

Bastrop Parks and Public Tree Advisory Board

Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



November 02, 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](#)
 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 October 5, 2023 regular meeting minutes.](#)
- 5B. [Discuss and take Action on Kerry Fossler stepping down as chair and electing new Chair.](#)
- 5C. [Update and discuss Parks Master Plan](#)
- 5D. [Review and Discuss Work Action Plan Requirement.](#)
- 5E. [Update and Discuss Promoting City Parks and Recreation Programs](#)
- 5F. [Discuss Parks Fee and Rental Process](#)

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: October 25, 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: November 2, 2023

AGENDA ITEM: 2A

TITLE:

Parks Report

AGENDA ITEM SUBMITTED BY:

Paul Gonzales, Parks & Facilities Superintendent
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 did some cleaning at Fisherman’s pavilion and made some repairs to our swinging benches.
- Parks staff prepped and poured concrete pads for picnic tables at Delgado Park.
- Parks staff cleaned out the grass from the volleyball court at Bob Bryant.
- Parks staff assisted with maintenance at the cemetery.
- Parks staff pruned trees at Old Iron Bridge.
- Parks staff assisted Streets & Drainage with tree work.
- Parks staff removed trash debris in between Ferry Park and the Riverwalk.







STAFF REPORT

MEETING DATE: November 2, 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: November 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:

Bastrop Recreation Report



November 2, 2023
Parks Board Report

Park and Recreation Events

Movie in the Park, Fire Prevention Month. Event Date: October 7th, Fisherman’s Park



Walk/Run to Health Program

Prep class to help folks get ready for the Run This Town 5K event on Dec 2nd.



City of Bastrop
RECREATION
Presents:
Walk/Run to Health
A FREE 8-week program supporting YOU on your journey to health and the Run This Town 5k on Dec. 2nd
For more information call 512-332-8805

WHEN: 5PM WHERE:

SUN OCT. 8.....INTRO - FISHERMAN’S PARK

WED OCT. 11.....FISHERMAN’S PARK (1200 WILLOW ST.)

WED OCT. 18.....BOB BRYANT PARK (600 CHARLES BLVD.)

WED OCT. 25.....FISHERMAN’S PARK

WED NOV. 1.....BOB BRYANT PARK

WED NOV. 8.....FISHERMAN’S PARK

WED NOV.15.....BOB BRYANT PARK

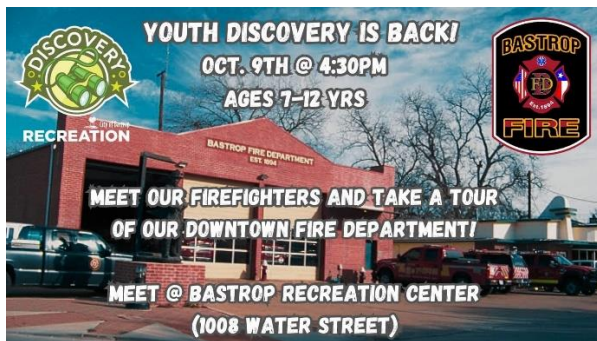
WED NOV. 22.....FISHERMAN’S PARK

WED NOV. 29.....BOB BRYANT PARK

Move it Jam, Recreation Center. Event Date: October 20, 6 to 7:30pm
Fantastic turnout! Building full of drums, people of all ages and lots of smiles!



Youth Discovery Program
October



Skate Days, Skate Park. Event Dates: Oct 21, Nov 11, 18, Dec 9, 16, 9 to 10:30am
Double the participation the second week. Looking forward to the program growing.



Movie in the Park, Celebrating Veteran Families, Fisherman's Park. Event Date: Nov 4



Thyme Around the Table, November 8th



Pink Party on October 13th was a great success with approximately 150 people attending. The fun included a 2 hour dance party, health services for preventative care and treatment resources, free hotdogs and Kona Ice. The event was a partnership with Pinky Promise to educate the community during Breast Cancer Awareness Month.





Wednesday, October 18th was Unity Day in support of Anti Bullying. The city showed support by sporting their different colors of orange!



Recreation Center



Public Works



City Hall



STAFF REPORT

MEETING DATE: November 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: November 2, 2023

AGENDA ITEM: 2E

TITLE:

Council Liaison Report

AGENDA ITEM SUBMITTED BY:

Jimmy Crouch, 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: November 2, 2023

AGENDA ITEM: 5A

TITLE:

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

ATTACHMENTS:

N/A

MINUTES OF CITY OF BASTROP PARKS AND PUBLIC TREE ADVISORY BOARD

October 5, 2023

The Bastrop Parks and Public Tree Advisory Board met in a Regular Meeting on Thursday, October 5, 2023, at 5:00 p.m. at City Hall. Members present were Kerry Fossler, Rick Rivera, Deborah Jones, and Gail Sheehan. Members absent were Steven Forbert, Margaret Robinson, and Jamie Creacy. City staff and representatives present were Public Works Director Curtis Hancock, Parks Superintendent Paul Gonzales, Arborist Thomas Martinez, Recreation Manager Terry Moore, Public Works Technician Sandy Holder. City Council representative, Jimmy Crouch absent.

1. CALL TO ORDER

At 5:25 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 Terry Moore.

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.

2F. City Secretary Training

Ann Franklin, City Secretary conducted Training on Rules and Procedures for Boards and Commissions

3. CITIZEN COMMENTS

No citizen comments.

4. WORKSHOP

No workshop.

5. ITEMS FOR INDIVIDUAL CONSIDERATION

5A. Update and discuss – Meeting minutes September 5, 2023. Gail Sheehan moved to approve minutes for September 5, 2023. Deborah Jones seconded. The vote was unanimous.

5B. Update and discuss on Parks Master Plan - City Parks and Recreation Assets

Update was provided by Public Works Director, Curtis Hancock. Curtis showed a map of Fireman’s Park , Parks Board Member Rick Rivera, suggested making the park into a multi-use park-Pickleball, walking Trail. Fireman’s Park has water and electric, bleachers and fences need to be replaced, minor grading needs to be done. Mayfest Park section of park that the City would sell and get another spot of land for the parks. City Arborist, Thomas Martinez spoke about Central Texas Floodplan Restoration wants to plant 50-60 of 15 species of trees in Pecan Park, at no cost to the City. We would be in agreement for the seedlings not to be touched for 26 years, no pruning, mowing, etc. More information is needed. Parks Board Member Deborah Jones, spoke to Master Gardeners plan to put a greenhouse on Public Land, TBD. Curtis Hancock will reach out to Master Gardeners.

5C. Discussion on City Park Signs

Public Works Director, Curtis Hancock. discussed the signs at Fisherman’s Park, using them as a template for the Parks. Continue with Proposed signs as presented. Motion was made by Parks Board Member Deborah Jones and seconded by Parks Board Member Gail Sheehan.

5D. Update and discuss Christmas Lights

Public Works Director, Curtis Hancock gave an update on the Christmas light installation that has begun and is on schedule to be finished by the Wednesday before Thanksgiving. Décor IQ will be installing the lighting around tree and tree wells. Curtis Hancock is looking into cost for keeping lights on Main Street longer.

5E. Update and discuss Shade Structures

Sandy Holder, Public Works Technician and Public Works Director, Curtis Hancock gave an update on the Shade Structures at Ferry Park and Hunters Crossing Parks, they are reported to be installed by mid-November.

5F. Review and discuss Work Action Plan Requirements

Public Works Director, Curtis Hancock reported that the Parks Board members need to start thinking about top 3 goals. Parks Board member and Chair, Kerry Fossler would love something thinking backwards-Historical- and something Forward-the Future. Kerry Fossler would like Board Members to visit a park and take a picture of what they see. Parks Board member Deborah Jones would like to see the Arena as a discussion item going forward. Parks Board member Rick Rivera would like to see the basketball court resurfaced in the Master Plan.

6. ADJORNMENT

Parks Board Chair Kerry Fossler resigned as Parks Board Chair, wants to remain a Parks Board Member. Discussion at next meeting.

Member Deborah Jones made a motion to adjourn the meeting at 7:19 p.m. Member Gail Sheehan seconded. The vote was unanimous.

APPROVED:

ATTEST:

Kerry Fossler, Chair

Curtis Hancock, Public Works Director



STAFF REPORT

MEETING DATE: November 2, 2023

AGENDA ITEM: 5B

TITLE:

Discuss and take Action on Kerry Fossler stepping down as chair and electing new Chair.

STAFF REPRESENTATIVE:

Curtis Hancock, Director of Public Works

BACKGROUND/HISTORY:

Kerry Fossler, the Parks & Tree Advisory Board Chair and has asked to step down but will remain on the board.

Thank you, Kerry, for serving as our Chair.

FUNDING SOURCE:

These funds are budgeted for FY23

RECOMMENDATION:

ATTACHMENTS:



STAFF REPORT

MEETING DATE: November 2, 2023

AGENDA ITEM: 5C

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.

FISCAL IMPACT:

RECOMMENDATION:

ATTACHMENTS:

N/A

City of Bastrop Parks

1. **Kerr Community Park** – Location: 1308 Walnut – 1.39 acres. This park sits adjacent to the Kerr Community Center. Has a covered pavilion (50' x 35'), playground, swings (4), basketball court, BBQ pits (4), picnic tables (5), benches (5).
2. **Fireman's Park** – Location: 600 Hill - 2.54 acres. Lighted Baseball/Softball field can be rented out. Has bleachers (5), electronic scoreboard, portable toilets (2).
3. **Ferry Park** is a small pocket park that connect to the June Hill Riverwalk Trail. Location: 502 Water street – 0.5 acres. Has a playground, swing set, gazebo, picnic tables (6), swinging bench, portable toilet.
4. **Mayfest Park**- Location: 25 American Legion dr. – 26.74 acres. Primarily used for rodeos and large events. The city holds, "Open Ride" at the arena every 1st and 3rd Tuesday of every month. Citizens and friends have access to the arena from 9am to 10pm free of charge. Lighted rodeo arena, covered show barn, concession area, ticket booth, small BBQ pits (2), picnic tables (3), restroom facilities.
5. **Jewell Hodges Park** is a small pocket park. – Location: 1200 Linden – 1.0 acre. Has swings (2), spring saw ride, picnic tables (2), small BBQ pits (2), portable toilet.
6. **Minerva Delgado Park** – Location: 709 Laurel – 3.01 acres. Has a playground area, swing set (4), Restroom facilities.
7. **Bark Park** – Location: 401 Grady Tuck – 1.91 acres. Has a small and large dog play area, benches, dog shower station, dog waste stations (2)
8. **Bob Bryant Park** – Location: 600 Charles Blvd. – 22.8 acres. Has a covered pavilion (50' x 40'), nature trail (0.5 miles) scenic overlook of Colorado river, canoe dock, fishing pier, picnic tables (9) BBQ pits (5), sand volleyball court, tennis court, multi-purpose field with soccer goals & backstop, playground area, benches, basketball court, restroom facilities.
9. **Hunters Crossing Park** – Location: 301 Hunters Crossing Blvd. – 6.60 acres. Has 2 playgrounds (small & large set), swings (4), gazebo, outlook & fishing pier, pond, picnic tables (6), BBQ pit, half-court basketball court, pavilion, picnic tables (4) baseball field, bike racks (2), Restroom (limited access to public).
10. **Dorothy Skarnulis Nature Trail** – Location: Pecan Park Subdivision – 34 acres. Has three trail heads (entrance), gathering areas with picnic tables (3), pet waste stations (2).
11. **Fisherman's Park** – Location: 1200 Willow/400 farm – 20 acres. It is Bastrop's most popular park and has a connection to the Bastrop Public Library. It is also a starting point for the El Camino Real Paddling trail and June Pape Riverwalk. Has two pavilions (30' x 60' & 30' x 16') fenced playground area with swing set, bench swing (3), splash pad, skate park, boat ramp, fishing pier. Picnic tables (21). Small BBQ pits (12), large 100-gallon BBQ pit, sand volleyball, basketball courts (2), tennis courts, multi-purpose field with soccer goals & backstop, drinking fountains (2).
12. **June Hill Pape Riverwalk** – Approximately 0.5 miles of trail, picnic tables (4), scenic overlooks/ fishing piers (3).



STAFF REPORT

MEETING DATE: November 2, 2023

AGENDA ITEM: 5D

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



STAFF REPORT

MEETING DATE: November 2, 2023

AGENDA ITEM: 5E

TITLE:

Promoting City Parks and Recreation Programs

STAFF REPRESENTATIVE:

Terry Moore, Recreation Manager

BACKGROUND/HISTORY:

During the engagement process of the Parks and Recreation Master Plan, it became apparent that the community has a very limited amount of knowledge about the different parks and recreation programs offered in the city.

It was suggested that the parks board take an active part in promoting the services.

POLICY EXPLANATION:

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council. It also serves as a representative and voice to the community.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Have a discussion about how the board can take an active role in the promotion of the Parks and Recreation Programs offered in the city. Then create a plan for implementation.



STAFF REPORT

MEETING DATE: November 2, 2023

AGENDA ITEM: 5F

TITLE:

Parks Rental Fee Schedule and Process

STAFF REPRESENTATIVE:

Terry Moore, Recreation Manager

BACKGROUND/HISTORY:

In April of 2023, the city purchased a recreation and rental software program. As part of the implementation of the recreation program, park rentals became available online. This includes all aspects of park rentals. Pavilions, courts, multipurpose fields, parks, the arena and etc. rentals can now be done online. All amenities, availability and fees are listed. So a potential renter does not have to call during business hours to find this information.

Parks Board members have asked to be informed of the rental schedule of the rodeo arena. And the rental process.

POLICY EXPLANATION:

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Determine the best and most efficient process for renting the rodeo arena and discuss suggested implementation.

Attachment A:

Mayfest Rodeo Rental Fees: Code of Ordinances/Appendix A-FEE SCHEDULE/Sec. A1.10-Parks

		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.	
		Rodeo Arena Rental Fees	
		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
		Services required during event	See Fee Schedule
		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
		Water for arena dirt work	\$5.00 per 1,000 gallons
		RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
		Concession stand/kitchen	See concession stand agreement

Rental Process:

<https://cityofbastroptx.recdesk.com/Community/Facility>