

AGENDA
SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
CITY OF LIVE OAK
WILL BE HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, MAY 20TH, 2025 AT 6:00 PM

1. CALL TO ORDER
2. INVOCATION/PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CITIZENS TO BE HEARD
5. CONSENT AGENDA
 - A. Approval of Minutes April 8, 2025
 - B. Approval of Minutes September 25, 2024
6. NEW BUSINESS
 - A. Discuss and consider city-wide events and provide feedback – Ms. Weese
 - B. Discuss and consider the project list from the 2024 Parks, Open Space and Trails Master Plan and provide feedback- Mr. Wagster
7. GENERAL ANNOUNCEMENTS FOR COMMISSIONERS AND STAFF
 - A. Commissioners
 - B. Staff
8. ADJOURNMENT

I certify that the above notice of the meeting was posted on the bulletin board of the City Hall, 8001 Shin Oak Drive, City of Live Oak, Texas, on May 15th, 2025, by 5:00 p.m.



Jymie J. Perna, Executive Assistant

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office, for concerns or requests, at (210) 653-9140, Ext. 2213 or FAX (210) 653-2766.

REQUEST ALL PAGERS AND PHONES BE TURNED OFF, WITH THE EXCEPTION OF EMERGENCY ON-CALL PERSONNEL

It is possible that a quorum of the Live Oak Economic Development Corporation, Parks and Recreation Commission, Planning and Zoning Commission and Board of Adjustment Commission could attend this meeting. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.



PARKS AND RECREATION COMMISSION AGENDA ITEM FORM

Meeting Date: May 20, 2025

Agenda item: 6A

Prepared by: Mark Wagster, Director

Reviewed by: Anas Garfaoui, City Manager

Department: Public Works

Agenda Item Description:

City staff and the Parks and Recreation Commission engage in a collaborative “round table” discussion focused on planning, coordination, support, and enhancement of future city events.

Staff Briefing:

The Parks and Recreation Commission will work with city staff to evaluate city events and make recommendations for enhancement or alternatives to improve citizen participation and enjoyment.

Current City Events:

EGGstravaganza
Armed Forces Day Parade
Junior Fishing Day
Shindig on Shin Oak
Down Home Christmas

Action:

- ☐ Ordinance ☐ Resolution
☐ Proclamation ☐ Special Presentation
☐ Finance Report ☐ Public Hearing
☒ Other

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1,2,3,4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion: N/A



PARKS AND RECREATION COMMISSION

AGENDA ITEM FORM

Meeting Date: May 20, 2025

Agenda item: 6B

Prepared by: Mark Wagster, Director

Reviewed by: Anas Garfaoui, City Manager

Department: Public Works

Agenda Item Description:

This item provides an opportunity for the Parks Commission to discuss and make recommendations to City Council for Capital Improvements to existing parks as part of the ongoing implementation of the 2024 Parks Master Plan. The focus is on enhancing recreational facilities, improving safety and accessibility, and supporting long-term community use.

Project Areas Identified in the Parks Master Plan:

- **Live Oak City Pool Complex**
 - Multi-use open space,
 - Sand volleyball court
 - Irrigation and landscaping
 - **Main City Park**
 - Public art node along trail
 - Covered basketball court with lighting
 - Shade canopies
 - Family pavilion
 - Gazebos
 - Kayak launch
 - Terraced baseball seating and/or football seating
 - New baseball dugouts
 - Wildlife viewing blind
 - Pedestrian pathways and bridges
 - **Woodcrest Nature Park**
 - Gazebo
 - Wildlife viewing blinds
 - New playground
 - Boardwalk with overlook
 - Wildflower meadows
 - **All City Parks**
 - Additional Wheeled Trash Cart Enclosures
 - Picnic Shelters
 - Enhanced Lighting
-

PARKS AND RECREATION COMMISSION

AGENDA ITEM FORM

Staff Briefing:

The City Council will be working on the 2025-2026 Fiscal Year Budget a couple of months. The Parks and Recreation Commission will provide recommendations to the City Council regarding park improvements for possible funding in the budget. This discussion will focus on enhancing park facilities to meet the needs of the growing community and align with recreational goals outlined in the 2024 Parks Master Plan.

Action:

- ☐ Ordinance ☐ Resolution
- ☐ Proclamation ☐ Special Presentation
- ☐ Finance Report ☐ Public Hearing
- ☒ Other

Cost: TBD	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	1,2,3,4

Strategic Goals: 1- Stable, 2- Secure, 3 - Supportive and 4 - Beautiful

Staff Recommended Motion:

Move to make recommendations for park improvements to city parks.

MINUTES
REGULAR MEETING OF THE PARKS AND RECREATION COMMISSION
CITY OF LIVE OAK
HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, APRIL 8, 2025
IMMEDIATELY FOLLOWING THE TREE CARE BOARD MEETING

1. CALL TO ORDER – City Secretary Isa Gaytan called the Parks and Recreation Commission meeting to order on April 8, 2025, at 6:04 pm. In the absence of Chairman Ward, Commissioner Elizabeth Ramirez will stand in his place.
2. INVOCATION/PLEDGE OF ALLEGIANCE – A moment of silence was observed, and the Pledge was recited at the previous meeting.

3. PRESENT

Commissioner Elizabeth Ramirez
Commissioner Daniel Buntjer
Commissioner Angela Green
Commissioner Crystal Smith
Alternate Commissioner Chris Hockman
Alternate Commissioner Dorothy Scott sitting for late Vice Chairperson Cherece Smith

ABSENT

Chairman Mario Ward
Commissioner Brian Read

STAFF

Mark Wagster, Director of Public Works
Courtney Weese, Recreation & Special Events Manager
Jymie J. Perna, Executive Assistant
Anas Garfaoui, City Manager
Donna Lowder, EDC Director
Linc Surber, Fire Chief
Leroy Kowalik. Finance Director

4. CITIZENS TO BE HEARD - None
5. CONSENT AGENDA
 - A. Approval of Minutes
 1. September 25, 2024No motion was taken on this item. Item will be moved to the next meeting for approval.
6. NEW BUSINESS
 - A. Presentation and discussion regarding citywide events
Mrs. Weese gave a brief overview of the various events through the end of 2025 in the City of Live Oak.
 - B. Update Commissioners on Park improvement projects

Mr. Wagster updated the Commissioners on the Parks Master Plan, projects in progress, and projects completed.

C. Remembrance and Recognition of late Vice Chairperson Cherece Smith - Tabled for further discussion

D. Discussion regarding a round table workshop to discuss city-wide events. – Mr. Wagster included capital improvements to discuss during the workshop. Suggested dates 5/7, 5/20, 6/3, 6/16.

Commissioner Crystal Smith made a motion to hold the round table workshop on 5/7/25 at 6 pm.: seconded by Commissioner Angela Green
PASS 6/0

Commissioner Crystal Smith retracted her motion to hold the round table workshop on 5/7/25 at 6pm. Commissioner Daniel Buntjer made a motion to hold the round table workshop on 5/20/25 at 6 pm.: seconded by Alternate Commissioner Dorothy Scott.
PASS: 6/0

7. GENERAL ANNOUNCEMENTS FOR COMMISSIONERS AND STAFF

A. Commissioners –
-Councilman Bob Tullgren passed out volunteer cards for distribution throughout the community.

B. Staff
– Ms. Weese reminded commissioners about the Summer Disc Golf Open on May 2-4, 2025.

8. ADJOURNMENT

Alternate Commissioner Chris Hockman made a motion to adjourn; seconded by Commissioner Angela Green. The Parks & Recreation Commission adjourned at 6:40 P.M.

APPROVED:

Chairman Mario Ward

ATTEST:

Jymie J. Perna, Administrative Assistant

MINUTES
SPECIAL MEETING OF THE PARKS AND RECREATION COMMISSION
CITY OF LIVE OAK
HELD AT THE LIVE OAK COUNCIL CHAMBERS
8001 SHIN OAK DRIVE
TUESDAY, SEPTEMBER 25, 2024
IMMEDIATELY FOLLOWING THE TREE CARE BOARD MEETING

1. CALL TO ORDER - Chairman Mario Ward called the Parks and Recreation Commission meeting to order on September 25, 2024, at 6:08 pm.
2. INVOCATION/PLEDGE OF ALLEGIANCE – A moment of silence was observed, and the Pledge was recited at the previous meeting.

3. ROLL CALL

PRESENT

Chairman Mario Ward
Commissioner Elizabeth Ramirez
Commissioner Angela Green
Alternate Commissioner Bonnie Tullgren
Alternate Commissioner Dorothy Scott
City Council Liaison Bob Tullgren

ABSENT

Vice Chairperson Cherece Smith
Commissioner Daniel Buntjer
Commissioner Brian Read
Commissioner Crystal Smith

Chairman Mario Ward appointed Alternate Commissioner Bonnie Tullgren in place of Commissioner Brian Read & Alternate Commissioner Dorothy Scott in place of Commissioner Crystal Smith.

STAFF

Mark Wagster, Director of Public Works
Courtney Weese, Recreation & Special Events Manager
Anas Garfaoui, City Manager
Isa Gaytan, City Secretary in place of Jymie J. Perna, Executive Assistant

4. CITIZENS TO BE HEARD - None

5. CONSENT AGENDA

- A. Approval of Minutes
 1. April 9th, 2024

Commissioner Elizabeth Ramirez made a motion to approve the Consent Agenda as presented; seconded by Commissioner Angela Green.

PASSED: 5/0

6. NEW BUSINESS

A. Presentation and discussion regarding Parks Master Plan – Paul Howard with Burditt Land and Place Consultants.

Commissioner Angela Green made a motion to recommend the Parks Master Plan; seconded by Commissioner Elizabeth Ramirez.

PASSED: 5/0

A. Presentation and discussion regarding city wide events – Courtney Weese

B. Update on park improvement projects – Director Mark Wagster

7. GENERAL ANNOUNCEMENTS FOR COMMISSIONERS AND STAFF

A. Commissioners - None

B. Staff - None

8. ADJOURNMENT

Commissioner Angela Green made a motion to adjourn; seconded by Commissioner Elizabeth Ramirez. The Parks & Recreation Commission adjourned at 7:11 pm.

APPROVED:

Chairman Mario Ward

ATTEST:

Jymie J. Perna, Executive Assistant