



**NOTICE OF AGENDA
GRANITE SHOALS PARKS ADVISORY COMMITTEE
REGULAR MEETING**

THURSDAY, NOVEMBER 6, 2025 AT 6:00 PM

City of Granite Shoals City Hall, 2221 N. Phillips Rd., Granite Shoals, TX 78654
Phone (830) 598-2424 Fax (830) 598-6538 • www.graniteshoals.org

AGENDA

Livestream:<https://youtube.com/live/uBgvPe9OS3Y?feature=share>

- 1. Call to Order/ Roll Call/ Welcome**
- 2. Citizen Comments**
- 3. Consent Agenda**
 - 3.a. Discuss and consider approval of the resignation of Graham Fisher from the Parks Advisory Committee.
 - 3.b. Discuss and consider approval of Karen Rudolph as a regular member of the Parks Advisory Committee.
 - 3.c. Discuss and consider approval of meeting minutes from October 2, 2025.
- 4. Discussion and Updates**
 - 4.a. Update on youth advisory recruitment.
 - 4.b. Report on the November 3rd workshop discussions.
 - 4.c. Update on park needs and improvements:
 - Installation of new soccer goal
 - Installation of the purchased picnic table
 - Identified repairs or upkeep that may be supported by committee volunteer workdays
 - 4.d. Discuss the Parks Advisory Committee roles and responsibilities in collaboration with City Staff on the fulfillment of the LCRA grant for Lakeview Park.
- 5. Action Items**
 - 5.a. Discuss, consider, and take appropriate action regarding the nomination and appointment of the Parks Advisory Committee Vice Chair.

- 5.b. Discuss, consider, and take appropriate action regarding the planning of future park volunteer workdays and assignment of a team lead(s).
- 5.c. Discuss, consider, and take appropriate action regarding a recommendation to Council for payment of the completed pier at Timberhill Park.
- 5.d. Discuss, consider, and take appropriate action regarding the completion of plans for Timberhill Park.
- 5.e. Discuss, consider, and take appropriate action regarding any necessary updates to the Adopt-A-Park program.

6. Future Agenda Items

7. Adjournment

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on both the indoor bulletin board and outdoor notice board of Granite Shoals City Hall on or before 6:00 PM on the 31st day of October 2025. Requests for accommodations or interpretive services must be made 8 hours prior to this meeting. Please contact the City Secretary at (830) 598-2424 for further information.

Dawn Wright, City Secretary



This Notice and Meeting Agenda, and the Agenda Packet, are posted online at www.graniteshoals.org



**NOTICE OF AGENDA
GRANITE SHOALS PARKS ADVISORY COMMITTEE
REGULAR MEETING**

THURSDAY, OCTOBER 2, 2025 AT 6:00 PM

City of Granite Shoals City Hall, 2221 N. Phillips Rd., Granite Shoals, TX 78654
Phone (830) 598-2424 Fax (830) 598-6538 • www.graniteshoals.org

MINUTES

1. Call to Order/ Roll Call/ Welcome

The meeting was called to order at 6:00 PM.

Moved by Michele Landfield; seconded by Graham Fisher to approve the absence of Karen Rankin.

Motion Passed: 5 - 0

Voting For: Tammie Sander, Michele Landfield, Jesse Parkison, Shirley King, Graham Fisher

Moved by Tammie Sander; seconded by None to approve the absence of Brad Hammel.

Motion Failed: lack of second

Moved by Michele Landfield; seconded by Graham Fisher to not approve the absence of Brad Hammel.

Motion Passed: 4-1

Voting For: Michele Landfield, Jesse Parkison, Shirley King, Graham Fisher

Voting Against: Tammie Sander

2. Citizen Comments

No citizen comments.

3. Consent Agenda

3.a. Discuss and consider approval of meeting minutes from September 4, 2025.

The minutes from September 4, 2025, were unanimously approved by Jess Parkison, Graham Fisher, Shirley King, Michele Landfield and Tammi Sanders.

4. Discussion and Updates

4.a. Park Installation and Renovations Update:

- Status of granite signs for parks
- Update on plaques near trees at Veterans Park
- Update on docks from Jason Brady.
- Painting line at Crockett Park near the boat landing
- A soccer net was ordered for Quarry Park
- A picnic table was ordered for Belaire Park
- Dedication Plaque for Quarry Park was ordered and deposit paid.

- Granite signs for parks will be taken care of in the spring.
- Painting the line at Crockett Park near the boat landing was done, but doesn't seem to be helping, according to Peter Hutnick.
- Park Installation and Renovations Update
- Bench swing at Greencastle #2 needs leveling and a grill installation — Done
- 17—Hillside Park: update on removing both wooden picnic tables — removed
- Update on plaques near Trees at Veterans Park — Delivered plaques to Chief Campbell

4.b. Discussions:

- Discuss the Workshop on 10/27/25
- Update on submitting the \$25,000 grant to LCRA

Karen Rankin, Jess Parkison and Michele Landfield will set up a table at the “Night Out in Quarry Park”

The grant application has made it to the finals and is pending a decision.

5. Action Items

- 5.a. Discuss, consider, and take possible action to open and promote applications for a Youth Advisory Member for Council consideration.

The committee members agreed to postpone action on this topic.

- 5.b. Discuss, consider, and take appropriate action regarding using the estimate for upgrades at Lake View Park for Timberhill Park.

16X24 ft concrete slab at Lake View Park estimate will be transferred to Timberhill.
The pavilion has been ordered and is pending installation.

6. Future Agenda Items

7. Adjournment

With no further business or discussion, the meeting was adjourned.

CERTIFICATION

I hereby certify that the above minutes are true and correct from the Parks Advisory Committee meeting of October 2, 2025.

Michele Landfield -
Chair



Parks Advisory Committee STAFF REPORT

Subject: Discuss the Parks Advisory Committee roles and responsibilities in collaboration with City Staff on the fulfillment of the LCRA grant for Lakeview Park.

Date: November 6, 2025

Submitted by:

Department: Administration

Background:

The City of Granite Shoals was recently awarded a Lower Colorado River Authority (LCRA) Community Grant in the amount of \$23,370 to support construction of a T-Head Fishing Pier at Lakeview Park.

The project, as described in the LCRA grant narrative, aims to enhance public access to safe, accessible, and family-friendly fishing opportunities on Lake LBJ, while preserving the natural shoreline and providing a community gathering area for residents and visitors.

The City of Granite Shoals, as the grant recipient, holds primary responsibility for project administration, fiscal oversight, and reporting to LCRA.

This includes:

- Coordinating all procurement and construction activities;
- Ensuring compliance with LCRA grant conditions, including matching contributions;
- Maintaining project documentation, timelines, and financial records;
- Providing required progress and final reports; and
- Overseeing installation, inspection, and long-term maintenance of the pier facility.

City staff from the Parks Department, in coordination with the City Manager's Office, will oversee the project timeline and manage vendor engagement to ensure that the project meets budget, safety, and accessibility standards.

The Parks Advisory Committee will serve in a supporting and collaborative role to City staff throughout the life of the project.

Their participation will include:

- Providing input and recommendations during the design, site layout, and aesthetic review stages to ensure alignment with community goals and the City's "City of Parks" identity;
- Assisting with public communication and community engagement, including updates, volunteer coordination, and event planning for the pier's grand opening;
- Supporting ongoing stewardship and park enhancement efforts, such as promoting educational signage about conservation and responsible fishing practices; and
- Acting as community liaisons to encourage resident participation and feedback regarding Lakeview Park improvements.

The Committee's collaborative support ensures the project reflects resident priorities, maintains public transparency, and enhances community pride in the City's park system.

Recommendation:

- City Staff will coordinate with LCRA to initiate the grant acceptance and compliance documentation.
- Staff will begin the procurement process in accordance with City purchasing policies.
- Updates will be provided to the Committee as the project progresses, including vendor selection, construction milestones, and anticipated completion timeline.

Fiscal Impact:

Attachments:

None

City of Granite Shoals Adopt a Park Program

Program Mission

To provide volunteer opportunities for individuals and groups to take an active role that contributes to the beautification of local parks and trails. It is also designed to:

- Increase awareness of parks and trails
- Develop an organizational advocacy for parks and trails.
- Build community pride in parks and trails
- Encourage and recognize volunteer contributions and efforts.

About the Program

The adopt a park program (APP) provides opportunities for individuals and organizations to get involved in a variety of capacities

Program participation requires a one-year commitment from an individual or group to meet a minimum of every 3 months (4 times per year) to clean up a park or trail.

Who Can Participate?

Open to all individuals and organizations in the Granite Shoals Community and surrounding area. Some examples include, but not limited to:

- Businesses
- Faith-based Groups
- Individuals and families
- Neighborhood groups
- Community Service Organizations
- Schools (clubs & teams)
- Scouts

Why Participate?

The City of Granite Shoals has a large inventory of parks and trails throughout the community. The City continues to maintain the amenities with limited resources but the continuous public use is a constant challenge. Your volunteer efforts can make the difference in maintaining and improving the parks.

Benefits of Being Involved

- Community Involvement
Provides opportunities for groups to help improve and maintain parks and trails. As a volunteer, you will have a unique opportunity to donate services to the community and enjoy the results of your hard work. Become stewards of public lands by working to take care of parks in a meaningful way.
- Environmental

City of Granite Shoals
Adopt a Park Program Policy

1. The adopting volunteer group/person must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions, and instructions from the City of Granite Shoals and the Public Works Staff.
2. Duties and limits are defined in the adoption agreement signed by a representative of the volunteer group/person and a representative of the City.
3. APP volunteers shall exercise reasonable and prudent judgement in their performance of volunteer responsibilities. All volunteers under the age of 18 must have reasonable adult supervision.
4. APP volunteers may not modify, remove, or add to the existing landscape, equipment, facilities, parks, or trails without the consent and approval, in writing, from the Public Works Director or City Manager.
5. Requests to plant trees, other landscaping, or amenities, must be submitted to the Public Works Director by the 20th of the month in order to be considered at the next Parks Committee Meeting. The request shall include:
 - a. Name of plant
 - b. Number to be planted
 - c. Information on amenity to be added (specifications, picture, etc.)
 - d. Map/sketch of where plants/amenities will be installed
6. Trees and other plants must be native and non-invasive to the area. No plants may be planted within 5 feet of a body of water or creek bed.
7. The City of Granite Shoals Parks Committee will consider the request(s) to ensure consistency throughout the parks system. The City of Granite Shoals reserves the right to make the final decision regarding type of plants and location in the parks/trails.
8. APP volunteers who are injured while performing their duties should seek medical attention from a provider of their choice. Any accident or injury shall be reported to the city within 24 hours of occurrence.
9. Requests to adopt specific sites are processed on a first-come, first served basis.
10. The City reserves the right to designate specific adoption sites.
11. If the APP wishes for placement of an adoption sign at the park, the APP organization will provide funding for the sign. The APP signage is the property of the City of Granite Shoals and will be installed, modified, and removed only by designated staff. Advertising other than the assigned APP volunteer/group name is not permitted on program signage or on park grounds.
12. Companies who wish to adopt a park and provide in-kind services should apply through this process. The application must provide what in-kind services will be provided and the frequency of services.
 - a. Work performed must meet the standards and safety as set by the City as determined by the Public Works Director.

- b. If the company is not providing services at the expected level or frequency required, the City may end the APP with a 10 day notice.
 - c. The City will provide a letter of in-kind services at the end of the volunteer commitment. If all conditions and standards have not been met, the City will determine the amount related to the donated services.
- 13. APP volunteers must complete the Volunteer Registration and Release Form for every participant annually and submit it to the City prior to the first work day. If a participant is under the age of 18, a parent or guardian must sign the Volunteer Registration and Release Form. Parents assisting with cleanups must also sign the Volunteer Registration and Release Form. Children must be supervised at all times by a parent or guardian.
- 14. A designated Group Leader will be required for each organization to serve as the primary point of contact for the City: The Group Leader will be responsible for signing the Adoption Agreement, scheduling workdays, and ensuring compliance with APP policies and any other rules or regulations of the City.
- 15. APP volunteer Group Leaders are responsible for completing an Inspection Checklist at the end of each scheduled workday. Checklist documents the date, number of volunteers, hours works, activities accomplished, and condition of the adopted area. The Inspection Checklist is an important tool used by the City to evaluate trails and parks and document volunteer contributions.
- 16. The Group Leaders are also responsible for emailing the checklist to the Public Works Director within 5 days of completion of the workday.
- 17. APP volunteers shall provide their own transportation and tools as necessary to accomplish the program requirements. Special arrangements can be made with City staff to furnish trash bag supplies and collect waste after a workday.
- 18. APP volunteers are not allowed to mow or use trimers in the parks/trails.
- 19. APP volunteers are required to commit to one year of service.
- 20. APP volunteers must perform organized litter control and/or park beautification workdays as agreed upon to remain in good standing. Groups should provide City staff with at least 10 days' notice prior to a scheduled workday in an effort to assist staff with coordinating necessary resources.

Your effort and involvement in our parks and trails increase public awareness of the importance of protecting our natural resources, generates pride in our parks system, and demonstrates a commitment to the community and the environment.

Adoption Volunteer Commitment

One-year time commitment – Must meet at least once every three months. An adoption sign recognizing volunteer efforts will be ordered, at the expense of the adoptee, after three months of service and placed at the corresponding area of responsibility and commitment.

What Can Be Done in Adopted Areas?

Volunteers who adopt parks can help in the following ways:

- Picking up trash
- Raking playground surfaces
- Reporting any hazards to public works staff
- Pulling weeds
- Sweeping trails, sidewalks, and pathways
- Reporting graffiti or vandalism to Public Works Staff
- Planting (under supervision of Public Works Staff only)
- Clean/wash picnic tables and other park equipment

City of Granite Shoals

Adopt A Park

Volunteer Registration and Release Form
(Must be turned in before the work day)

Date: _____

Participant's Name: _____

Parent or Guardian Name (for children under 18): _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone (day): _____ (evening): _____

E-mail Address: _____

Park Name: _____

RELEASE STATEMENT

I, the undersigned, hereby agree to participate in the City of Granite Shoals' Adopt A Park program. I certify that I have read and will abide by the Adopt A Park Program Policy. I certify that, to the best of my knowledge, I or the minor who is the subject of this Registration and Release Form is physically fit and able to engage in the volunteer activities. I understand I am held responsible for my own (or that of the minor) safety during the volunteer service activities. I agree to indemnify and hold the City of Granite Shoals and its employees harmless from any and all claims from injury and/or damages to persons or property, including wrongful death, resulting from participation in the Adopt a Park volunteer program. My signature acknowledges that I understand and agree to the above conditions.

Participant Signature

Date

Parent/Guardian Signature

Date

Participants Full Printed Name

Parent/Guardian Full Printed Name