

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)



AGENDA
The City of Castle Hills
Parks & Project Commission
October 18, 2025
10:00 a.m.

The City of Castle Hills Parks and Project Commission shall convene into a meeting on Saturday, October 18, 2025, at 10:00 a.m. in City Council Chambers located at 209 Lemonwood Drive in Castle Hills, Texas.

NEW BUSINESS

- I. Welcome
- II. Approval of Minutes from April 12, 2025, July 19, 2025, August 23, 2025, and September 27, 2025, meetings.
- III. Discussion and Possible Action on establishing a fee schedule and rental agreement for the Commons pavilions and for the Community Room.
- IV. Discuss and announce the date and time of the next meeting.
 - a. _____

ADJOURNMENT

Topic: Parks and Projects Meeting

Time: Oct 18, 2025 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/81525065174?pwd=UqqZJDb170Ee6OIo5sWJJPj2bCV3mdb.1>

Meeting ID: 815 2506 5174

Passcode: 785913

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 **October 13, 2025, at 11:15 a.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

APRIL 12, 2025, MEETING MINUTES

1. CALL TO ORDER AND DETERMINATION OF QUOROM
 - Meeting called to order at 10:05 a.m. by Chair Bernard Juettemeyer
 - Quorum present.
2. APPROVAL OF MINUTES FROM FEBRUARY 22, 2025, MEETING
 - Motion made to approve the minutes by Ms. Martinez, seconded by Ms. Dillon. Minutes 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. Construction of the Shade Structures in the Commons is proceeding. The concrete and dirt work have been completed. The steel for the structure arrived later than anticipated.
 - Targeted completion date for construction of Shade Structures is before April 26, 2025.
 - Shade structure for the playground area has been ordered; construction for the Art pedestals is slightly behind schedule.
 - Interim City Manager doing a good job managing these projects.
4. DISCUSSION AND POSSIBLE ACTION ON THE PRIORITIES/TASKS RELATED TO THE CITY'S COMPREHENSIVE PLAN
 - Alderman Joyce presenting. Four to five active projects ongoing. Waiting on word regarding possible grant funding for development of bike/pedestrian plan
 - Branding activities for the City are continuing. Councilwoman Haley is working with Creative Civilizations to develop a communication and social media plan for the City
 - Public workshop to be held in May or June by Economic Development group to formulate recommendations on development for City
 - Art committee has plan to identify locations for sculptures and other public art installations. Focus is on using Texas artists for artwork.
 - Page Architects has been selected as the architecture firm to prepare plan for City Hall. Contract negotiations have begun with Page and plan is to hopefully use CIED funds to pay for the plan.
5. UPDATE ON CITY'S AMERICAN RESCUE PLAN ACT (ARPA) AND COMMUNITY INFRASTRUCTURE AND ECONOMIC DEVELOPMENT (CIED) FUNDS
 - Remaining ARPA funds to be used on shade structure projects in Commons. The shade structures and some other small projects at the Fire House should exhaust the remaining ARPA funds.

6. DISCUSS AND ANNOUNCE DATE AND TIME OF NEXT MEETING

- Decision made to not set a date for next meeting. Will reconvene this Summer.

7. ADJOURNMENT

- Motion to adjourn by Mr. Dotin, seconded by Ms. Dillon and approved. Meeting adjourned at 10:29 a.m.

Bernard Juettemeyer

Chair, Parks and Project Commission

Date: _____

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: _____

**PARKS AND PROJECT COMMISSION
SEPTEMBER 27, 2025, MEETING MINUTES**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

- Meeting called to order at 10:00 a.m. by Chair Bernard Juettemeyer
- Quorum present

2. DISCUSSION ON POSSIBLE ACTION ON THE PRIORITIES/TASKS RELATED TO THE CITY'S COMPREHENSIVE PLAN

- Will revisit next meeting when Mr. Joyce is present.

3. DISCUSSION AND POSSIBLE ACTION ON ESTABLISHING A FEE SCHEDULE AND RENTAL AGREEMENT FOR THE COMMONS PAVILIONS AND FOR THE COMMUNITY ROOM

- Discussion on exempting City of Castle Hills Clubs from fee schedule, not individual members.
- City Manager stated schedule will be provided to CHPD.
- Discussion on advertising new rental process/fee schedule in The Reporter and with CH Elementary parents.
- **Motion:** to recommend the pavilion fee schedule: \$100 deposit, \$25 per two-hour block for one pavilion by Dr. Sylvia, seconded by no one, and approved.
- **Motion:** to prohibit glass bottles and public display of alcohol in pavilion rental agreement made by Dr. Sylvia, seconded by no one, and approved.
- **Motion:** to prohibit pyrotechnics or fireworks in pavilion rental agreement by Ms. Ellis, seconded by Dr. Sylvia, and approved.
- Discussion on considering prohibiting smoking/vaping. Dr. Sylvia volunteered to research other city rental agreements and political groups.
- No changes made to Community Room use at this time.

4. DISCUSSION AND POSSIBLE ACTION ON PORTABLE RESTROOMS FOR THE COMMONS

- City Manager stated he is not moving forward with the recommendation for portable restrooms due to safety concerns. Long-term plans for City Hall include relocating the community rooms with accessible restrooms. The front door of the building is open currently Monday-Friday 7am-5pm and restrooms are available.

5. DISCUSS AND ANNOUNCE THE DATE AND TIME OF THE NEXT MEETING

- Next meeting set for October 18, 2025, at 10:00 am

6. ADJOURNMENT

- Motion to adjourn by Dr. Sylvia, seconded by Ms. Ellis, and approved. Meeting adjourned at 11:52 a.m.

Bernard Juettemeyer
Chair, Parks and Project Commission
Date: _____