



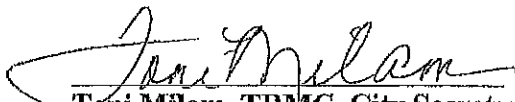
**Parks & Recreation Commission  
NOTICE OF POSSIBLE QUORUM**

**City of BUDA, TEXAS**

This notice is posted pursuant to the Texas Open Meetings Act. The City of Buda Parks & Recreation Commission will be hosting an **informal gathering** at City Hall, **121 North Main**, Buda, TX, on **Wednesday, January 26, 2011 at 6:00 p.m. prior to their called meeting**. The purpose of this informal gathering will allow the newly appointed Parks & Recreation Commission members to get acquainted prior to their called meeting.

A possible quorum of the Parks & Recreation Commission Members may be present, but no action will be taken by the Parks & Recreation Commission during the informal gathering.

I, the undersigned authority, do hereby certify that the above notice of meeting of the Governing Body of the City of Buda, was posted on the bulletin board in front of Buda City Hall, which is readily accessible to the public at all times, by 5:00 p.m. on January 21, 2011.

  
Toni Milam, TRMC, City Secretary

I hereby certify that the above shown notice was removed from the posting location at the Buda City Hall, 121 Main Street, Buda, Texas 78610, at \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2011 and satisfies the 72-hour posting requirement.

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Toni Milam, TRMC  
City Secretary



**NOTICE OF MEETING  
OF THE  
CITY COUNCIL OF  
BUDA, TEXAS**

*An agenda information packet is available for public inspection  
in the Buda Public Library.*

This notice is posted pursuant to the Texas Open Meetings Act. Notice is hereby given that a **Special Parks and Recreation Commission Meeting** of the City of Buda, Texas, will be held on **Wednesday, January 26, 2011 at 6:30 PM.** in the City Hall Council Chambers at 121 Main Street, Buda, Texas 78610, at which time the following subjects will be discussed:

**A. CALL TO ORDER**

**B. ROLL CALL**

**C. ELECTION OF A CO-CHAIR**

**D. PUBLIC COMMENTS** At this time, comments will be taken from the audience on non-agenda related topics for a length of time not to exceed three minutes per person. To address the Parks and Recreation Commission, please submit a Citizen's Comment Form to City Staff or the Chair **prior** to the start of the meeting. *No action may be taken by the Parks and Recreation Commission during Public Comments.*

**E. WORKSHOP**

1. Review and discuss Parks and Recreation Commission appointments.
2. Review and discuss the new Parks and Recreation Commission Resource Guide.

**F. CONSENT AGENDA** All matters listed under this item are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Approval of the Parks and Recreation Commission Meeting Minutes, dated August 18, 2010.
2. Approval of the Parks and Recreation Commission Meeting Minutes, dated October 14, 2010.

**G. REGULAR AGENDA ITEMS**

1. None.

## H. STAFF REPORTS

1. Review and discuss the Parks and Recreation Project Status Report.

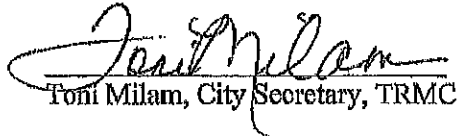
## I. PARKS AND RECREATION COMMISSION REQUESTS FOR FUTURE AGENDA ITEMS

*No deliberation or discussion may take place by the Parks and Recreation Commission during this agenda item.*

## J. ADJOURNMENT

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to the meeting. Please contact the City Secretary at (512) 312-0084, or FAX (512) 312-1889 for information or assistance.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the City of Buda, was posted on the bulletin board in front of Buda City Hall, which is readily accessible to the public at all times, by 7:00 p.m. on Friday, January 21, 2011

  
Toni Milam, City Secretary, TRMC

I hereby certify that the above shown notice was removed from the posting location at the Buda City Hall, 121 Main Street, Buda, Texas 78610, at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 2011 and satisfies the 72-hour posting requirement.

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Toni Milam, TRMC  
City Secretary



**Parks and Recreation Commission  
MINUTES  
Regular Meeting  
August 18, 2010**

The following represents the actions taken by the Buda Parks and Recreation Commission in the order they occurred during the meeting. While the minutes may not be in sequential order, all agenda items were discussed. The Parks and Recreation Commission of Buda, Texas, convened in a regular called meeting on Wednesday, August 18, 2010 in City Hall, 121 Main St., Buda, TX.

**A. CALL TO ORDER**

Call to order at 6:37 p.m.

**B. ROLL CALL**

Beth Hagan (Co-Chair) – Present  
Rebecca Parker-Weber – Present  
Janice Kearly – Present  
Debbie Dulski – Present

**C. WORKSHOP**

1. Review and discuss Parks and Recreation Commission appointments.  
**Parks and Recreation Director Jack Jones announced Commissioner Daniels and Commissioner Sanchez's resignations. Commissioner McLemore's term expired in June leaving three vacancies. City Council is considering setting term limits for Commissioners and would like more applications before replacement selections will be made.**
2. Review and discuss the City of Buda Comprehensive Plan Update regarding key park, trail, and recreation needs and concerns.  
**Jim Carrillo with Half Associates discussed the Parks' components of updating the City Master Plan. The current plan is from 2002 and is considered outdated for many grant funded projects. Commissioners expressed the desire to expand and utilize City Park better, adding a Splash park and/or indoor recreation facility (with basketball and racquetball courts), improving the restrooms at City Park, add more bike paths along roads, and increase the parking areas at City Park and Bradfield Park. Parks and Recreation Director Jack Jones suggested a continuous trail that connects Bradfield Park, Stagecoach Park, City Park and Onion Creek together, an Off-leash Dog Park at Whispering Hollow Park, and a Skate Park.**
3. Review and discuss the 2009/2010 and 2010/2011 fiscal year Parks and Recreation Budget.

Parks and Recreation Director Jack Jones briefed the Commission on 2 budgets; one for Parks and Recreation and one for the Sportsplex. Budgets submitted for Council consideration will be 15% less than the previous year.

4. Review and discuss Sportsplex needs.

Parks and Recreation Director Jack Jones informed the Commission of the top 5 priorities needed to improve the Sportsplex facility. In order of importance they include bleachers for softball fields, foul poles for the baseball/softball fields, shade for the playground, scoreboards for baseball/softball fields, and ball field lights. Commissioners suggested some money to be spent to upgrade the soccer fields as well (i.e. player benches).

5. Review and discuss woodchips used for playground surfacing.

Parks and Recreation Director Jack Jones informed the Commission that \$5,000 will be spent on woodchips to top off the playground safety surfacing at City Park, Bonita Vista Park, Bradfield Park, and Stoneridge Park. Approximately \$5,000 will be spent next year for woodchip refills at the other city parks with playgrounds as necessary.

6. Review and discuss the Red, White N Buda Fireworks Show and the Brew-B-Que Festival that was held on July 4, 2010.

Parks and Recreation Director Jack Jones informed the Commission that the Brew-B-Que event had donated \$2,000 to the City which will be used to renovate the restrooms at City Park. The City has budgeted for \$25,000 for the 2011 Fireworks display, music, and hot dogs. Staff suggested having a walking children's parade the morning of July 4<sup>th</sup> with a small City event following the parade including a magician and bounce houses. A concert would start at 7pm and the fireworks show at 9:30pm on July 4<sup>th</sup>.

#### D. PUBLIC COMMENT

No public comments were received.

#### E. CONSENT AGENDA

1. Approval of the Parks and Recreation Commission Meeting Minutes dated June 16, 2010.  
**Motion to approve made by Commissioner Parker-Weber and seconded by Commissioner Hagan.**  
**Motion passed 4 – 0.**

#### F. REGULAR AGENDA ITEMS

1. Deliberation and possible action on a recommendation to the City Manager and City Council regarding the installation of a sand volleyball court at City Park, to be constructed by The Well Church.  
**Parks and Recreation Director Jack Jones presented the location and specifications of the proposed volleyball court at City Park by The Well Church.**  
**Motion to approve the sand volleyball court installation at City Park on the west side of the park, according to specifications set forth by the city and upon approval**

of City Council made by Commissioner Parker-Weber and seconded by Commissioner Kearly.  
Motion passed 4 – 0.

**G. STAFF REPORTS**

1. Review and discuss the Parks and Recreation Project Status Report.

**Parks and Recreation Director Jack Jones informed the Commission that a copy of the new Facility Use Agreement was included in their agenda packets. This will be used to keep leagues inline and hold them accountable for damages etc. when using the fields at the Sportsplex.**

**H. FUTURE AGENDA ITEM REQUESTS**

1. Update rules and regulations for the city parks in order to enable police to enforce.

**I. ADJOURNMENT at 8:24pm**

**Motion by Commissioner Hagan, seconded by Commissioner Kearly to adjourn. Motion passed 4 – 0.**

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**Toni Milam, City Secretary**



**Parks and Recreation Commission  
MINUTES  
Special Called Meeting  
October 14, 2010**

The following represents the actions taken by the Buda Parks and Recreation Commission in the order they occurred during the meeting. While the minutes may not be in sequential order, all agenda items were discussed. The Parks and Recreation Commission of Buda, Texas, convened in a Special Called meeting on Thursday, October 14, 2010 in City Hall, 121 Main St., Buda, TX.

**A. CALL TO ORDER**

Call to order at 7:21 p.m.

**B. ROLL CALL**

Beth Hagan (Co-Chair) – Present  
Rebecca Parker-Weber – Present  
Janice Kearly – Present  
Debbie Dulski – Present

**C. WORKSHOP**

None.

**D. PUBLIC COMMENT**

No public comments were received.

**E. REGULAR AGENDA ITEMS**

1. Deliberation and possible action providing staff direction on the historic Clint's Cabin. **Parks and Recreation Director Jack Jones discussed that the City Council had approved the Parks and Recreation Commission's recommendation of relocating Clint's Cabin to Stagecoach Park (near the middle of the parking lot, to the north side) approximately five years ago. The cabin currently is at the Public Works facility awaiting relocation. Due to the expansion of the Wastewater Treatment plant at Public Works, the cabin will need to be moved in the next few weeks. Commissioners commented that prior Commissioners had obviously gone through enough detail to make the original decision and that the current Parks and Recreation Commission would stick with it.**

**Motion to accept placement of Clint's Cabin at Stagecoach Park in accordance with the previously approved Stagecoach Park development site plans was made by Commissioner Dulski and seconded by Commissioner Parker-Weber.**

**Motion passed 4 – 0.**

#### **F. STAFF REPORTS**

1. Review and discuss the Parks and Recreation Project Status Report.

**Projects reviewed were an update on the Stagecoach Park grant reimbursement, Stagecoach Park pond leakage, woodchips added to playscapes, Parks and Recreation Commission vacancies, Cullen Country Park playscape, Antioch Colony Historical Marker, Parks and Recreation updated webpage, Fall Clean Up, Booda Halloween, and Brew-B-Que.**

#### **G. FUTURE AGENDA REQUESTS**

- Update Parks Master Plan.

#### **H. ADJOURNMENT 8:24pm**

**Motion by Commissioner Hagan, seconded by Commissioner Kearly to adjourn. Motion passed 4 - 0.**

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**Toni Milam, City Secretary**

**City of Buda  
Project Status Report  
January 2011**

## **Parks and Recreation Department**

### **Stagecoach Park**

Phase I Litigation – There has been no substantial change in the status of the ongoing litigation with the bonding company representing the contractor that went bankrupt. The city is seeking approximately \$120,000 to fix everything that was submitted on the punch list. Staff is holding approximately \$80,000 in retainage so the attorney is seeking an additional \$40,000 from the bonding company to complete the work.

Historic Stagecoach House and Onion Creek Post Office buildings – The current architectural agreement with Carter Design Associates (CDA) to design, complete construction documents, and provide construction administration was amended by City Council on June 15, 2010. CDA submitted 90% construction plans and a project timeline for staff to review on October 28 and 100% plans on December 30. The project will go out to bid in January. Once the bid has been awarded, the contractor will have 180 days to complete the project

At the City Council meeting on November 4, 2010, Council Members requested that City Staff decide the best use of the house. At the City Council meeting on December 7, staff presented the following uses for the house:

- Museum with displays
- Tourism information center with displays
- Conference room
- Tourism staff and volunteer office
- Parks and Recreation staff office

As currently designed, the house can support these uses. The City Council had no objections to the proposed uses.

Under the provisions of the current agreement with CDA, the total compensation for CDA is \$70,000. CDA has already been paid \$18,900 for services related to design and construction documents for the exterior stabilization (foundation repair) and exterior renovation work (weather proofing). This leaves \$51,100 available in the current agreement for the remainder of the design and construction administration. CDA submitted an invoice for \$28,112.50 related to the design.

CDA's construction cost estimate for the exterior and interior work is approximately \$398,190 including a 15% contingency (\$51,938). The matching grant from Hays County for Phase II of Stagecoach Park and the Historic House and Onion Creek Post Office is \$775,000. There is \$403,869.93 remaining in the grant to fund the Stagecoach House and Onion Creek Post Office buildings as the city received a check from Hays

County in the amount of \$371,130.07 for all of the expenses that were submitted for reimbursement on September 29, 2010 for the work completed on Stagecoach Park Phase II. In addition, \$50,000 has been budgeted from the Hotel Occupancy Tax (HOT) Fund is available for the project if needed.

### **Parks and Recreation Commission**

The Commission held a special meeting called on October 14, 2010 to discuss the permanent location of Clint's Cabin. Commission members unanimously recommended approval of the permanent location of Clint's Cabin at Stagecoach Park as this was the location approved by a subcommittee and City Council approximately five years ago.

Three Commissioner terms expired in June including Beth Hagan, Rebecca Parker-Weber, and Keith McLemore. Mr. McLemore and Ms. Parker-Weber have completed their terms and do not wish to be reappointed. John Sanchez and Kelli Daniels have resigned from the Commission and their terms do not end until June of 2011. Currently there are five vacancies to be filled by the City Council with three terms expiring in June of 2012 and two terms expiring in June of 2011.

At the City Council meeting on November 4, Council members appointed Vincent Lecca, Shirley Malone, and Jennielle Strother to full terms expiring on June 2012 and Pam Lombardo and Alicia Hill to partial terms expiring on June 2011. The Commission's next meeting is scheduled for January 26, 2011. At the meeting, staff will serve pizza so everyone can get a chance to meet and greet each other in an informal setting before the meeting starts. At the meeting, staff will conduct a detailed orientation for the Commission.

### **Park Maintenance**

Staff closed one of the four recreational fields at the Sportsplex on October 18, 2010 to plant winter rye grass. The field was opened for use on November 15. The other three recreational fields were closed on November 15 to plant winter rye grass. The fields were reopened on December 4. All four recreational fields are in much better shape this winter as compared to last winter.

### **Parks Maintenance Facility**

The previous Parks and Recreation Director looked at three locations for the Parks Maintenance Building including Stagecoach Park, City Park near the Public Works facility (standalone facility), and the Sportsplex. The budget is \$300,000. Staff proposes to construct the building to the south of the existing Public Works facility. The facility and associated budget has been included in the 2010/2011 fiscal year budget in the CIP.

### **Sportsplex Field Usage Agreements**

Per city ordinances, staff is now requiring that all youth and adult sports leagues playing league games on city property have an approved Facility Use Agreement with the city. The agreement outlines use of the fields, payment of field usage fees (\$15 per field, per hour in accordance with ordinances), and the overall responsibilities of each league as it relates to using the fields. The city now requires all league providers to supply a Certificate of Liability Insurance naming the City of Buda as additional insured that

includes comprehensive general (public) liability or its equivalent with minimum combined single limits of \$500,000 per person, \$1,000,000 per occurrence, \$1,000,000 Products/Completed Operations Aggregate and \$1,000,000 general aggregate per occurrence. In addition, each league must mark/stripe the fields they have been assigned for league play. This requirement will save the city both staff time and money in painting sports fields. Individual team practices are excluded from these new requirements. Groups that have executed agreements with the city and scheduled to play games this fall include the following:

- Hays Communities Family Branch of the YMCA of Austin
- Austin Texans Soccer Club
- Armadillo Texas Soccer League
- I9 Sports
- Neighborhood Sports
- Kyle City Select Youth Sports dba Buda Youth Sports (New facility rental)
  - The organization will play youth baseball and softball and provide concessions beginning in March 2011 and are advertising that the Sportsplex as their home facility for games.

#### **Parks and Recreation Revenue**

All youth and adult league games and practices at the Sportsplex in December generated approximately \$1,700 in revenue. In addition, park and pavilion rentals in December generated approximately \$100 in revenue for the city.

#### **Antioch Colony Historical Marker**

City Council approved the design of the site for the historical marker on October 7, 2009. Staff met with Eagle Scout candidate Grant Garcia and his father Vic Garcia regarding Grant taking on this project during the summer of 2010. Staff also met onsite at the Antioch Church with Mary Giberson and the Garcia's to discuss the project further. Grant received a donation of 42 tons of rock base from Centex to use for the driveway on city property that will be constructed by Public Works. The city was issued a Permit to Construct Access Driveway Facilities on County Road Right-of-Way from Hays County on September 15, 2010. On October 25, Public Works cleared the site of the piles of dirt and debris. Work on the driveway was completed on November 12. Grant and other volunteers worked on installing a crushed granite walkway, planting xeriscape landscaping, installed a park bench and decorative trashcan, and installed the historical sign on December 11 and December 18 with additional work to be done on January 15. Mary Giberson donated approximately \$3,900 in funds from the old historical society towards the landscaping, bench, and trashcan for the historical marker. Staff received the historical marker from the State of Texas on September 2. The official unveiling and dedication of the historical marker will take place onsite on Old Black Colony Road just west of Cole Springs Road on January 22 at 10 a.m. with a reception at City Hall afterwards. The Hays County Historical Commission will serve refreshments.

### **Parks and Recreation Webpage**

Staff began working with the city's contracted webmaster in September 2010 to update the Parks and Recreation webpage with new and updated information. The goal was to place all parks and recreation related information, special events, and forms on the webpage so citizens and visitors can find the information they need quickly at anytime. The updates to the webpage were completed on December 1.

### **Hays County Grant**

Hays County completed accepting proposals for expenditures of the remaining \$3.25 million in parks and open space bond money approved by voters in 2007 on October 1, 2010. Staff presented the City's top three grant projects in priority order as approved by City Council (skate park, trail project, and off-leash park) to the county's Parks and Open Space Advisory Board (POSAB) on October 6. Both the skate park and trail project were well received by Board members. Of the 12 projects submitted to Hays County for grant funding, the trail project was ranked third and the skate park was ranked fourth by the POSAB.

The Park Bond Project Rankings list was presented to the Hays County Commissioners Court on November 23. There is enough bond money remaining to fund the top four projects fully and the fifth project partially. At the meeting, Commissioners approved \$1.7 million in grant funding for the City of Dripping Springs' Harrison Ranch Park project as there was Court consensus regarding this project. This left approximately \$1.55 million remaining for the other grant projects. Commissioners were split as to what other projects would be awarded grant funding and no further action was taken on this item. There was some discussion as to whether the remaining top ranked projects would accept less money to help partially fund the Hays County Youth Sports Athletic Association's request for improvements to the Hays Youth Sports Complex off of FM 2770.

As part of the grant application, the City Council approved a one to one grant match from the Parks Capital Fund. If County Commissioners approved the trails project (total cost is \$668,400) and skate park (total cost is \$300,000) for funding, the city would be responsible for funding half of the cost of each project and the county would fund the other half.

Hays County Commissioners discussed the remaining \$1.55 million in grant funding on December 7. Commissioners approved \$310,000 in grant funding for the trails project and \$140,000 for the skate park. As proposed with the City match, the budget for the trails project will be \$610,000 and the budget for the skate park will be \$280,000. The Hays Youth Sports Association received \$447,000 in grant funding for safety related improvements to the Hays Youth Sports Complex.

Before the grant projects can begin, an interlocal agreement will need to be approved by the City Council and the Commissioners Court. The agreement will be written by attorneys for Hays County. It is anticipated that this will occur in February.

### **Trail of Lights**

The inaugural Trail of Lights event was held in December of 2009 at Stagecoach Park. The event was a success with approximately 3,000-5,000 visitors enjoying the lights in the park. The event was held near the front of the park along the roadway entering the park as the remainder of the park was still under construction. There were 18 businesses/organizations that participated in the event by setting up displays.

The 2010 Trail of Lights was held on December 16-22 from 6-10 p.m. at Stagecoach Park. The event was free to the public. There was a new layout of the event this year with the opening of the trail and parking lot in the back of the park going to the pond. The entire event was held along the trail creating a true Trail of Lights. The 1 kilometer (.62 mile) trail loop was lined with LED lights with business/organization displays positioned around the trail. The windmill was decorated with lights to resemble a Christmas tree. Christmas music was played and heard all along the trail. In addition, there was a Santa's Village with Santa Claus. The Santa Cruz Catholic School provided concessions at the pavilion. All parking was at Cabela's and visitors were shuttled to the park similar to last year. There was a special senior citizen night on December 15 with pie and hot chocolate served at City Hall to approximately 37 seniors and travel to the Trail of Lights provided in shuttle buses.

Marketing efforts went beyond Buda this year reaching Austin since the city had canceled their annual lights display. There were approximately 11,000 visitors to see the Trail of Lights with some of those visiting the downtown area as the downtown merchants had activities December 16-18 in conjunction with the Trail of Lights increasing sales tax revenue for Buda. All shuttle busses stopped in downtown during these dates.

### **Doggie Waste Stations and Signage**

Staff ordered two doggie waste stations including biodegradable baggies that were placed at the Sportsplex along the trail. On the waste stations is signage indicating for pet owners to leash and pick up pet waste along with the ordinance number for enforcement purposes. The stations were installed on November 10, 2010.

### **Engineered Wood Fiber for Playscapes**

All city-owned playscapes (11 total) have engineered wood fiber on the ground for safety surfacing in the fall zones. Some playscapes are in need of additional wood fiber as the material degrades over time. Wood fiber will be ordered and delivered to Green Meadows Park, Bonita Vista Park, and Stagecoach Park and spread-out giving those playscapes additional safety surfacing in September.

### **Downtown Christmas Lights**

The Parks and Recreation staff took down the Christmas lights and banners in the downtown area and along Loop 4 the week of January 3.