

**Bastrop Parks and  
Public Tree Advisory Board Meeting**  
Bastrop City Hall Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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## **AGENDA – March 5, 2020, at 6:00 P.M.**

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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 City Secretary at (512) 332-8800, 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. STAFF AND BOARD BRIEFINGS**
  - 2A. Parks and Recreation Report
  - 2B. Bastrop State Park Report
  - 2C. Bastrop YMCA Report
  - 2D. Bird City Coalition Report
  - 2E. Youth Member Report
- 3. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Board, please submit a fully completed request card to the Board chairperson prior to the beginning of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, city Boards cannot discuss issues raised or make any decision at this time. Instead, city Boards are limited to making a statement of specific information or a recitation of existing policy in response to the inquiry. Issues may be referred to city staff 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 to allow a member of the public to slur the performance, honesty, and/or integrity of the Board, as a body or any member or members of the Board, individually or collectively, nor any members of the city's staff. Accordingly, profane, insulting, or threatening language directed toward the Board and/or any person in the Board's presence will not be tolerated.*

**4. APPROVAL OF THE MINUTES**

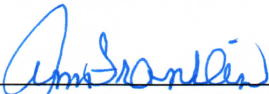
- 4A. Consider action to approve Parks and Public Tree Advisory Board minutes from the February 6, 2020 regular meeting.

**5. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 5A. Discussion and consider action on the snow day for Lost Pines Christmas 2020.
- 5B. Discussion and consider action on providing leased vendor space within the City of Bastrop parks system.
- 5C. Discussion and consider action to recommend a contractor to City Council to build Phase I of the Bastrop Wheeled Sports Complex.
- 5D. Discussion and consider action on proposed State Park tour.
- 5E. Discussion and consider action on the relationship between the Bird City Texas coalition and the Bastrop Parks Board.
- 5F. Discussion and consider nomination of a new Parks and Public Tree Advisory Board Secretary.

**6. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting is 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 convenience that is readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: Wednesday, February 26, 2020, at 2:00 p.m. and will remain posted for at least two hours after said meeting is convened.

  
\_\_\_\_\_  
Ann Franklin, City Secretary



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 2A

**TITLE:**

Parks and Recreation Report

**STAFF REPRESENTATIVE:**

David Junek, Parks & Recreation Superintendent

**RECOMMENDATION:**

Review staff Parks and Recreation July operational report. Report will be presented and handed out at the March 5<sup>th</sup> meeting.

**ATTACHMENTS:**

NA



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 2B

**TITLE:**

Bastrop State Park Report

**STAFF REPRESENTATIVE:**

Jamie Creacy, Park Superintendent, Lost Pines State Park Complex

Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Review Bastrop State Park monthly operational report. Any reports will be handed out or presented at the meeting.

**ATTACHMENTS:**

- N/A



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 2C

**TITLE:**

Bastrop YMCA Report

**STAFF REPRESENTATIVE:**

Terry Moore, Executive Director, YMCA of Austin Bastrop Branch  
Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Review Bastrop YMCA monthly operational report. Any handouts will be presented at the meeting.

**ATTACHMENTS:**

NA



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 2D

**TITLE:**

Bird City Coalition Report

**STAFF REPRESENTATIVE:**

Dorothy Skarnulis, Parks and Public Tree Advisory Board Member

Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Receive Bird City Coalition report. Any reports will be handed out or presented at the meeting.

**ATTACHMENTS:**

- N/A



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 2E

**TITLE:**

Youth Member Report

**STAFF REPRESENTATIVE:**

Taylor Merritt, Youth Member

Curtis Hancock, Assistant Public Works Director

**RECOMMENDATION:**

Receive Youth Member report. Any reports will be handed out or presented at the meeting.

**ATTACHMENTS:**

- N/A



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 4A

**TITLE:**

Consider action to approve Parks and Public Tree Advisory Board minutes from the February 6, 2020 regular meeting.

**STAFF REPRESENTATIVE:**

Betty Rucker, Secretary, Parks and Public Tree Advisory Board  
Curtis Hancock, Assistant Public Works Director

**POLICY EXPLANATION:**

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.

**RECOMMENDATION:**

Approve, amend, or correct the minutes of the February 6, 2020 Parks and Public Tree Advisory Board.

**ATTACHMENTS:**

February 6<sup>th</sup> DRAFT Parks and Public Tree Advisory Board meeting minutes





# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5A

**TITLE:**

Discussion and consider action on the snow day for Lost Pines Christmas 2020.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

“Snow Day” has been a popular activity during the Lost Pines Christmas event for several years. City staff would like to discuss what role and extent of involvement the Parks Board would like to have related to this event.

At the February 6, 2020 meeting this was discussed, and the Board requested that Victoria Psencik attend the March 5<sup>th</sup> meeting.

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered.

**RECOMMENDATION:**

Discussion and consider action on the snow day for Lost Pines Christmas 2020.



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5B

**TITLE:**

Discussion and consider action on providing leased vendor space within the City of Bastrop parks system.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered.

**RECOMMENDATION:**

Discussion and consider action on providing leased vendor space within the City of Bastrop parks system.



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5C

**TITLE:**

Discussion and consider action to recommend a contractor to City Council to build Phase I of the Bastrop Wheeled Sports Complex.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

On January 18, 2014, City staff and Parks Board members recommended to the City Council that a wheeled sports plaza (skate park) be constructed in Fisherman's Park. Staff and the Parks Board met on several occasions and held public hearings to gather the input of citizens and those that would use the amenity. Two public forums were held and 82% were in favor of the project. On November 14, 2017, the City Council passed Resolution 2017-90 approving a proposal for design services with Burditt Consultants LLC.

The Wheeled Sports Plaza, Phase I (skatepark) was identified as a need in the FY2020 workplan as a CIP project and in the Comprehensive Plan (7.2) as a focus area for "Authentic Bastrop".

The City of Bastrop, in connection with carrying out of its various ordinances and duties to provide recreational opportunities, has made the Wheeled Sports Plaza Phase I a priority in the budget for FY2020. Following City and State procedures, Burditt Consultants staff prepared and solicited an RFP and completed the bid tabulation and comparison.

On February 7, 2020, four (4) bids were received for a best value contract for construction of an approximately 5,000 square foot, poured in place concrete wheeled sports plaza (skate park) to be located within Fisherman's Park. Following review of the submittals, it was found that the best value quote was from Artisan Concrete Services, Inc. Staff concurs with the City's consultant and recommends award of the contract to Artisan Concrete Services, Inc. per EXHIBIT A and B.

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered. Parks Board members have requested this update in their advisory capacity.

**RECOMMENDATION:**

Discussion and consider action to recommend a contractor to the City Council.

**ATTACHMENTS:**

Recommendation Letter from Burditt  
Bid Tabulation Sheet

**Recommendation of Award**  
**Fisherman's Park Wheeled Sports Plaza, Phase 1**  
**Bastrop, Texas**

**Date:** February 12, 2020

**Attention:** Curtis Hancock  
Assistant Director Public Works & Utilities  
City of Bastrop, Texas

**RE:** Fisherman's Park, Wheeled Sports Plaza, Phase 1  
Recommendation of Award

On February 7, 2020, at the office of the City Secretary, four bids were received and publicly read for the above referenced project. The project includes the construction of approximately 5,000 square foot, poured in place concrete wheeled sports plaza within Fisherman's Park. The proposals were from firms qualified in the design and construction of the wheeled sports plaza. An evaluation process took place based upon five criteria outlined in the specifications. A bid tabulation showing the detailed bid results is attached. The proposer who selected, provides the goods and services at the best value to the City.

Artisan Concrete Services, Inc. provided demonstrated competence, references, a list of past and current projects of similar scale, best delivery method and a fair and reasonable price. The proposed schedule, pricing and experience projects of a similar size and character. The Artisan Concrete Services, Inc. bid has been evaluated and they do have the required insurance. The project references have been contacted. Evaluation and responses are satisfactory.

It is recommended the City of Bastrop to accept Artisan Concrete Services, Inc.

|                                      |                     |
|--------------------------------------|---------------------|
| Pre-Design Phase and Meetings        | \$ 1,500.00         |
| Final Design Phase                   | \$ 4,500.00         |
| Construction of Wheeled Sports Plaza | <u>\$240,000.00</u> |
| Total                                | \$246,000.00        |

We recommend the award of the Fisherman's Park Wheeled Sports Plaza, Phase 1 to Artisan Concrete Services, Inc.

Respectfully submitted,



**Dale K. Clarke, ASLA, RLA TX 1212**  
**Burditt Consultants LLC**  
310 Longmire Rd.  
Conroe, TX 77302  
936-756-3041 office

BID TABULATION SHEET

|   |                              |              |              |              |
|---|------------------------------|--------------|--------------|--------------|
| <b>City of Bastrop - Fisherman's Park Wheeled Sports<br/>Plaza - Phase 1 - 2/7/2020</b> |                              |              |              |              |
|   | <b>American Ramp Company</b> |              |              |              |
| Pre-Design Phase nd Meetings  | \$7,500.00                   | \$7,605.00   | \$17,400.00  | \$1,500.00   |
| Final Design Phase  | \$15,000.00                  | \$32,695.00  | \$11,600.00  | \$4,500.00   |
| Construction of Wheeled Sports Plaza  | \$225,000.00                 | \$247,500.00 | \$261,000.00 | \$240,000.00 |
| Total Lump Sum Bid  | \$247,500.00                 | \$287,800.00 | \$290,000.00 | \$246,000.00 |
| Addendum #1 received  | y                            | y            | y            | y            |
| Addendum #2 received  | y                            | n            | y            | n            |
| Completion Days: Substantia/Final   | 90/120                       | 120/125      | 240/270      | 125/150      |
| Bid Bond  | y                            | y            | y            | y            |
| Letter of Surety  | y                            | y            | y            | y            |
| Insurance   | n                            | n            | y            | y            |



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5D

**TITLE:**

Consider action on proposed State Park tour.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered.

**RECOMMENDATION:**

Consider action on proposed State Park tour.



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5E

**TITLE:**

Discussion and consider action on the relationship between the Bird City Texas coalition and the Bastrop Parks Board.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered.

**RECOMMENDATION:**

Discussion and consider action on the relationship between the Bird City Texas coalition and the Bastrop Parks Board.



# STAFF REPORT

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**MEETING DATE:** March 5, 2020

**AGENDA ITEM:** 5F

**TITLE:**

Discussion and consider nomination of a new Parks and Public Tree Advisory Board Secretary.

**STAFF REPRESENTATIVE:**

Curtis Hancock, Assistant Public Works Director

**BACKGROUND/HISTORY:**

Board Member Betty Rucker has been serving as the Secretary for the Parks Board for many years. Ms. Rucker has requested that someone else take over the position going forward.

**POLICY EXPLANATION:**

The Parks and Public Tree Advisory Board serves in an advisory role to the City Council and may make recommendations for actions to be considered.

**RECOMMENDATION:**

Discussion and consider nomination of a new Parks and Public Tree Advisory Board Secretary.