

CASTROVILLE PARKS AND RECREATION ADVISORY BOARD SPECIAL CALLED MEETING
City Hall Council Chambers Castroville, Texas

January 22, 2025

Wednesday, 6:00 p.m.

I. Call to order TIME: 6:00p

II. Roll Call

Present:

Adriana Arrington- Calk, President

Nicol Schriner, Vice President

Alli Welch, Secretary

Kyle McVay- Member- Absent

Kelly Hoog - Member

Stephen Dauphin- Alternate- arrived at 6:02

Jonah Chang, Director of Parks and Recreation

David Merz, District 4 City Council Liaison

OTHERS PRESENT:

Patrick Connor (Friends of the Park)

III. Citizen's comments

none

IV. Consent Agenda:

Motion: Accept minutes from last meeting.

Motion By: Nicole **2nd By:** Alli

Vote: Yes# 5 No# 0 Pass: yes

V. Discussion and appropriate action on feedback from City Council on Park Rules updates.

Discussion

City Council gave feedback that they had difficulty determining which items were new and which were old for the update. Jonah is updating to make this more clear.

Weather related closures policy updated. Discussed park and road being closed, especially in rainy weather, but indicating to public that playgrounds may still be accessed and used depending on the weather situation.

Discussion that procedurally, these updates may need to be an amendment to the ordinance now and in the future.

Status of golf cart policy was questions and indicated that it is still under discussion with the City Council.

Jonah will make changes and send to board for review.

VI. Discussion and appropriate action on the Special Project Fund Policy.

January 22, 2025

Wednesday, 6:00 p.m.

Discussion

Adrianna presented the proposed Special Fund Usage Policy, recommending the implementation of a quarterly review starting at the current meeting. She suggested including a clause to allocate amounts under \$500 to the unrestricted general fund, though it was noted that this would seldom apply since most donations exceed \$500 and come from groups. The current fund balance stands at \$63,000, with \$50,000 allocated as a match for pool improvements, leaving \$13,000 available. Councilman Merz recommended adding a parks priority list to the policy document, with annual reviews, and updating the parks master plan appendix as needed. It was also emphasized that the parks master plan should be signed and dated, as the current online version lacks these details.

Motion: Approve policy pending additions/ revisions mentioned above.

Motion By: Alli

2nd By: Nicole

Vote: Yes# 5 No# 0 Pass

VII. Discussion and appropriate action on the Lions Park mission statement and future layout options.

Discussion

Adrianna presented the mission statement and emphasized the need for a professionally drawn plan for the park to enhance grant applications. This initiative began under the previous parks director but was not completed. Jonah will contact the company previously involved to discuss finalizing the design, noting that there is funding in the budget for this purpose. Once completed, the design can be incorporated into the Parks Master Plan. Additionally, an updated satellite image of Lion's Park is needed for the master plan to reflect recent changes. The group also discussed Section 4, focusing on maintaining quality standards for field surfaces and considering the future addition of shade structures.

Motion: Surveys, the site plan, the parks priority list, and any supporting documentation be added to the Parks Master Plan, and that the plan be updated as needed to ensure these elements are incorporated effectively.

Motion By: Alli

2nd By: Nicole

Vote: Yes# 5 No# 0 Pass

VIII. Update from Friends of Castroville Regional Park including but not limited to:

- a. Community Center- Jonah has been working with USDA to complete project manual. Hopeful to start construction in the next couple months. From start to completion is should take a little less than a year.

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- b. Irrigation in the Soccer fields- project still in progress
- c. Special Project Fund quarterly report- see above
- d. Possible Grants- trail improvements, trees, swimming programming
Patrick reported on an 80/20 grant to redo trails as well as a wetland project that they are working on funding for.
- e. Rec programs- MVYBA agreement under review, 3-year term, will be paying for own water usage going forward
- f. miscellaneous projects
new trees by soccer fields to provide shade. Have grant to help with funding.

IX. General updates:

- a. Next Regular Meeting: February 19, 2025, City Council Chambers 6 pm

X. Items for future agendas.

- a. TPWD Grant feedback.
- b. Possible Grants for 2025
- c. Discussion Phase II of Pool additions in 2025 including additional changing areas, showers, and restrooms.
- d. Define usage of pool for the future and additional new programs.
- f. Plan for handicapped accessibility to the pool.

XI. Adjourn **TIME 7:35p**

Motion: To Adjourn

Motion By: Kelly

2nd By: Nicole

Vote: Yes# 5 No# 0 Pass

Prepared By: _____

Approved By: _____

Castroville Parks and Recreation Advisory Board

Special Project Fund Usage Policy

Purpose

Establishes guidelines for managing donated funds for Castroville city parks improvements and enhancements beyond regular operations.

Fund Structure & Management

- Maintained as separate account from general operations
- Requires donor documentation, quarterly reports, and annual audit
- Cannot fund operational expenses, salaries, routine maintenance
- Individual donations less than \$500 are unrestricted donations
- Special Event Registration Fees from CivicRec are considered as unrestricted donations
- Investment follows city policy

Authorized Uses

- Enhancement Projects: New amenities, playground upgrades, gardens, public art, pool features, RV park features, trails
- Special Projects: Community-initiated improvements, accessibility upgrades, beautification, environmental initiatives
- Donor-Restricted Projects: Memorial installations, named facilities, special equipment

Giving Programs

1. General Park Improvements
 - a. Unrestricted donations must be allocated within 24 months
 - b. Unused funds transfer to general improvements
2. Named Elements and Commemorative Gifts
 - a. Sponsor specific features (benches, trees, playgrounds)
 - b. Recognition options available
3. Project-Specific Campaigns
 - a. Major capital improvements
 - b. Defined scope and timeline

Project Approval

- Parks Director and Advisory Board maintain project priority list
- Must consider ongoing maintenance requirements
- Projects align with Parks Master Plan: <https://castrovilletx.gov/2560/Parks-Master-Plan>



To: Adriana Calk, Chair, City of Castroville Parks and Recreation Advisory Board
From: Helen Delavan, President, (FCRP) Friends of the Castroville Regional Park
Date: May 7, 2024
Re: Special Parks Projects Fund Policy

At our FCRP meeting on April 22, we discussed the need for a written policy regarding the receipt and distribution of donations/deposits made to the City of Castroville Special Parks Projects Fund.

We concluded that said policy should henceforth limit deposits to **unrestricted** donations. In other words, money in this fund can be used for any parks project deemed a priority by the Parks and Recreation Advisory Board, in consultation with the FCRP and the Parks Manager. Donations to fund specific projects should either be deposited to the General Fund with restrictions noted or to the Special Projects Fund, accounted for separately from the unrestricted funds. We further suggest that a Revenue/Expense Report of this fund be provided each month to:

1. Parks Manager
2. Chair, Parks and Recreation Advisory Board
3. Treasurer, FCRP

We hope your board will support the above recommendations and submit same to the City Council without delay. Thank you for your consideration.