

**AGENDA**  
**CITY OF BENBROOK**  
**PARKS AND RECREATION BOARD MEETING**  
**WEDNESDAY, JANUARY 11, 2023**

**BENBROOK CITY HALL**  
**911 WINSCOTT ROAD**  
**BENBROOK, TEXAS 76126**

**A quorum of the Benbrook City Council may be in attendance at this meeting**

**PRE-MEETING WORKSESSION 7:00 P.M.**

**CENTRAL CONFERENCE ROOM, OPEN TO THE PUBLIC**

1. Roles and Responsibilities of the Parks and Recreation Board
2. Review and discuss items for regular meeting

**REGULAR MEETING 7:30PM**

**COUNCIL CHAMBERS**

- I. CALL TO ORDER
- II. OATH OF OFFICE FOR NEW BOARD MEMBERS
- III. CITIZEN COMMENTS ON ANY AGENDA ITEM
- IV. APPROVAL OF MINUTES
  - I. January 12, 2022 Minutes
- V. SELECTION OF BOARD CHAIRPERSON
- VI. SELECTION OF BOARD VICE CHAIRPERSON
- VII. REPORTS FROM CITY STAFF
  - I. PB 1009 Parks And Recreation Department Overview

Documents:

[PARKS MINUTES 01.12.22A.PDF](#)

Documents:

[PARKS BOARD 1009 DEPARTMENT OVERVIEW.PDF](#)

- VIII. INFORMAL CITIZEN COMMENTS

State Law Prohibits Any Deliberation Of Or Decisions Regarding Items Presented In Information Citizen Comments.

- IX. ADJOURNMENT

This facility is wheelchair accessible. For accomodations or to inform us of inaccessibility to this

meeting, contact Bennett Howell, Public Services Director at 817-249-6063. For sign interpretive services, please call 48 hours in advance.

**BENBROOK PARKS AND RECREATION BOARD MEETING  
MINUTES OF THE MEETING HELD  
WEDNESDAY, JANUARY 12, 2022  
AT 7:30 PM**

The regular meeting of the Parks and Recreation Board of the City of Benbrook was held on Wednesday, January 12, 2022 at 7:30 p.m. in the Council Chambers at 911 Winscott Road with the following Board Members present:

Chad Skinner  
Frank Rike  
Donna Smith  
John Adelman

Also Present: Bennett Howell, P.E., Public Services Director  
Caroline Stewart, Assistant Planner

**I. CALL TO ORDER**

Meeting called to order at 7:30 p.m. by the Vice Chair, John Adelman.

**II. OATH OF OFFICE FOR NEW MEMBERS**

Caroline Stewart swore in Chad Skinner, Donna Smith and John Adelman.

**III. CITIZEN COMMENTS ON ANY AGENDA ITEM**

None

**IV. APPROVAL OF MINUTES – August 11, 2021**

Regular Meeting – August 11, 2021

Motion by Mr. Rike to approve the minutes of the August 11, 2021 meeting.  
Second by Mr. Skinner. The Chair called the question.

Vote on the motion:

Ayes: Mr. Rike and Mr. Adelman

Nays: None

Abstain: Mr. Skinner and Ms. Smith were not on the Parks Board at the time of the meeting.

## **V. SELECTION OF BOARD CHAIRPERSON**

Motion by Mr. Rike to propose Mr. Adelman as the Board Chairperson.  
Second by Ms. Smith. The Chair called the question.

Vote on the motion:

Ayes: Mr. Skinner, Mr. Rike, Ms. Smith, and Mr. Adelman

Nays: None

Abstain: None

## **VI. SELECTION OF BOARD VICE CHAIRPERSON**

Motion by Mr. Skinner to propose Mr. Rike as the Board Vice Chairperson.  
Second by Ms. Smith. The Chair called the question.

Vote on the motion:

Ayes: Mr. Skinner, Mr. Rike, Ms. Smith, and Mr. Adelman

Nays: None

Abstain: None

## **VII. REPORTS FROM CITY STAFF**

PB 1009 Parks and Recreation Department Overview

The City's Parks and Recreation Department includes one superintendent, eight (8) full-time employees, and two (2) part-time employees (unfilled at this time). They are a dedicated group of people who have the following skills:

- Landscape and irrigation maintenance;
- Cleaning restrooms;
- Painting;
- Carpentry;
- Plumbing;
- Electrical;
- Concrete and masonry;
- Welding;
- Installing park equipment;
- Maintaining baseball and soccer fields;
- Animal and pest control; and
- Trash duties

No vote was taken since the item was for information only.

## **VIII. INFORMAL CITIZEN COMMENTS**

None

## IX. ADJOURNMENT

Meeting adjourned at 7:50 pm followed by a work session to discuss Master Park Plan update.

**APPROVED**

\_\_\_\_\_  
Chair

\_\_\_\_\_, 2023



# City of Benbrook

## PARKS BOARD COMMUNICATION

DATE: 01/11/23	REFERENCE NUMBER: PB-1009	SUBJECT: Parks and Recreation Department Overview	PAGE: 1 of 1
-------------------	------------------------------	--	-----------------

The City's Parks and Recreation Department includes one superintendent, seven (7) full-time employees, and two (2) part-time employees (currently not filled). They are a dedicated group of people who have the following skills:

- Landscape and irrigation maintenance;
- Cleaning restrooms;
- Painting;
- Carpentry;
- Plumbing;
- Electrical;
- Concrete and masonry;
- Welding;
- Installing park equipment;
- Maintaining baseball and soccer fields;
- Animal and pest control; and
- Trash duties

The associated presentation provides additional details of their roles and functions in the City.

SUBMITTED BY:	DISPOSITION BY COUNCIL: <input type="checkbox"/> APPROVED <input type="checkbox"/> OTHER (DESCRIBE)	PROCESSED BY:
		CITY SECRETARY
CITY MANAGER		DATE: