

Bastrop Parks and Public Tree Advisory Board

Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



October 05, 2023

Agenda - Parks and Public Tree Advisory Board at 5:00 PM

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](#)
 - 2F. [Receive Training from City Secretary](#)
 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 September 5, 2023 regular meeting minutes](#)
- 5B. [Update and discuss Parks Master Plan - City Parks and Recreation assets.](#)
- 5C. [Discussion on City Park Signs](#)
- 5D. [Update and discuss Christmas lights in Fisherman's Park and Downtown.](#)
- 5E. [Update and discuss Shade Structures.](#)
- 5F. [Review and Discuss Work Action Plan Requirement.](#)

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 and said Notice was posted on the following date and time: September 27, 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: October 5, 2023

AGENDA ITEM: 2A

TITLE:

Parks Report

AGENDA ITEM SUBMITTED BY:

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

BACKGROUND/HISTORY:

Review City of Bastrop Parks monthly operational report

FISCAL IMPACT:

N/A

RECOMMENDATION:

Review City of Bastrop Parks monthly operational report.

ATTACHMENTS:

Parks operational update

Parks Operational Update:

- Parks staff repaired loose & missing safety surfacing at the Splash pad.
- Parks staff pruned & removed trees for the disc golf course.
- Parks staff rebuilt a bench for the fishing dock at Hunters Crossing.
- Parks staff pruned trees at Main & Spring for vehicle clearance and Christmas lights.
- Parks staff cleaned trash debris from the Water St. dumpster area.
- Parks staff finished pruning trees at West Gateway.







STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 2B

TITLE:

Bastrop State Park Report

AGENDA ITEM SUBMITTED BY:

Jamie Creacy, Regional Director for the Central Texas Region of Texas State Parks
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: October 5, 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:

Bastrop Recreation Report



STAFF REPORT

MEETING DATE: October 5, 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: October 5, 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: October 5, 2023

AGENDA ITEM: 2F

TITLE:

Receive Training from City Secretary

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

Receive Training from City Secretary

FISCAL IMPACT:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A



STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5A

TITLE:

Consider action to approve Parks and Public Tree Advisory Board minutes from the September 7, 2023 regular meeting minutes.

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 September 7, 2023 regular meeting Parks and Public Tree Advisory Board.

ATTACHMENTS:

N/A

MINUTES OF CITY OF BASTROP PARKS AND PUBLIC TREE ADVISORY BOARD**September 7, 2023**

The Bastrop Parks and Public Tree Advisory Board met in a Regular Meeting on Thursday, September 7, 2023, at 5:00 p.m. at City Hall. Members present were Kerry Fossler, Rick Rivera, Steven Forbert, Gail Sheehan, Margaret Robinson, and Jamie Creacy. Members absent were Michael Lucas. City staff and representatives present were Public Works Director Curtis Hancock, Arborist Thomas Martinez, Recreation Manager Terry Moore, Park Superintendent Mac McGuire, and Council Liaison John Kirkland. There were no City staff and representatives absent.

1. CALL TO ORDER

At 5:01 p.m. Chair Kerry Fossler called the meeting to order.

2. REPORTS**2A. Parks Report**

Report was given by staff member Thomas Martinez.

2B. Bastrop State Park Report

Report was given by Jamie Creacy.

2C. Bastrop Recreation Report

Report was given by staff member Terry Moore.

2D. Bird City Coalition Report

Report was given by Chair Kerry Fossler.

2E. Council Liaison Report

No Report.

3. CITIZEN COMMENTS

No citizen comments.

4. WORKSHOP

No workshop.

5. ITEMS FOR INDIVIDUAL CONSIDERATION**5A. Update and discuss – Meeting minutes June 1, 2023 and July 6, 2023.**

Margaret Robinson moved to approve minutes for June 1, 2023 and July 6, 2023. Gail Sheehan seconded. The vote was unanimous.

5B. Update and discuss on Parks Master Plan

Update was provided by Recreation Manager Terry Moore. The plan was accepted by Council. The city doesn't have the final plan in hand yet as the resolution is being added. The plan is

available on both the Park and Recreation pages of the city website. The first item we will look at from the plan is park signage as it is time to replace some worn signs.

5C. Discussion on Parks and Recreation Department

Recreation is officially being moved over to Public Works to work alongside parks.

5D. Update and discuss Christmas Lights

A Christmas light plan was passed by council to include ornament light, arches, and 12 days of Christmas.

5E. Update and discuss Shade Structures

Shade structures were approved for Hunters Crossing Park and Ferry Park.

6. ADJORNMENT

Reminder that Boards and Commission Banquet is October 26th.

Member Steven Forbert made a motion to adjourn the meeting at 5:55 p.m. Member Gail Sheehan seconded. The vote was unanimous.

APPROVED:

Kerry Fossler, Chair

ATTEST:

Curtis Hancock, Public Works Director



STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5B

TITLE:

Update and discuss City Parks and Recreation assets.

AGENDA ITEM SUBMITTED BY:

Curtis Hancock, Public Works Director

BACKGROUND/HISTORY:

As part of Parks and Recreation Master Plan the Parks Board will review the City's parks and recreation assets.

This month we will review Mayfest and Fireman Parks.

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

N/A



STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5C

TITLE:

Discussion on City Park Signs

AGENDA ITEM SUBMITTED BY:

Curtis Hancock, Director of Public Work

BACKGROUND/HISTORY:

A good park signage system performs multiple functions: it provides effective information and direction for people to find their way around the park; encourages learning experiences; helps maintain the image of the park; and communicates park rules.

We are asking for the Parks Board input on City Parks signs.

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:





STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5D

TITLE:

Update and discuss Christmas lights in Fisherman's Park and Downtown.

STAFF REPRESENTATIVE:

Curtis Hancock, Director of Public Works

BACKGROUND/HISTORY:

The Christmas Lighting at Fisherman's Park & Downtown started getting installed on Monday, September 12th.

The City of Bastrop Tree lighting is scheduled for Saturday, November 25th at 6:00 P.M.

FUNDING SOURCE:

These funds are budgeted for FY23

RECOMMENDATION:

ATTACHMENTS:



STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5E

TITLE:

Update and discuss Shade Structures

AGENDA ITEM SUBMITTED BY:

Curtis Hancock, Director of Public Works

BACKGROUND/HISTORY:

Playgrounds offer a naturally exciting place for children to play and adults to gather. In today's world, playground sunshade structures are critical, helping to **protect children and play equipment from the harmful effects of the sun.**

There are numerous advantages of including quality shade structures on your playground and some of these benefits include:

- Blocking up to 97% of harmful UV rays.
- Safeguarding both people and playground equipment against sun and weather damage.
- Increasing airflow and comfort in the shade, providing for a more enjoyable visit.
- Providing protection for those who may be more vulnerable to UV and heat exposure, including children, individuals with disabilities, the elderly, and those on medications that make them more susceptible to sunburns and overheating.

The 2023 fiscal year budget included an allocation of \$65,000 for a public works project to install a new shade structure at Hunters Crossing and Ferry Parks over the Playscapes.

The scope of this public works improvement comprises of installation of two new shade structure: at Hunters Crossing Park 40 feet wide by 40 feet long by 12 feet high and at Ferry Park a 36 foot wide by 36 foot long by 15 foot high, cantilevered steel framing structure including footings and foundations, metal perforated panels, powder coating, and all other appurtenant work necessary for the new shade structure over the existing Playscapes.

At the August 22, 2023 City Council meeting the council approved the installation of the Shade Structures.

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:



STAFF REPORT

MEETING DATE: October 5, 2023

AGENDA ITEM: 5F

TITLE:

Review and Discuss Work Action Plan Requirement.

AGENDA ITEM SUBMITTED BY:

Curtis Hancock, Public Works Director

BACKGROUND/HISTORY:

Review and Discuss Work Action Plan Requirement.

FISCAL IMPACT:

- N/A

RECOMMENDATION:

- N/A

ATTACHMENTS:

- Work Action Plan Template

Work Plan Template

Success for our board can be defined as: (i.e. reduction of overall homelessness, increase in total park acres, increase in total recreation programs, etc)

Board Goals:

- 1)
- 2)
- 3)

Action Plan:

- 1) Goal 1 will be accomplished as follows:
- 2) Goal 2 will be accomplished as follows:
- 3) Goal 3 will be accomplished as follows:

To succeed, we need the following resources:

- 1) Staff:
- 2) Supplies:
- 3) Other