

# Bastrop Parks and Recreation / Public Tree

## Advisory Board Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



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April 15, 2025

## Agenda - Parks and Recreation / Public Tree Advisory Board at 5:30 PM

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*Bastrop Parks and Public Tree Advisory Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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1. **CALL TO ORDER**

2. **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Board/Commission must complete a citizen comment form and give the completed form to the Board/Commission Secretary prior to the start of the Board/Commission meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Board/Commission cannot discuss issues raised or make any decision at this time. Instead, the Board/Commission is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Board/Commission to allow a member of the public to slur the performance, honesty and/or integrity of the Board/Commission, as a body, or any member or members of the Board/Commission individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Board/Commission and/or any person in the Board/Commission's presence will not be tolerated.*

3. **WORKSHOP**

4. **ITEMS FOR INDIVIDUAL CONSIDERATION**

4A. Discussion and possible action on:

1.Parks Master Plan update - Items in progress

2.Possible amendment to the Parks Master Plan

3.Inventory and Maintenance Plan

Submitted by: Sylvia Carrillo-Trevino, City Manager and Deborah Jones, Board Chair

**4B.** Finalize Park Rental Ordinance Updates

Submitted by: Terry Moore, Parks and Recreation Director

**4C.** Consider and act to approve Parks and Recreation / Public Tree Advisory Board meeting minutes from the Thursday, February 6, 2025 Regular Meeting.

Submitted by: Terry Moore, Parks and Recreation Director

**5. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Friday, April 11, 2025 at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Terry Moore  
Terry Moore, Parks and Recreation Director



# STAFF REPORT

**MEETING DATE:** April 15, 2025

**TITLE:**

Discussion and possible action on:

- Parks Master Plan update - Items in progress
- Possible amendment to the Parks Master Plan
- Inventory and Maintenance Plan

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, City Manager and Deborah Jones, Board Chair

**BACKGROUND/HISTORY:**

The City Manager has asked for a workplan from the Parks and Recreation Director. The workplan should include priorities of the board as discussed and agreed upon by the entire board, and should also prioritize work in the adopted Parks Master Plan.

Finally, before reaching out to the taxpayers for new amenities, the parks department needs to complete its inventory and also establish a workplan for repair or replacement. It is important for the board to understand those needs for future budget requests to the Council.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Reach consensus on a work plan, goals, and identified needs for the remainder of the fiscal and into the next fiscal year.

**ATTACHMENTS:**

Parks Project Tracker

### Parks Project Tracker

Project	Project Cost	Fund Source	Account String	Amount Remaining	Estimated Completion Date
FISHERMANS					
Added Electric	\$2,665.85	General Fund	101-23-00-5352		completed 11/18/2024
Replaced Fence at the Playground	\$9,508.00	General Fund	101-23-00-5352		Completed 12/6/2024
Replacement of Backboard/Rim	\$4,647.23	General Fund	101-23-00-5352		Completed 1/20/2025
Outlook Rennovation (at Ferry Park)	\$30,000.00	General Fund	105-00-00-6000		Completed 4/4/2025
Add mulch to playground	\$1,000.00	Grand funding			Completed 3/28/2025
Outlook Rennovation (at Neighbors)	\$28,000.00	General Fund	105-00-00-6000		May-25
Concrete Raising	\$11,062.04	General Fund	101-23-00-5359		Jun-25
Iron Fence Repair	\$3,000.00	General Fund	101-23-00-5359		Jul-25
Riverwalk Erosion (under Bridge)	Awaiting bid				FY25
Paint & Stripe court	\$3,800.00	General Fund	101-23-00-5352		6/1/2025
Walkway/Bollards/Crosswalk	\$42,000.00	Sidewalk/Park Designation			FY25?
Adding Lighting to lower Basketball court	\$7,600	General Fund	101-23-00-5352		FY26
Concrete Raising	\$7,000.00	General Fund	101-23-00-5359		FY26
Extending Parking area at lower lot	awaiting bid				FY26

BOB BRYANT PARK					
Replacement of Backboard/Rim	\$2,323.61	General Fund	101-23-00-5364		Completed 1/20/2025
Playground Mulch	\$8,832.00	Grant funding	101-23-00-6203		Completed 3/25/25
Shade Cloth Replacement	\$8,266.00	Special Projects	101-23-00-6203		Completed 3/25/25
Playground Renovation Project	\$81,179.21	Special Projects	101-23-00-6203		Completed 3/25/25
Paint the Pavilion	\$475.00	Grant funding			Completed 4/11/25
Drainage repair	Awaiting bid				
Paint & Stripe court	\$1,900.00	General Fund	101-23-00-6203		Jun-25

## Parks Project Tracker

Project	Project Cost	Fund Source	Account String	Amount Remaining	Estimated Completion Date
Add fencing to property line					
KERR					
Replacement of all amenities (tables, cans, benches)	\$9,500.00	General Fund	101-23-00-5385		Completed 12/2024
Replacement of Backboard/Rim	\$2,323.62	General Fund	101-23-00-5385		Completed 1/20/2025
Paint & Stripe court	\$1,900.00	General Fund	101-23-00-5385		Jun-25
Playground Mulch	\$4,000.00	Grant Funding			May-25
DELGADO					
Replace barrels with trash cans	\$1,200.00	General Fund	101-23-00-5355		8/1/2025
Build Walking Trail	\$3,000.00	General Fund	101-23-00-5355		9/1/2025
Create Abilities Area		General & Grant Funding			FY26
Pavilion	\$250,000.00	Grant Funding			FY26
FERRY					
Replace trash cans	\$1800 (\$600 each)	General Fund	101-23-00-5352		Completed 11/1/2024
Replace Mulch	\$4,000.00	Grant Funding			May-25
Replace 1swing, 2tables, 2benches		General Fund	101-23-00-5352		FY26
JEWEL HODGE					
Installed Benches	\$1,967.53		101-23-00-5374		Completed 11/24/2025
SPLASH PAD					
Splash Pad Resurfacing	\$9,153.85		101-23-00-5361 (\$1,153.85) 101-23-00-6203 (\$8,000)		Completed 4/1/2025
Splash Pad recirculation	Expect Bid by 4/18				FY26

Parks Project Tracker

Project	Project Cost	Fund Source	Account String	Amount Remaining	Estimated Completion Date
PECAN PARK					
Walking Trailhead Rehab	\$2,000.00	General Fund	101-23-00-5358		May-25
DOG PARK					
Replace fountains	\$4,000.00	General Fund	101-23-00-5354		FY26
FIREMANS					
Foulball Netting					FY26
Dirt for Infield					FY26
GENERAL PARKS PROJECT					
Kiosk signage/History project	\$12,000.00		Various parks		FY26
Lighting in park areas at bridge	\$30,000.00	General Fund	101-23-00-5356		FY26



# STAFF REPORT

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**MEETING DATE:** April 15, 2025

**TITLE:**

Finalize Park Rental Ordinance Updates

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Parks and Recreation Director

**BACKGROUND/HISTORY:**

Article 1.10 – Parks, defines how the city parks are utilized by its residents and visitors. Included in the ordinance are the guidelines for how parks, pavilions and amenities are rented and how payment is made. As the parks system has grown, as well as the department, adjustments are required so the staff can work more efficiently as well as providing more convenience for the residents and visitors of the park.

At the August 8, 2024 meeting, the board made recommendations for changes. Staff have assembled the exhibit attached for review so the board can confirm before it goes to council for review.

**RECOMMENDATION:**

Review & Confirm changes documented and voted on at the 8/8/24 meeting.

**ATTACHMENTS:**

1. Exhibits: Sec. A1.10 Parks. Document with recommended changes.

**Sec. A1.10 Parks.**

SEC Reference	Last updated	Description	Amount of fee/ Deposit
1.10.002	Ord. No. 2022-22 9/20/2022	<b>Private/Non-Profit fees and deposits:</b>	
		Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$50.00 Per 4 hour block
		101-200 Patrons	\$100.00/\$150.00 Per 4 hour block
		201-300 Patrons	\$150.00/\$250.00 Per 4 hour block
		Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
		<b>Multipurpose fields:</b>	
		Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
		0—100 Patrons	\$50.00/\$100.00 Per 4 hour block
		101—300 Patrons	\$75.00/\$150.00 Per 4 hour block
		301—500 Patrons	\$100.00/\$200.00 Per 4 hour block
		<b>Additional park amenities fees for Private/Non-Profit use.</b>	
		Softball fields—daily/practice use	\$20.00 per hour /\$50.00 flat fee Per 4 hour block
		Softball fields—additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
		Softball fields—tournament use	\$150.00 per day /\$100.00 flat fee Per 4 hour block
		Softball fields—tournament use-additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour



## Proposed changes by Park &amp; Recreation Board-Approved 8.10.24

		Sand volleyball court (no lighting available)	\$40.00 per 4-hour block
		Pier/scenic outlook	\$40.00 per 4-hour block
		Pier/scenic outlook-seating at additional cost	\$2.00 per chair
		Tennis & Basketball courts	\$4.00 per 4-hour block
		Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6:00 p.m.—10:00 p.m.)
		Disc Golf Tournaments	\$125.00 (100 players); \$2.00 per player after 100
		Additional equipment required	Standard FEMA rates apply
		Barricades - Type I	\$3.00 each
		Barricades - Type II	\$10.00 each
		Barricades - Type III	\$20.00 each
		Cones 24—36 inches	\$1.00 each
		Cones 48 inches	\$2.00 each
		<b>For profit fees and deposits:</b>	
		Pavilions (including BBQ pits when available). Schedule for Profit use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		Less than 100 patrons	\$100.00/\$200.00 Per 4 hour block
		101—200 patrons	\$200.00/\$300.00 Per 4 hour block
		201—300 patrons	\$300.00/\$400.00 Per 4 hour block
		Greater than 300	Special event permit required
		<b>Multipurpose fields</b>	
		Schedule for Profit use fees and deposits for the multipurpose fields in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.	
		0—100 patrons	\$100.00/\$200.00 Per 4 hour block
		101—200 patrons	\$250.00/\$400.00 Per 4 hour block
		201—500 patrons	\$400.00/\$600.00 Per 4 hour block
		<b>Additional park amenities fees for Profit use.</b>	

## Proposed changes by Park &amp; Recreation Board-Approved 8.10.24

		Softball fields—daily practice use	\$30.00 per hour /\$100.00 deposit Per 4 hour block
		Softball fields—additional lighting (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
		Softball fields—tournament use	\$250.00 per day/\$200.00 deposit
		Sand volleyball court—4-hour block (no lighting)	\$80.00
		Pier/Scenic outlook—additional seating	\$3.00 per chair
		Tennis & Basketball courts—4-hour block	\$80.00
		Tennis & Basketball courts—limited lighting available (6:00 p.m.—10:00 p.m.)	\$10.00 per hour
		City staff - required with 100+	\$25.00 per hour
		Disc Golf Tournaments	\$200.00 (100 players); \$2.00 per player after 100
		Additional equipment required	Standard FEMA rates apply
		Barricades Type I	\$10.00 each
		Barricades Type II	\$25.00 each
		Barricades Type III	\$30.00 each
		Cones 24-36"	\$2.00 each
		Cones 48"	\$4.00 each
		The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.	
		<b>Rodeo Arena Rental Fees</b>	
		Rodeo Arena Rental includes lighting	\$200.00 per day
		Security Deposit for entire event	\$400.00
		Rodeo Arena Rental-4-hour block before dark	\$50.00
		4-hour block before dark security deposit	\$100.00 per 4-hr block
		Rodeo Arena Rental-4-hour block after dark	100.00
		4-hour block after dark security deposit	\$200.00 per 4-hr block
		<b>Services required during event</b>	<b>See Fee Schedule</b>
		Arena dirt work—City crew-tractor, drag	\$50.00 per hour
		City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
		Electricity for arena lights	\$10.00 per hour

## Proposed changes by Park &amp; Recreation Board-Approved 8.10.24

		Water for arena dirt work	\$5.00 per 1,000 gallons
		RV and/or campsites with hook-ups (includes water/electric)	\$50.00 per day
		Concession stand/kitchen	See concession stand agreement
		<b>Dog training</b>	
		Dog training classes in Bark Park only per class	\$25.00
		Deposit	\$50.00
		<b>Recreation</b>	Membership Fees Monthly
		Individual	Resident \$30.00; Non-Resid. \$35.00
		Family	Resident \$50.00; Non-Resid. \$55.00
		Senior/Military/Disabled Person(s)	Resident \$20.00; Non-Resid. \$25.00
		Military Family	Resident \$40.00; Non-Resid. \$45.00
		City Employee	Indiv. \$0.00; Family \$30.00
		Drop-in Fee	\$5.00—\$20.00

(Ord. No. 2018-21 , § 1(Exh. A), 9-25-18; Ord. No. 2021-12 , § 1(Exh. A), 9-21-21; Ord. No. 2022-22 , § 1(Exh. A), 9-20-22)



# STAFF REPORT

**MEETING DATE:** April 15, 2025

**TITLE:**

Consider and act to approve Parks and Recreation / Public Tree Advisory Board meeting minutes from the Thursday, February 6, 2025 Regular Meeting.

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Parks and Recreation Director

**BACKGROUND/HISTORY:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  - 1. State the subject of each deliberation; and
  - 2. Indicate the vote, order, decision, or other action taken.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve, amend, or correct the minutes of the February 6, 2025 Regular Meeting Parks and Recreation / Public Tree Advisory Board.

**ATTACHMENTS:**

DRAFT February 6, 2025 Minutes

## MINUTES OF CITY OF BASTROP PARKS AND PUBLIC TREE ADVISORY BOARD

February 6, 2025

The Bastrop Parks and Public Tree Advisory Board met in a Regular Meeting on Thursday, February 6, 2025, at 5:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Rick Rivera, Krissie Fountain, Margaret Robinson, Deborah Jones, and Nathanael Gold. Staff present were Parks and Recreation Director Terry Moore and Building and Facilities Manager Doug Haggerty. Council Member Cynthia Sanders-Meyer was present. Members Steven Fobert and Gail Sheehan were absent.

### 1. CALL TO ORDER

At 5:33 p.m. Chair Deborah Jones called the meeting to order.

### 2. CITIZEN COMMENTS

No citizen comments

### 3. MINUTE APPROVAL

Motion was made to approve the minutes from the Thursday, November 7, 2024 Regular Meeting and the January 13, 2025 Regular Meeting by Member Margaret Robinson. Motion was seconded by Member Rick Rivera. Motion passed unanimously.

### 4. STAFF, BOARD, AND COMMITTEE MONTHLY OPERATIONAL REPORTS

#### 4A. Parks and Recreation Report

Report was given by Parks and Recreation Director, Terry Moore.

#### 4B. Bastrop State Park Report

Report was given by Lost Pines State Park Complex Superintendent, Nathanael Gold.

#### 4C. Bird City Coalition Report

Report was given by Luke Thompson and Council member Fossler. Thomspson reported that the field trips being held in City Parks are picking up momentum and participation.

#### 4D. Bastrop Recreation Director's monthly update

Report was given by Parks and Recreation Director, Terry Moore.

#### 4E. Discussion and changes in the operations of Mayfest Park

Report was given by Building and Facilities Manager, Doug Haggerty.

### 5. PRESENTATIONS

#### 5.A Receive a presentation on the various projects taking place during the Bastrop Clean Sweep on February 22, 2025.

Presentation was given by Parks and Recreation Director, Terry Moore. Topics surrounded around the Parks and Recreation Departments efforts to engage the Citizens of the City of Bastrop to increase public participation and to encourage grassroots support of the City's Parks and Recreation Programmatic efforts.

**6. PARKS & RECREATION WORKSHOP**

**7. ITEMS FOR INDIVIDUAL CONSIDERATION**

**7A. Consider action to approve Parks and Public Tree Advisory Board minutes from the November 7, 2024, Regular Meeting and the January 13, 2025, Regular Meeting.**

Topic was addressed and approved in agenda item 3.

**7B. Receive updates on the Working Task Force**

Due to the 2024 Holiday Season task force meetings were tabled. Task force members will resume duties now that the Holiday Season has passed.

**7C. Discuss and possible action regarding the City of Bastrop Parks and Recreation Master Plan.**

No action taken.

**7D. Texas A&M Forest Service offers matching grants each year. One of the categories is for a Municipal Forester for \$100,000 over 3 years.**

Topic was presented by Parks and Recreation Director, Terry Moore, explaining that this opportunity would if awarded, assist with the hiring of a Certified Arborist for the City of Bastrop. Director Moore will explore this opportunity and will report on their findings.

**ADJOURNMENT**

Member Margaret Robinson made a motion to adjourn the meeting at 7:06pm. Member Rick Rivera seconded. Motion passed unanimously.

APPROVED:

ATTEST:

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Chair, Deborah Jones

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Secretary, Nathanael Gold