



## **Parks and Recreation Advisory Board Regular Called Meeting Agenda**

**COUNCIL CHAMBERS - 1209 FIORELLA STREET**

**Wednesday, June 18, 2025**

**6:00 PM**

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**The Parks and Recreation Advisory Board of the City of Castroville will meet in the Regular Called Meeting beginning at 6:00 p.m. in the Council Chambers at City Hall on the following items listed on the agenda.**

**I. Call to Order**

**II. Roll Call**

**III. Citizen Comments**

The Board will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual board members or staff; stand at the podium, speak clearly into the microphone and state your name residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. In accordance with the State Open Meetings Act, the Board is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

**IV. Approval of Minutes**

- a. Minutes for May 21, 2025**

**V. Presentations**

- a. Presentation on Parks & Recreation Revenue Report**
- b. Presentation on Parks & Recreation Leagues**

**VI. Discussion and Action Items**

- a. Discuss and take action on the 134 Village Path Pocket Park- Master Plan Update**
- b. Discuss and take action on partnering with GrantWorks to apply for TPWD Grants**

**VII. General Updates**

- a. Friends of Castroville Regional Park General Update by FCRP Representative**
- b. General Update by Parks & Recreation Director including: Community Center Construction Status, Irrigation in Regional Park, Splash Pad Functionality**
- c. Next Regular Called Meeting: July 16, 2025**

Council Chamber at 6:00 p.m.

## **VIII. Future Agenda Items**

- a.** TPWD Grant Feedback
- b.** Discussion on Phase II of Pool additions including additional changing areas, showers, restrooms, and handicap accessibility.
- c.** Define future pool usage and additional programming.

## **IX. Adjourn**

### **Accessibility Statement**

The City Hall is wheelchair accessible. The exit and parking ramps are located at the rear of the building.

### **Non-Discrimination Statement**

The City of Castroville does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, Castroville, Texas on June 12, 2025 before 6:30 p.m.

/s/ Debra Howe

City Secretary

**GL Codes**

<b>Transaction Type</b>	<b>GL Type</b>	<b>GL Code/Desc</b>	<b>GL Debit</b>	<b>GL Credit</b>	<b>GL Net</b>
Registration/Payment	Revenue	10-10-4004-826: Swimming Pool Private Party Fee	50.00	7,050.00	(7,000.00)
Registration/Payment	Revenue	10-4004-809: Pool Entrance Fee	-	175.00	(175.00)
Registration/Payment	Revenue	10-4004-811: Swim Team Fee	295.00	6,825.00	(6,530.00)
Registration/Payment	Revenue	10-4004-815: RV	2,840.00	56,015.00	(53,175.00)
Registration/Payment	Revenue	10-4004-816: Tent Camping	20.00	885.00	(865.00)
Registration/Payment	Revenue	10-4004-817: Area Rental	280.00	4,710.00	(4,430.00)
Registration/Payment	Revenue	10-4004-819: Pavilion Rental	3,920.00	7,660.00	(3,740.00)
Registration/Payment	Revenue	10-4004-820: Holiday Fee	370.00	9,200.00	(8,830.00)
Registration/Payment	Revenue	10-4004-822: Softball Fields- Lion	-	595.00	(595.00)
Registration/Payment	Revenue	10-4004-829: RV Electrical Fee	-	50.00	(50.00)
Registration/Payment	Revenue	10-4009-901: Amphitheater Fee	-	100.00	(100.00)
Registration/Payment	Revenue	10-404-822: Soccer Fields- Regional Park	90.00	570.00	(480.00)
Registration/Payment	Liability	10-20038: Convenience Fee	-	1,564.42	(1,564.42)
Reservation Adjustment	Liability	200: Refund Account	2,985.00	3,160.00	(175.00)
Registration/Payment	Asset	10-11000: Cash Account	94,064.42	6,095.00	87,969.42
<b>TOTALS FOR GL CODE</b>			<b>104,914.42</b>	<b>104,654.42</b>	<b>260.00</b>

GROUP	TAX DESIGNATION	FACILITY	AGREEMENT	START DATE	TERM	SEASON	RENTAL FEES	MAINTENANCE	PARTICIPANTS	PARTICIPANT FEE TO ORGANIZATION(not the city)
<b>Soccer Leagues(Recreation &amp; Club)</b>										
Castroville United Futbol Club	501(c)(3)	Lion's Park Soccer Fields	USE/RENTAL Agreement	2024	2024-2029	Feb 1- June 29 (Spring) Aug 1- Dec 15 (Fall)	\$72,500	CITY		
Medina Valley Soccer Association	501(c)(3)	Regional Park Athletic Fields	LICENSE Agreement	February 1st	2024-2029	Feb 1- June 29 (Spring) Aug 1- Dec 15 (Fall)	\$20/ participant	CITY	661(2025 Spring)	\$110 (U6-U17) \$65 U4
Medina Valley Youth Baseball Association	501(c)(3)	Airport Baseball Field	LICENSE Agreement	October 1st	2024-2027	March 1 - June 1		LEAGUE		\$125
<b>Softball Leagues(Recreation)</b>										
Softball League- C. Merendon	Private	Lion's Park Softball Field	USE/RENTAL Agreement	March 1st	4 Months	March 1 - June 30	\$40/ day	CITY		
<b>Volleyball Leagues(Recreation)</b>										
Volleyball League- C. Merendon	Private	Regional Park Volleyball Court	USE/RENTAL Agreement	June 1st	3 Months	June 1 - August 31	\$40/ day	CITY		
<b>Dive &amp; Swim Team(Recreation &amp; Club)</b>										
Hellene Clavadistas	Private	Pool	USE/RENTAL Agreement	May 1st	Seasonal	Summer & Winter Seasons	\$150/ swimmer	CITY	15	
Medina Valley High School Swim Team	ISD	Pool	USE/RENTAL Agreement	9/1/2024	1 year	September 1 - 2nd Friday in February	\$150/ swimmer \$60/ practice (lifeguard)	CITY	21	
Medina Valley Swim Club	501(c)(3)	Pool	USE/RENTAL Agreement	8/21/2024	1 year	09/04/24-09/03-2025	\$100/ swimmer	CITY		
Castroville Otters- City Swim Team	City	Pool		May 1st	1 year	May 1 - June 30	\$175/ swimmer	CITY	57(2025)	

### 134 Village Path Pocket Park - Master Plan Addition – June 2025

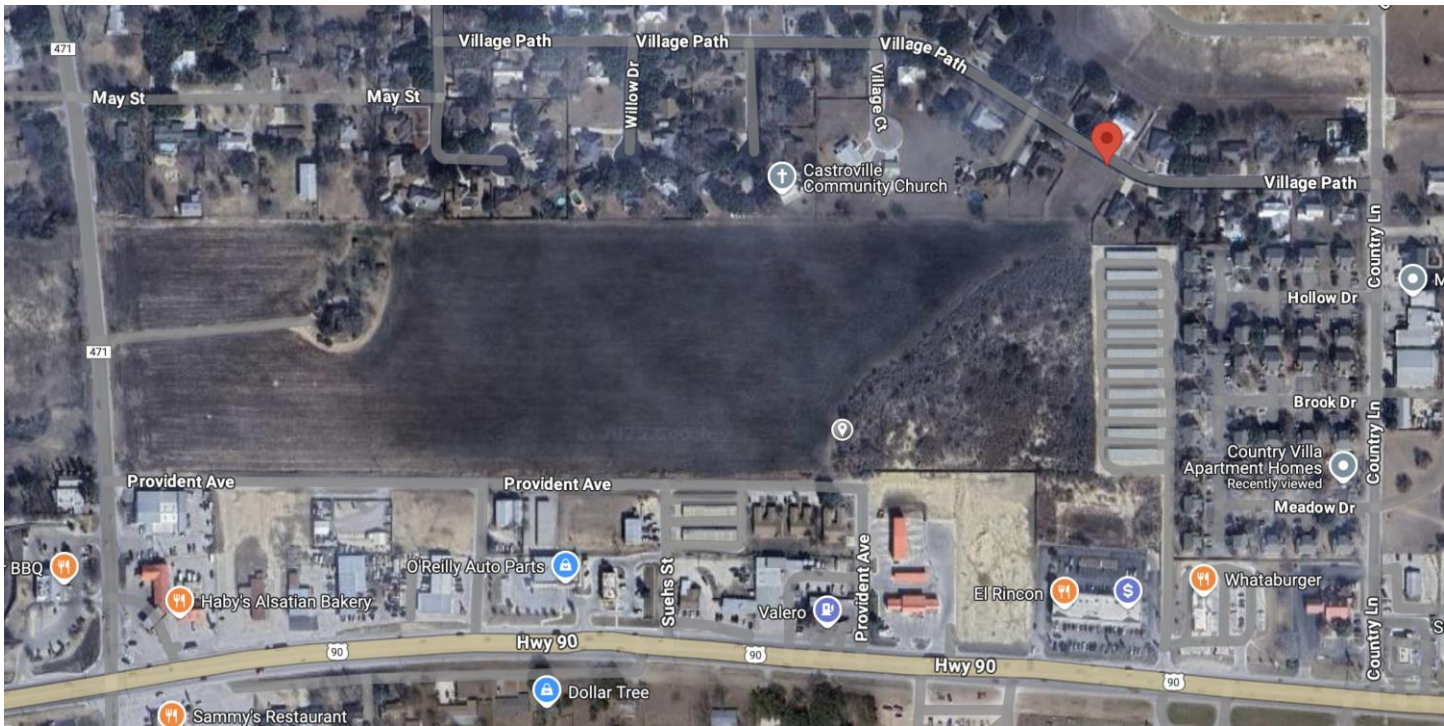
The City of Castroville purchased 134 Village Path in Country Village in 2023. Builders could not construct a house on it due to occasional flooding in part of the neighborhood. The property is 0.49 acres (21,147.80 square feet). The City of Castroville is designing a stormwater drainage control structure in this site. Currently it is an empty lot between two houses in Country Village and backs up to the northeast corner of the new construction at the Heights of Castroville. This location is central to the west end of Country Village (near 471) and the Country Villa apartment complex located on Country Lane. Additionally, the Heights of Castroville will be adding a walking trail to the southeast corner of its boundary. It's less than half-a-mile walk to most of Country Village, all the Heights of Castroville, and all the Country Villa apartments from 134 Village Path. (Note that the original master plan was completed in 2022 before this property was purchased by the city.)

There are 200 platted lots in Country Village (most have been built on), 128 units in Country Village apartments, and 120 lots planned in the Heights of Castroville.

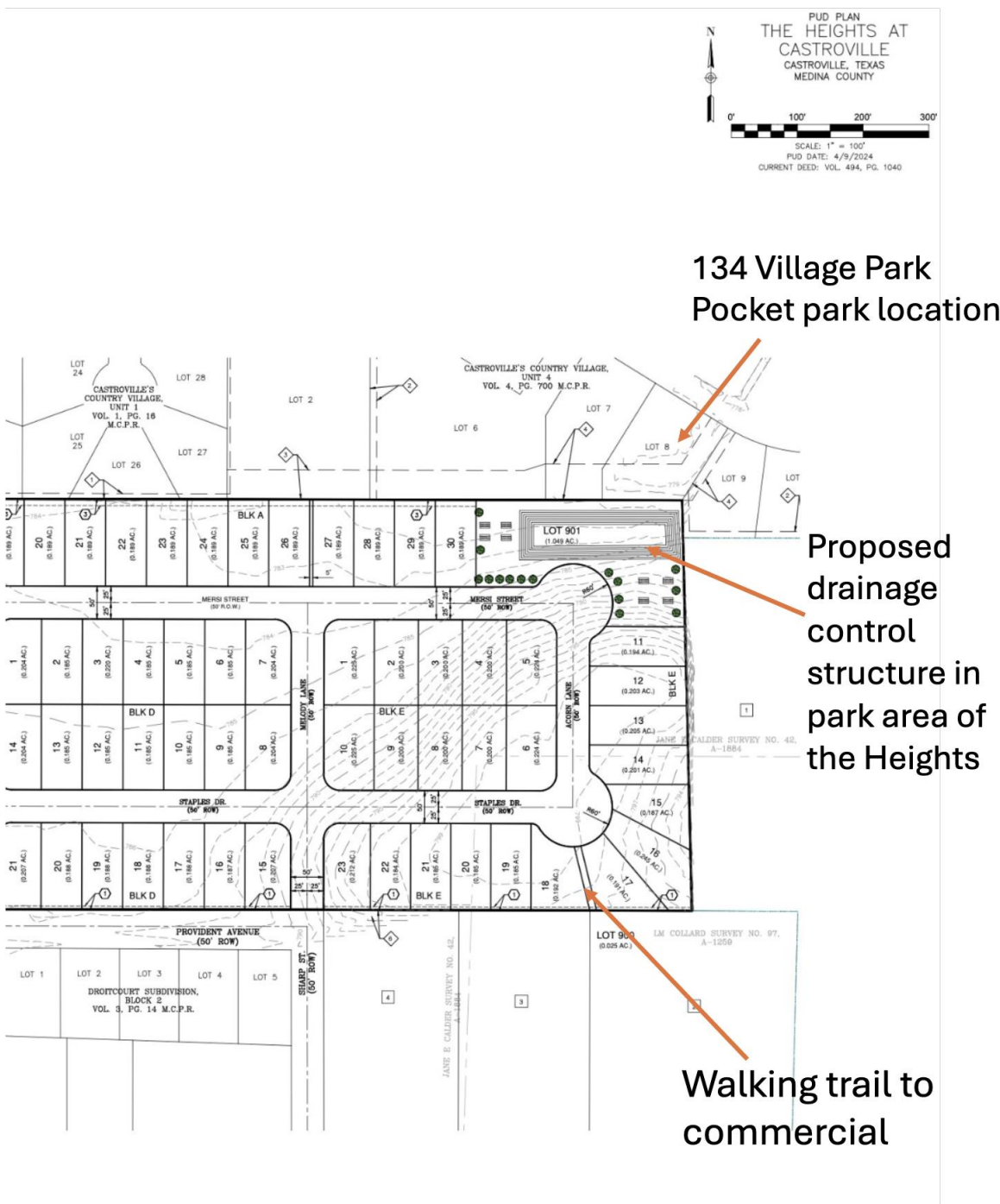


Facing south at 134 Village Path – The greener area is where the water concentrates during a rain.





134 Village Path is located at the red pin.



Here is the Heights of Castroville neighborhood detail of northern connection with Country Village and southern walking trail. The combination of 134 Village Park and Lot 901 make an obvious hub to connect these two neighborhoods. The proposed drainage control structure will need to allow for a trail between the two lots.



## Recommendations

This space could be put to good use for the community instead of it being just an empty lot with drainage control. Using a walking trail will better connect these 3 neighborhoods by foot or bike. It's been demonstrated that this area is lacking any public recreation space (see Appendix D), and it's currently not walkable to any other park area in Castroville. This space should be classified as a pocket park since it is less than 1 acre, can service at least 500 people, and is accessible on foot or bike. (See: <https://www.nrpa.org/contentassets/f768428a39aa4035ae55b2aaff372617/pocket-parks.pdf>).

The pocket park and trail system can be designed in conjunction with the drainage control structure that the area needs and with consultation from the neighborhood's residents specifically in District 4.

## Equity in Park Distribution

This pocket park would meet this standard. It is in a prime location that would serve residents from three different subdivisions.

## Equity in Accessibility

The walking trail would provide access for everyone between the two neighborhoods of Country Village and the Heights of Castroville and then to the commercial district to the south of the Heights of Castroville. It would meet this standard.

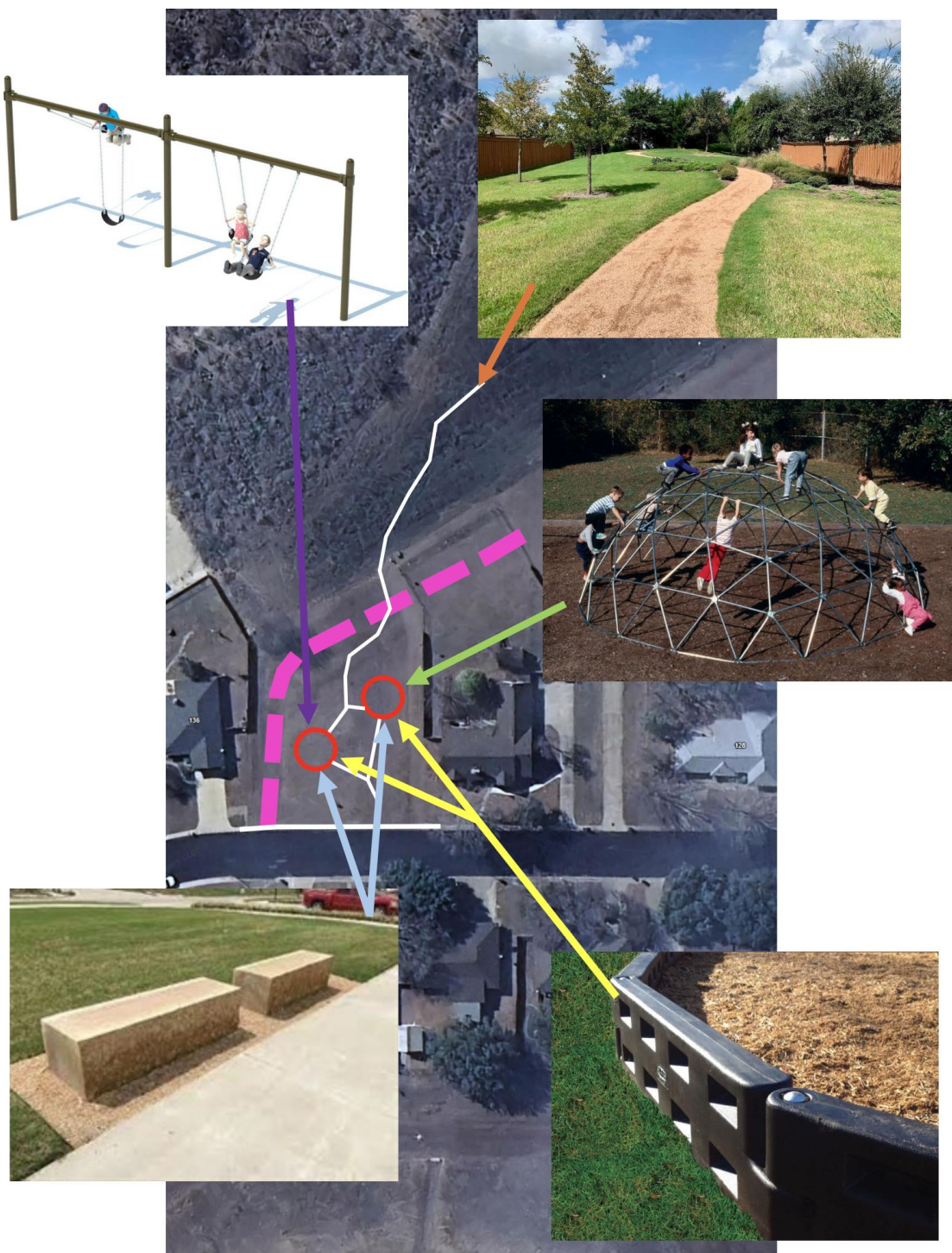
## Equity in Functions

Having this kind of open space would provide unstructured and passive recreation to the residents, giving a place to make new connections in the neighborhoods and enjoy nature. Because of its small size, there is no need for more organized sports.

## Overall Recommendations

See the site plan below for an illustration of the amenities listed.

- Having a landscape that is easy to maintain with durable benches and a simple swing set will provide a great set of amenities in this open space.
- A designated trail will connect these different communities making this section of Castroville more walkable.
- Native trees should be added to make the space cozier and shaded.
- Later adding a climbing structure and/or gaga ball pits for children would be a great addition while keeping sight-lines open.
- This kind of project can be worked on in phases to help budget for the amenities.



Site plan for the pocket park amenities

Table 5– Specific Recommendations				
<b>134 Village Path</b>	BE = Bond Election, OB = Operating Budget, GR = Grant			
<b>Overall</b>	Cost	Funding Source	Department Lead	Year FY
Swing set – 2 bays of 2 swings	\$7000	GR	Parks	
Climbing structure	\$5000	GR	Parks	
Benches - stone	\$1000	OB	Parks	
Walking trail material	\$1500	OB	Parks	
Landscaping - trees	\$500	GR	Parks	
Gaga ball pit	\$1400	GR	Parks	
<b>Annual Maintenance Items</b>	Annual Cost	Funding Source	Department Lead	
Walking trail resurfacing, weed control, mulch	\$1,000	OB	Parks	

# City of Castroville Parks & Recreation Department

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## Monthly Report to City Council May 1, 2025- May 31, 2025

Submitted by: Jonah Chang, Director of Parks & Recreation

### 1. Department Overview & Updates

- Community Center Construction:
  - Plumbing rough-in complete and storm water system complete.
  - The contractor is currently working on concrete foundation.
- Pool staffing, sitting at ten (10) lifeguards for this season.
- Event prep begins for July 4<sup>th</sup> at Regional Park.
- Replaced Interpretive Panels throughout Regional Park.
  - Will still need to replace the four (4) “Be Advised” panels.

### 2. Programs & Events

- Event Preparation & Participation:
- July 4<sup>th</sup> Celebration at Regional Park

### 3. Reservation Report

Facility	Bookings
Regional Park- Volleyball Courts	0
Lion’s Park- Athletic Field	1
Lion’s Park- Softball Field	5
Regional Park- Amphitheater	0
Regional Park- Area Rentals	3
Regional Park- Pavilion Rentals	15
Regional Park Table Rentals	24
City Pool- Parties	13
RV Park Bookings	52
Regional Park- Tent Camping	1
Steinbach Hus- Visitor	1

4. Work Orders & Repairs

Department	Problem Code	# of Work Orders
Parks: 120 Total	500: City Parks Maintenance	13
	501: City bldg. Maintenance	0
	505: Equipment Repairs & Maintenance	1
	510: Regional Park Maintenance	32
	515: RV Park Maintenance	2
	520: Swimming Pool Maintenance	4
	530: Lions Park Maintenance	12
	535: Splash Pad Maintenance	0
	599: Misc. Facilities & Parks	19
	801: Weeds/Overgrown Brush	1
	802: Mowing & Weed Eating	31
	806: Tree Issue (Trim & Clear)	5
Facilities: 33 Total	500: City Parks Maintenance	0
	501: City Bldg. Maintenance	19
	520: Swimming Pool Maintenance	5
	599: Misc. Facilities & Parks	9
History:	May 2024: 82 Total April 2025: 119 Total May 2025: 153 Total	118/month average



5. Staffing

<b>Type:</b>	<b>Status:</b>
Full-time Staff:	4 positions filled
Part-time Staff:	1 position filled
Temporary Staff:	1 position filled
Pool Staff:	6 hired & 4 in progress

6. Upcoming Priorities

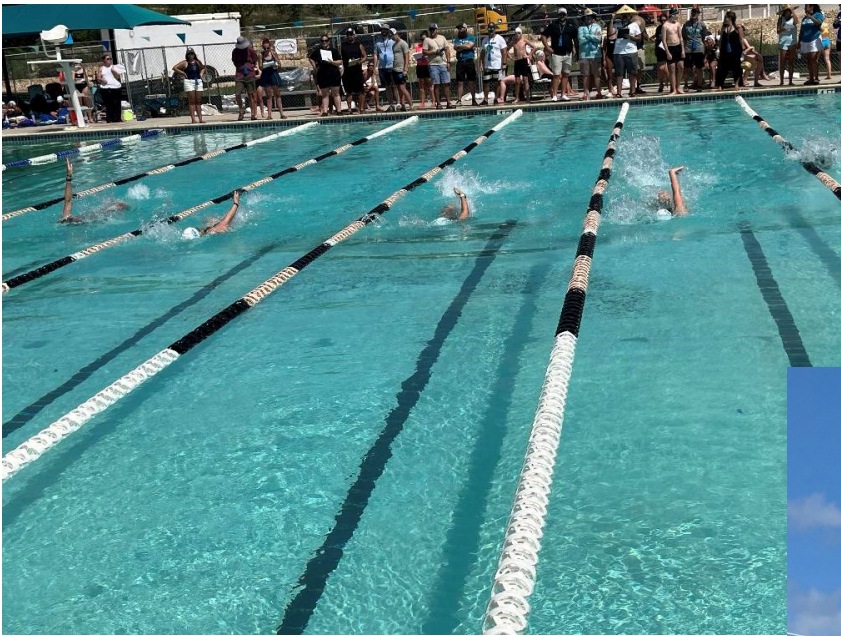
- Garden of Roots:
  - Tree Placement x3
  - Tree Sign Installation
- Splash Pad Repair Plan
  - Emailed pictures to Vortex to get their insight on what may have caused the foundation to shift.
  - Advanced Aquatics video inspected some of the fixtures/lines and noticed some lines were clear & others had material inside of them. This could be due to a break in the line.
  - Once a report has been compiled, that report and update will be shared.
- Finalize lifeguard onboarding & training.
- Finalize budget planning for FY 2025-2026
- Continued monitoring of Community Center construction progress & park access



**View of East pond after rain event on June 11-12, 2025.**







**Castroville Otters swim meet held on Saturday, June 7, 2025!**







Installation of new Interpretive panels throughout Regional Park.



Comparison of “good” Be Advised Interpretive panel and one that is needing replacement.