



NOTICE OF MEETING  
OF THE  
PARKS AND RECREATION COMMISSION 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 **Regular Parks and Recreation Commission Meeting** of the City of Buda, Texas, will be held on **Wednesday, October 19, 2011 at 7:00 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. PLEDGE OF ALLEGIANCE**

**D. ELECTION OF A VICE-CHAIR**

**E. 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.*

**F. CONSENT AGENDA** All matters listed under this item are considered to be routine by the Parks and Recreation Commission 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 24, 2011.

**G. WORKSHOP**

1. Review and discuss the Stagecoach House and Onion Creek Post Office renovation project.
2. Review and discuss the Sportsplex usage and maintenance.

## H. STAFF REPORTS

1. Review and discuss the updated 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 Saturday, October 15, 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.

\_\_\_\_\_  
Toni Milam, TRMC  
City Secretary



**Parks and Recreation Commission  
MINUTES  
Special Meeting  
August 24, 2011**

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 Meeting on Wednesday, August 24, 2011 at City Hall, 121 Main St., Buda, TX.

**A. CALL TO ORDER**

Call to order at 6:33 p.m.

**B. ROLL CALL**

Debbie Dulski (Chair) – Approved Absence

Alicia Hill – Present

Janice Kearley – Approved Absence

Vincent Lecca – Present

Pam Lombardo – Present

Shirley Malone – Present (Acting Chair)

Jennielle Strother – Present

**C. PLEDGE OF ALLEGIANCE**

**D. ELECTION OF A VICE-CHAIR**

**No action taken.**

**E. PUBLIC COMMENTS**

**None.**

**F. CONSENT AGENDA**

1. Approval of the Parks and Recreation Commission Meeting Minutes, dated July 20, 2011.  
**Motion by Commissioner Lombardo, seconded by Commissioner Lecca to approve minutes. Passed 5 – 0.**

**G. REGULAR AGENDA**

1. Deliberation and possible recommended action for City Council consideration of the proposed Request for Proposal (RFP) document for the Parks, Recreation, Trails and Open Space Master Plan.

**Jack Jones, Director of Parks and Recreation, reviewed the RFP with Commissioners. He explained what would be asked of a consultant, what the consultant will provide the city, and why an updated Parks, Recreation, Trails and Open Space Master Plan is needed (i.e.; grants, prioritizing park projects, etc). Motion made by Commissioner Strother, seconded by Commissioner Malone to recommend approval to City Council for the Request for Proposal as is. Passed 5 – 0.**

## **H. WORKSHOP**

1. Review and discuss Park pavilion rentals.

**Jack Jones, Director of Parks and Recreation, briefed Commissioners on the current and future park rental fees and park rules. Commissioner Strother asked if the City Council was asking the Commissioners to make a temporary ruling until the future contracted consultant for the Parks, Recreation, Trails and Open Space Master Plan could offer recommendations or if a decision needed to be made at this time. Jack said nothing needed to be decided at this time. Commissioner Malone wished to wait on making recommendations until the Master Plan is updated.**

2. Review and discuss the revised Parks and Recreation Commission By-Laws as approved by the City Council July 5, 2011.

**Jack Jones, Director of Parks and Recreation, reviewed with Commissioners the revised By-Laws and how this would affect them (i.e.; term expiration dates, reapplying, and absenteeism). He also informed Commissioners that everyone will reapply in April 2012.**

3. Review and discuss the Stagecoach House and Onion Creek Post Office renovation project.

**Jack Jones, Director of Parks and Recreation, briefed Commissioners on the current status of the Stagecoach House renovation. It is scheduled to be completed by November 16 according to the construction contract. Electrical, air conditioning and insulation have been installed, as well as, drywall. The windows and wood floors will be started once the house acclimates. Jack mentioned that only the outside of the Post Office is being restored. Both buildings are being restored to the 1920's era.**

4. Review and discuss the Toons and Tunes Summer movie and concert program.

**Jack Jones, Director of Parks and Recreation, briefed Commissioners on the summer series. He explained the cost and estimated attendance of movies in the park versus concerts in the park. The costs associated with the concerts is almost 10 times as much as the movies, with about the same attendance. Therefore, the Summer Series for 2012 will only be Movies in the Park. No concerts will be held.**

## **I. STAFF REPORTS**

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

Jack Jones, Director of Parks and Recreation, briefed Commissioners on the Skate Park status, upcoming Brew-B-Que event, and Sportsplex field usage. Commissioner Lecca stated that he didn't think the fields were being maintained properly. Jack briefly explained the effects of the current drought and reseeding issues at the park. This item will be a future agenda item.

**J. FUTURE AGENDA ITEMS**

1. Sportsplex Use and Maintenance.

**ADJOURNMENT at 8:08pm**

**Motion by Commissioner Malone, seconded by Commissioner Strother to adjourn.  
Passed 5 – 0.**

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**Toni Milam, City Secretary**

# **City of Buda**

## **Project Status Report**

### **Parks and Recreation Department**

#### **Stagecoach Park House and Onion Creek Post Office Renovations**

Renovations are ongoing and should be completed on schedule by mid-November as scheduled and under budget. It is anticipated that staff could move into the house and it be open to the public by mid-December in time for the Trail of Lights at Stagecoach Park.

#### **Parks and Recreation Commission**

The Parks and Recreation Commission met on August 24. Chair Dulski and Commissioner Kearley were not in attendance with excused absences. At the meeting, Commissioners recommended approval for possible City Council consideration the Request for Proposal (RFP) document for the Parks, Recreation, Trails and Open Space Master Plan as written. In addition, Commissioners gave input that park pavilion rental rules should be addressed as part of the Parks, Recreation, Trails and Open Space Master Plan process.

The Parks and Recreation Commission did not meet on September 21 as there was no Parks and Recreation related business to consider.

#### **Park Maintenance**

Due to the historic drought and record high temperatures, numerous trees are dying and/or showing stress in park areas. Staff is continually watering trees and garden areas by hand in accordance with the 5-day watering schedule as the City of Buda is now under "Critical Drought" conditions.

With the drought, ongoing watering restrictions and park usage, the turf on the sports fields at the Sportsplex is not doing well. The soccer fields have been impacted most. In mid-November, staff will implement a plan to reestablish turf on the soccer fields depending on watering restrictions. In addition, staff will limit usage of the Sportsplex until turf can be reestablished and keep limitations on usage of the sports fields so that the turf can stay established consistently.

Stagecoach Park will be trenched beginning October 5 in an effort to contain the oak wilt disease that has killed several live oak trees east of the pavilion. The length of the trench will be approximately 1,250 feet that will isolate the oak wilt disease center so it does not spread to other live oaks in the park. The depth of the saw cut will be 63" to sever any roots that may be near the oak wilt disease center that could come in contact with healthy live oaks. The cost of the trenching and utility repairs is \$3,947.50. The City can expect approximately \$1,579 to be returned from the Texas Forest Service as part of the grant received to treat for oak wilt.

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Completed Project

Project Status Changes since last Report

New Project

In addition to the trench work, six live oak trees that are located in the oak wilt disease center (inside the trench zone) have been treated with fungicide so hopefully they will survive. These trees are near the pavilion area and playground. If left untreated, these beautiful trees will probably die from oak wilt at some point in the future since they are in the oak wilt disease center. With the fungicide treatment, many of those live oak trees should survive oak wilt. The company treating the live oak trees at Stagecoach Park treated the two large live oak trees in the Greenbelt along Main Street in downtown behind the library near the train tracks about 10 years ago with fungicide and they are healthy today.

Parks and Public Works crews installed a drainage pipe at the Garlic Creek Park playground pit to remove water from the playground woodchips (fibar) and pit area quickly after a rain event. In the past when it does rain, the playground pit fills with water and it takes a number of days before the playground is usable again.

Parks crews added playground woodchips (fibar) to the City Park playground and the Whispering Hollow playground.

### **Parks Maintenance Building**

Staff proposes to construct the Parks Maintenance building to the south of the existing Public Works facility. As proposed, the existing fencing around the Public Works area would be extended around the Parks Maintenance building for access and security purposes. The Parks staff and Public Works staff have traditionally worked together over the years. It is important to keep the synergy and continuity between the two work groups. Adding the Parks Maintenance building as part of the Public Works area would allow both departments to continue to work together while sharing equipment and resources as necessary.

As proposed, the project would be coordinated and managed by Public Works Director Mike Beggs. The City would be the general contractor on the project in order to keep costs down. In addition, Public Works staff could do the asphalt paving around the building, install the required piers, and pour the foundation. The Parks Maintenance building will be 50' wide and 75' long with two bays and could be similar in look to the existing Public Works building. As proposed, there would be two staff offices, restrooms, shower, and a break room. These areas along with the hallway would be air conditioned. There could be a storage area located above the offices.

In 2008, the City of Buda obtained Certificates of Obligation (CO) in the amount of \$300,000 for a Parks Maintenance building. As part of the Capital Improvement Program (CIP), there is approximately \$256,000 approved in funding for the project.

The City Council discussed the Parks Maintenance building at their meeting on July 19, 2011. Staff received direction from City Council regarding the project and we will be putting together project budget numbers for Council approval at a future meeting.

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Project Status Changes since last Report

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### **Parks, Recreation, Trails, and Open Space Master Plan**

Staff has completed a Request for Proposal (RFP) document soliciting an architectural/landscape firm to provide services related to creating a detailed Parks, Recreation, Trails, and Open Space Master Plan. The parks master plan was last updated in 2002 and needs to be updated every 10 years so the city can be in position to take advantage of local, county, state, and federal grants. In addition, the master plan provides a roadmap for future park development. A budget of \$50,000 has been included in the CIP.

At the Parks and Recreation Commission meeting on August 24, Commissioners recommended approval for possible City Council consideration the Request for Proposal (RFP) document for the Parks, Recreation, Trails and Open Space Master Plan as written. Staff briefly discussed the contents of the RFP document during Staff Reports at the City Council meeting on August 30. The RFP will be advertised to the public in October with a firm selected for City Council consideration in November.

### **Sportsplex Field Usage Agreements**

The City of Buda does not sponsor, support, or subsidize any organizations that play league games at the Sportsplex. Per city ordinances, staff requires 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 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 saves the city both staff time and money in painting and chalking sports fields. Individual team practices are excluded from these new requirements. Individual teams can only make field reservations one week in advance whereas leagues with agreements can reserve fields as far in advance as necessary for league activity.

Organizations 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 – Youth Recreational Soccer League, Adult Soccer League, and Youth Kickball League, Youth Flag Football League
- Armadillo Texas Soccer League – Adult Hispanic Soccer League
- Neighborhood Sports – Youth Flag Football League
- I9 Sports – Youth Flag Football League
- Kyle City Select Youth Sports dba Buda Youth Sports – Youth Recreational Baseball and Softball League and Youth Tackle Football League
- Austin Texans Soccer Club – Youth Select Soccer (new league)

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Project Status Changes since last Report

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- Georgetown Soccer Association Force – Youth Select Soccer League (new league)

### **Parks and Recreation Revenue**

All youth and adult league games and practices and concession sales at the Sportsplex in August generated approximately \$3,493 in revenue. In addition, park and pavilion rentals in August generated \$120 in revenue for the City.

All youth and adult league games and practices and concession sales at the Sportsplex in September generated approximately \$5,425 in revenue. In addition, park and pavilion rentals in September generated \$1,700 in revenue for the City.

### **Hays County Grant Project – Skate Park**

At the City Council meeting on August 2, 2011, Council members approved a Resolution naming the Buda Skate Park as the Jackson Tyler Norris Memorial Skate Park, honoring the life of Jackson Tyler Norris, resident of Buda, friend to many, and an avid skateboarder.

It is anticipated that the skate park project will begin during the fall with the City hiring a design/build skate park firm to begin construction plans for the project. The firm would solicit input from resident skaters as to how the skate park would be designed to ensure that the park meets their needs. The goal would be to have the project completed in the summer of 2012 if all goes well. Hays County Commissioners have approved \$140,000 for the skate park. With the City's one-to-one match from the Parks Capital Fund, the budget for the skate park is \$280,000.

As proposed, a 10,000 square foot skate park will be designed and built on a 0.67 acre site on City property south of the elevated water tower on FM 967/Loop 4 just south of the downtown area near West Goforth Road. Elements to be constructed with grant funding include:

- A concrete skate park that will have handrails, grinding boards, stairs, half-pipes, quarter pipes, fun-boxes, pyramids, and banked ramps.
- Prefabricated restroom facility as none are available onsite.
- A lighting system is recognized as a priority to allow users to participate after school in the winter months as well as by providing increased safety in regards to visibility.
- Signage is needed to post rules and regulations.
- A park monument sign will be added to the new skate park.
- Parking will be needed for youth and adults who drive to the skate park.
- Parks benches, waste receptacles, and landscaping is needed to make the skate park more functional and for beautification.
- Bulletin board/info kiosk to post information related to the park including notices, community events, etc.

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Project Status Changes since last Report

New Project

### **Hays County Grant Project – Bradfield Park Trail and Trailhead Connecting Stagecoach Park, City Park, and Downtown Buda**

Design of the trail project would begin in the summer of 2012 and the project could be completed in the spring of 2013 if all goes well. A trail system in Bradfield Park with a trailhead and trail connecting to Stagecoach Park (Hays County grant project), City Park, and the downtown area would link all of those areas within the center of Buda. This project would further the objective of the City to connect parks, schools, neighborhoods, and businesses creating a pedestrian friendly corridor in the center of Buda. As proposed, the trail will link up with the Buda Elementary School Safe Routes to School Plan.

Hays County Commissioners have approved \$310,000 for the trails project. With the City's one-to-one match from the Parks Capital Fund, the budget for the trails project is \$620,000. Elements to be constructed with grant funding will include:

- A 1 mile long, 6 foot wide decomposed granite hike/bike/exercise trail would run through Bradfield Park going south towards Goforth Road and running north to Main Street connecting to the Bradfield Village subdivision and local Buda businesses to the east. The trail will weave around the park and existing park elements encouraging access to water-based recreation utilizing the three ponds.
- Wetland enhancement would improve the condition of the three existing ponds by enhancing plant and wildlife habitats.
- Several benches will flank the trail where park enthusiasts can relax and enjoy nature.
- A fishing pier will be added to the large pond that is stocked regularly by Texas Parks and Wildlife.
- Waste receptacles are needed to accommodate additional park patrons.
- Bulletin board/info kiosk to post information related to the park including a trails map, community events, special announcements, etc.
- Interpretive signage will be utilized as a learning tool to educate the park visitors about the native plants and wildlife that thrive in and around the three ponds.
- A xeriscape demonstration garden will be planted at a suitable location near the trail and pond area for native plant interpretation and environmental education.
- A park monument sign will be added off of Loop 4/Main Street near the proposed trailhead letting visitors know that they are at Bradfield Park.
- Trail signage will be added around the exercise loop noting trail distance.
- A trailhead will give visitors a place to park as no public parking is available at Bradfield Park.
- Water fountains will be installed in two of the ponds to improve oxygen levels, circulation, and water quality. Underwater lighting will illuminate the fountains at night.

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Project Status Changes since last Report

New Project

- A 0.70 mile, 5 foot wide concrete hike/bike/exercise trail connector would run along the north side of Loop 4/Main Street connecting Bradfield Park with Stagecoach Park, City Park, and downtown Buda.
- An uncontrolled pedestrian at-grade crossing would connect Bradfield Park to Stagecoach Park with its extensive decomposed granite trail system. The crossing will consist of LEED crossing signs and flush mounted road buttons.
- An approximate 75-100 foot, 5 foot wide aesthetically pleasing pedestrian bridge would span over the Onion Creek tributary.
- Several park benches, lighting, and landscaping will be placed along the meandering trail connector.
- The trail connector will be crossing active railroad tracks and special consideration will need to be given to how the trail would cross the tracks.

**Brew-B-Que Festival is scheduled for September 4 at City Park (not a city organized event)**

The festival was held on Sunday, September 4 from 11 a.m. to 11 p.m. Paid admission was \$18 per adult and admission included live music, free bar-b-que samples, Chihuahua races, and beer themed type games. Live music included Cody Canada & the Departed, Aaron Watson, Bart Crow Band, Turnpike Troubadours, No Justice, Johnny Cooper, Kyle Bennett, John Slaughter, Sam Riggs Band, and Clyde & Clem's Whiskey Business. Kids 8 and under were free with a paid adult admission and there were paid kid's activities available near the playground area. All parking was onsite at City Park located north of the large pavilion off of Garison Road. At the City Council Meeting on August 16, approval was given for the festival to be open until 11 p.m.

Paid fees to the City by Roadway Productions include the \$250 exclusive rental fee of City Park including the \$500 refundable deposit. In addition, Roadway Productions has paid the \$340 commercial activity fee (\$100 annual permit fee and \$20 per hour that the event is taking place). It was anticipated that the festival would generate significant Hotel Occupancy Tax (HOT) and sales tax revenue for Buda.

The goal was to have 5,000 paid attendees for the festival. Only approximately 2,000 tickets were sold so the festival was not profitable for Roadway Productions this year. It was hot that day with very high winds with dusty conditions that may have contributed to the low attendance. In addition, having the event on Sunday during the Labor Day weekend may not have been a good fit.

**54<sup>th</sup> Annual Fire Fest on September 30 and October 1 at City Park (not a city organized event)**

The Fire Fest is a yearly tribute to the firefighters of Texas and a fundraiser. Last year there were participants from Round Rock, Pflugerville, Austin, Buda, Kyle, Waco, Killen and many other Central Texas fire departments. Fire Fest has many exciting elements including a bar-b-que cook-off, ultimate firefighter challenge, kids firefighter challenge, kids zone, Miss Fire Fest Pageant, a 5K run/walk, and nightly entertainment

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Project Status Changes since last Report

New Project

including Roger Creager, the Casey Donahew Band, and the Cody Johnson Band. All parking will be onsite at City Park located north of the large pavilion off of Garison Road.

**Fall Cleanup on October 8 from 9 a.m. – 12 noon at City Park**

Texas Disposal Systems will provide roll-off dumpsters and staff for the annual clean-up. Buda residents are allowed to drop off any unwanted/non-hazardous materials free of charge. A City of Buda utility bill along with a Texas driver's license with a Buda local address must be shown in order to drop off trash at the clean-up site. No tires or hazardous materials can be dropped off.

**1<sup>st</sup> Annual Buda Beer and Polka Fest on October 22 at City Park (not a city organized event)**

This event will be held from 11 a.m. to 10 p.m. and features a Bavarian Oompah band, traditional dancers, German food and beer, beer including European beers, a photo booth, alpenhorns, and authentic Polka Bands. Games include Stein Holding Competition, Sexiest Fraulien Costume Contest, and Sausage Eating Contests in Bier Garten plus arts and crafts booths. General admission is \$10 per person and kids ages 12 and under are free with a paid adult admission. All parking will be onsite at City Park located north of the large pavilion off of Garison Road.

**8<sup>th</sup> Annual Buda Fine Arts Festival on October 22 and October 23 at the Greenbelt (not a city organized event)**

The 8<sup>th</sup> Annual Buda Fine Arts Festival will be held in conjunction with the Buda Beer and Polka Fest from 10 a.m. – 6 p.m. on Saturday and from 10 a.m. – 4 p.m. on Sunday. The festival includes a weekend of fine art, live music, children's art activities, student art, demonstrations and a "Taste of Buda," selections from Buda's downtown restaurants. The festival features over 50 juried artists from around Texas exhibiting oils, pastels, acrylics, glass, mixed media, photography, sculpture, and fine jewelry for sale. Admission to the festival is free.

**9<sup>th</sup> Annual Boo-Da Halloween on October 27 from 6-8 p.m. in Downtown and on the Greenbelt**

Downtown Buda serves as a safe and fun opportunity for children to trick-or-treat for Halloween and includes Halloween stories, crafts, games, and more Halloween fun at the Buda Public Library. Downtown and the Greenbelt will be filled with local businesses and organizations giving away free candy and promotional items. The Buda Gearheads will be conducting a Trunk or Treat at the City Hall parking lot showcasing classic and custom automobiles.

**Budafest on December 3 and December 4 in Downtown, Greenbelt and City Park (not a city organized event)**

TBA

**Buda Trail of Lights on December 14-21 at Historic Stagecoach Park**

TBA

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Completed Project

Project Status Changes since last Report

New Project