

# Bastrop Parks and Public Tree Advisory Board

## Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



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**\*\*\*AMENDED\*\*\*** February 21, 2023

**Agenda - Parks and Public Tree Advisory Board at 6:45 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 Board Liaison Secretary at (512) 332-8920, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1- 800- 735- 2989 at least 48 hours in advance of the meeting.*

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1. **CALL TO ORDER**

2. **REPORTS**

2A. [Parks Report](#)

2B. [Bastrop State Park Report](#)

2C. [Bastrop Recreation Report](#)

2D. [Bird City Coalition Report](#)

2E. [Council Liaison Report](#)

3. **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.*

**4. WORKSHOP**

**5. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 5A. [Consider action to approve Parks and Public Tree Advisory Board minutes from the January 5, 2023 regular meeting.](#)
- 5B. [Update on Murals in Bob Bryant drainage channel](#)
- 5C. [Update and discuss on Parks Master Plan](#)
- 5D. [Discussion on open Parks Board Members](#)
- 5E. [Update Donation of Bird Houses by Bastrop County Rotary Club](#)
- 5F. [Discuss the changing of Parks and Tree Advisory Board starting time.](#)
- 5G. [Discussion on Current and Future Vendors in City Parks](#)

**6. 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 of 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: February 15, 2023, at 4:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Sandy Holder

Sandy Holder, Public Works Technician



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 2A

**TITLE:**

Parks Report

**AGENDA ITEM SUBMITTED BY:**

Thomas Martinez, Crew Leader Parks  
Curtis Hancock, Director of Public Works

**BACKGROUND/HISTORY:**

Review Parks Monthly Operational Report.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Review staff Parks December Operational Report.

**ATTACHMENTS:**

Parks operational update

## Parks Operational Update

- Parks staff removed dead tree stumps and tree along the multi-purpose field at Bob Bryant.
- Parks staff planted trees at Bob Bryant Park.
- Parks staff installed a new slab and bench at the Library.
- Staff also installed new trash cans along Main St.
- Staff worked hard removing graffiti from Main St. as well as Fishermans Park upper restrooms.
- Staff repaired the doors at the concession stand at Mayfest.
- Parks staff also replaced boards for the outlooks along the Riverwalk and applied step abrasive surfacing to help avoid slips.
- Parks staff continued chipping brush to be used for the mulch trails at Fishermans & Pecan parks.
- Staff removed hazardous tree limbs over the road at Little League.
- Staff also continued repainting the fence at Mayfest.







# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 2B

**TITLE:**

Bastrop State Park Report

**AGENDA ITEM SUBMITTED BY:**

Jamie Creacy, Park Superintendent, Lost Pines State Park Complex  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

Review Bastrop State Park monthly operational report.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Review Bastrop State Park monthly operational report.

**ATTACHMENTS:**

N/A



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 2C

**TITLE:**

Bastrop Recreation Report

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Bastrop Recreation  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

Review Bastrop Recreation monthly operational report.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Review Bastrop Recreation monthly operational report.

**ATTACHMENTS:**

1. Bastrop Recreation Report



January 24, 2023

## Parks Board January Recreation Report

Membership as of today's date we have 364 members.

### January Highlights

- Blood Drive at the center on January 4<sup>th</sup>. 24 appointments – totally booked
- January is on target to have the highest use of the gym. Currently at 158 visits, it is already above any other month since we started keeping the data a year ago.
- Discovery Self Day Camp was a success with 13 tweens participating in a character development, self esteem building program.
- Group exercise classes have been booming this month. Attendance numbers are higher than they have EVER been. Space is at a premium (great problem to have). Classes are exceeding 20 on a regular basis, with the highest attendance being 25 in AOA Strong, Gentle Yoga and Chair Yoga.
- Matter of Balance (FREE) starts January 24<sup>th</sup> with 17 registered for the 8 class program.
- Reminder note: We do have options for non-members to participate in the member programs. It requires the purchase of an \$8 all day pass.

### Looking ahead:

- Engagement Promo – *Live Longer and Stronger* receive a rec towel if you attend 12 classes between Jan 2<sup>nd</sup> and Feb 13<sup>th</sup>. To date, 27 members have already reached the goal and received their towel.
- New class added – Eat Well will be a 1 hr program on the last Thursday of each month. Currently have 12 registered in the class. Availability for 20 in this FREE class.
- Self Defense Class in Partnership with Bastrop Police Department is scheduled for 1/27/23. Currently 22 registered with an availability of 24.
- Chair Volleyball is a FREE program scheduled on Monday Feb 6 at 1pm.
- A Touch of Thai Cooking class is scheduled for Feb 10<sup>th</sup> @ 1pm. This is a member program with 7 already registered.

### Division Ongoing Tasks:

- Special Event Permitting
  - Currently have 7 active special event permits in the system.
- Review of Special Event Ordinance and the Park Ordinance and fees.
- Selection of Recreation & Rental Software
  - Selection was made to go with RecDesk. This option will allow the city to put park rental opportunities online. It will include a calendar of date availability as well as the cost, times, and ability to pay online. This portion of the software should be live mid-February. Goal is to have membership and program portion live by the 1<sup>st</sup> of April.

Respectfully Submitted by:  
Terry Moore





# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 2D

**TITLE:**

Bird City Coalition Report

**AGENDA ITEM SUBMITTED BY:**

Kerry Fossler, Board Member  
Curtis Hancock, Director of Public Works

**BACKGROUND/HISTORY:**

Review staff Bird City Coalition Report.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Review staff Bird City Coalition Report.

**ATTACHMENTS:**

Bird City Coalition Report



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 2E

**TITLE:**

Council Liaison Report

**AGENDA ITEM SUBMITTED BY:**

John Kirkland, Council Liaison

**BACKGROUND/HISTORY:**

Welcome to the Parks and Public Tree Advisory Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Welcome to the Parks and Public Tree Advisory Board.

**ATTACHMENTS:**

N/A



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5A

**TITLE:**

Consider action to approve Parks and Public Tree Advisory Board minutes from the January 5, 2023 regular meeting.

**AGENDA ITEM SUBMITTED BY:**

Sandy Holder, Public Works Technician  
Curtis Hancock, Public Works 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 January 5, 2023 Parks and Public Tree Advisory Board.

**ATTACHMENTS:**

N/A

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

JANUARY 5, 2023

The Bastrop Parks and Public Tree Advisory Board met in a Regular Meeting on Thursday, January 5, 2023, at 6:00 p.m. at City Hall. Members present were Betty Rucker, Kerry Fossler, Margaret Robison, Steven Fobert. One absent member was Jamie Creacy. There are currently two vacant boards member positions. City Staff present were Public Works Director Curtis Hancock and City Arborist Thomas Martinez & Superintendent of facilities, grounds, and parks Donald Smuck, Bastrop Recreation Terry Moore and Liaison Councilman John Kirkland.

## 1. CALL TO ORDER

AT 6:00 p.m. President Kerry Kossler called the meeting to order.

## 2. Reports

## 2A. Parks Reports

Report was given by staff member Thomas Martinez.

## 2B. Bastrop State Park Report

Jamie was out so no report was given

## 2C. Bastrop Recreation Report

Report was given by staff member Terry Moore.

## 2D. Bird City Coalition Report

Report was given by Kerry Fossler

## 2E. Council Liaison Report

Report was given by Council Member John Kirkland. He asked if the meeting time could be changed, since we had a member out, it was decided that this decision could be made by e-mail. Times suggested was 5:00, 5:30 or leave it at 6:00.

## 3. Citizen Comments

No Citizens Comments

## 4. Workshop

## 5. Items for Individual Consideration

## 5A. Consider action to approve Parks and Public Tree Advisory Board minutes from December 1, 2022 regular meeting.

Motion was made by Member Margaret Robinson and seconded by member Betty Rucker. Vote was unanimous.

## 5B. Update and discuss Cultural Arts Commission

Mural Partnership between Cultural Arts, Commission, Bastrop High School, and the Parks Board. Presentation was made by Kaye Sapikas regarding covering graffiti in our parks. Motion was made by Margaret Robinson for Bob Bryant Park Mural project to move forward, seconded by Kerry Fossler.

5C. Update and discuss on Parks Master Plan

Report was given by Bastrop Recreation Terry Moore.

5D. Discussion on the Two open Parks Board Members

One interested citizen was present by invite, needs to find out her address is within the ETJC or not.

5E. Update and discuss Lost Pines Christmas Lights

Discussion was given by City Staff Curtis Hancock

5F. Update and discuss Bastrop County Rotary Club proposing to donate bird house.

Rotary Club Representative was Norma Jones including a slide show of different bird houses. Discuss was to move forward for Curtis Hancock to come up with site selection and bring back to next meeting.

6. ADJOURNMENT

Member Margaret Robinson made a motion to adjourn the meeting at 7:30 p.m. and seconded by Betty Rucker.



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5B

**TITLE:**

Update and discuss on Murals in Bob Bryant drainage channel

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Recreation Manager  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

Unauthorized graffiti in our parks has become a challenge in recent years. A discussion began on ways to detour it in a positive way. The Culture Arts Commission was encouraged to reach out to Bastrop High School art students to get designs that would be appropriate for the area. They were given pictures of the culvert area near the bridge in Bob Bryant Park to illustrate where the murals would be.

Bastrop High School submitted two possible designs that reflect the Bastrop community. Students would be responsible for completing the project.

The CAC is looking for support and approval of the design

**FISCAL IMPACT:**

Funding would be in the Bastrop Art In Public Places budget.

**RECOMMENDATION:**

Staff recommends approval

**ATTACHMENTS:**



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5C

**TITLE:**

Update and discuss on Parks Master Plan

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Bastrop Recreation  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

This Parks and Recreation Master Plan will encompass a comprehensive analysis of the City's parks and recreation assets, an extensive community needs assessment, provide recommendations to development, recreation, policies, land acquisition, and prioritize needs based on the community's short and long-term parks and recreation needs. The Master Plan will also include Sports Complex Feasibility Study paid for through Type B (BEDC) funding of \$50,000.

**FISCAL IMPACT:**

The fiscal impact includes \$250,000 from St. David's Foundation Grant towards the Parks and Recreation Master Plan as well as a Sports Complex Feasibility Study funded by Type B (BEDC) funding of \$50,000. The grant agreement with the St. David's Foundation includes a city commitment of \$125,000 in dedicated staffing.

**RECOMMENDATION:**

This Parks and Recreation Master Plan will encompass a comprehensive analysis of the City's parks and recreation assets, an extensive community needs assessment, provide recommendations to development, recreation, policies, land acquisition, and prioritize needs based on the community's short and long-term parks and recreation needs. The Master Plan will also include Sports Complex Feasibility Study paid for through Type B (BEDC) funding of \$50,000.

**ATTACHMENTS:**

N/A



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5D

**TITLE:**

Discussion on open Parks Board Members

**AGENDA ITEM SUBMITTED BY:**

Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

Sandy reached out and left a message for the six (6) individuals interested in joining the Parks Board from the last Boards and Commission Fair. I have received confirmation from Leona Jones and Michael (Mike) Lucas that they will attend the meeting.

Leona Jones attended the January 5<sup>th</sup> Parks and Tree Advisory Board meeting but she lives outside the ETJ.

Kerry attended the January 23<sup>rd</sup> Diversity, Equity, and Inclusion Board meeting to inform the board of the two Place openings on the Parks Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

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**ATTACHMENTS:**





# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5E

**TITLE:**

Update and discuss on Donation of Bird Houses by Bastrop County Rotary Club

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Recreation Manager  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

The Bastrop County Rotary Club partner with the City to install Bird houses

The first meeting with the Bastrop County Rotary Club has been held on Wednesday, January 25th to select the locations for the Bird Houses.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

Discussion and Consideration of the Bird House Project

**ATTACHMENTS:**



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5F

**TITLE:**

Discuss the changing of Parks and Tree Advisory Board starting time.

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Recreation Manager  
Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

It was asked to consider changing the start time for the Parks and Tree Advisory Board.

Sandy polled the board members and below are the results.

1. Stay at 6:00 pm – 0
2. Move to 5:30 – 1
3. Move to 5 – 2
4. Majority of the votes – 2
5. No response – 1

The Board will need to vote to change the time.

**FISCAL IMPACT:**

None

**RECOMMENDATION:**

**ATTACHMENTS:**



# STAFF REPORT

**MEETING DATE:** February 2, 2023

**AGENDA ITEM:** 5G

**TITLE:**

Discussion on Current and Future Vendors in City Parks

**AGENDA ITEM SUBMITTED BY:**

Curtis Hancock, Public Works Director

**BACKGROUND/HISTORY:**

City Council would like Parks Board thoughts on keeping current and future vendors in the City Parks.

**FISCAL IMPACT:**

TBD

**RECOMMENDATION:**

**ATTACHMENTS:**

N/A