACTION ON THE PRIORITIES/TASKS RELATED TO THE CITY'S COMPREHENSIVE PLAN
 - Alderman Joyce presenting. Economic Development committee chairman Mr. Keith presented recommendations to City Council two weeks ago. A larger ambition of the committee is to have a consultant keeping in touch with businesses. No vote or immediate action items at this time due to funding. Recommend Parks and Project Commission search for economic development grants in the meantime.
 - Economic Development and Architecture Review Committees are collaborating on a joint parking code recommendation to present to the Zoning Committee and City Council. Developers have issues w/ lack of parking in retail centers, particularly with restaurants. Barry Middleman (Architecture Review) was instrumental in writing the City of San Antonio parking code with double count spaces. He is researching and recommending something similar for Castle Hills.
 - Confirmed Alamo Area Metro Planning nominated us for a \$110k bike path study grant and is pending state and federal approval by October.

- City Hall study underway. Community input will be welcomed at a Town Hall at the end of September.
6. DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A FEE SCHEDULE AND RENTAL AGREEMENT FOR THE COMMONS PAVILIONS AND FOR THE COMMUNITY ROOM
- Mr. Duque shared a Draft rental agreement.
 - Discussion around cost and potential issues with renting the Community Room.
 - Motion to recommend fee exemption for Castle Hills clubs/organizations and review draft agreement by next meeting to formalize rules for the rental of pavilions and Commons by Dr. Sylvia, seconded by Ms. Ellis and approved.
7. DISCUSS AND ANNOUNCE THE DATE AND TIME OF THE NEXT MEETING
- Next meeting set for September 27, 2025, at 10:00 am
8. ADJOURNMENT
- Motion to adjourn by Ms. Dillon, seconded by Dr. Sylvia and approved. Meeting adjourned at 11:12 a.m.

Bernard Juettemeyer
Chair, Parks and Project Commission

Date: _____