

AGENDA
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, APRIL 8, 2025
IMMEDIATELY FOLLOWING THE TREE CARE BOARD

The public may watch the meeting live at www.liveoaktx.net by clicking "Live Meetings" button.

- 1. CALL TO ORDER**
- 2. INVOCATION/PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. CITIZENS TO BE HEARD**

Per Live Oak City Charter

Section 2-21.5 (1) Live Oak Municipal Code: The rules of courtesy are adopted for persons in attendance at all meetings of Council include: "Those signed up to speak under Citizens To Be Heard shall be called upon in the order that they have registered. No personal attacks shall be allowed by any speaker."

Section 2-21.1 – Preservation of order includes: "The mayor shall preserve order and decorum, prevent personal references to Council Members or impugning of other members' motives."

5. CONSENT AGENDA

A. Approval of Minutes

- September 25, 2024

6. NEW BUSINESS

- A. Presentation and discussion regarding city-wide events – Courtney Weese
- B. Update on park improvement projects – Mark Wagster
- C. Remembrance & Recognition of late Vice Chairperson Cherece Smith
- D. Discussion regarding a round table workshop to discuss city-wide events.

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 April 2, 2025, by 5:00 p.m.



Jymie J. Perna, Executive Assistant

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

It is possible that a quorum of the Live Oak City Council, Economic Development Corporation, Parks and Recreation Commission and Tree Care Board, Planning and Zoning Commission, Board of Adjustment Commission, Dangerous Structure Determination Board, Ethics Review Board and Animal Control Committee could attend this meeting. The individual members will not engage in any discussion or deliberation on any matters presented by the agenda.

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



PARKS AND RECREATION COMMISSION AGENDA ITEM FORM

Meeting Date: April 8, 2025

Agenda item: 6A

Prepared by: Jymie J. Perna, Executive Assistant

Reviewed by: Mark Wagster, Director

Department: Public Works

Agenda Item Description:

Presentation and discussion regarding city wide events.

Staff Briefing:

Courtney Weese, Recreation & Special Events Manager, will present the line-up of city events for 2025. She will discuss volunteer needs and other details of the events.

Action:

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

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	

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

Staff Recommended Motion:

No action required.



PARKS AND RECREATION COMMISSION AGENDA ITEM FORM

Meeting Date: April 8, 2025

Agenda item: 6B

Prepared by: Jymie J. Perna, Executive Assistant

Reviewed by: Mark Wagster, Director

Department: Public Works

Agenda Item Description:

Update on park improvement projects.

Staff Briefing:

Mark Wagster will give a status update on the park improvement projects within the city.

Action:

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

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	

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

Staff Recommended Motion:

No action required.



PARKS AND RECREATION COMMISSION AGENDA ITEM FORM

Meeting Date: April 8, 2025

Agenda item: 6C

Prepared by: Jymie J. Perna, Executive Assistant

Reviewed by: Mark Wagster, Director

Department: Public Works

Agenda Item Description:

Remembrance and recognition of late Vice Chairperson Cherece Smith.

Staff Briefing:

Recognition of dedicated service and proposal of memorial plaque to be placed in front of a newly planted tree.

Action:

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

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	

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

Staff Recommended Motion:

Motion to recommend an option to memorialize Cherece Smith’s service to the Live Oak community.



PARKS AND RECREATION COMMISSION AGENDA ITEM FORM

Meeting Date: April 8, 2025

Agenda item: 6D

Prepared by: Jymie J. Perna, Executive Assistant

Reviewed by: Mark Wagster, Director

Department: Public Works

Agenda Item Description:

Discussion regarding a round-table workshop to discuss city-wide events in detail.

Staff Briefing:

Schedule a date for Parks and Recreation Commission to conduct a round table workshop to go over citywide events in detail, present ideas, and understand logistics.

Action:

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

Cost:	
Budgeted	
Actual	
Acct. Name	
Acct. Fund	
Other Funding	
Strategic Goal #	

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

Staff Recommended Motion:

Motion to set a date for a round table workshop.