



# CEDAR PARK

## PARKS & RECREATION ADVISORY BOARD MINUTES January 10, 2011

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:34 p.m. Board Members Jesse Holguin and John Greeley were absent. All other members were present.
2. Consider Approval of December 13, 2010 Regular-Called Parks and Recreation Advisory Board Minutes:  
*Motion to approve the December 13, 2010 Regular-Called Parks and Recreation Advisory Board minutes was made by David, and seconded by Wayne. Motion passed unanimously.*
3. Citizens Communications
  - a. None
4. Director's Report – Curt Randa:
  - a. Follow-up Report On The January 8th Tree Recycling Event:  
Approximately 500 trees were dropped off to be recycled; the first 200 participants received a Red Oak, or Crepe Myrtle tree sapling. Mary asked why we do this event so late; Curt said we do it the following Saturday, and there is curb pick up from other entities available. Scott suggested running an ad with December utility bill.
5. Discussion and Possible Action:
  - a. Consideration Of A Recommendation To The Cedar Park City Council Regarding Funding Of A Basketball Court Shade Structure At Milburn Park:  
Curt presented: Some of the benefits of having the shade structure is protection from the sun and light rain; increased court usage; multi purpose usage such as special events and rental opportunities. Curt described the concerns with Champion Park's shade structure over the dinosaur bone area; the structure is flat and conducive to kids using it as a trampoline. Curt showed some examples of shade structures that are rated to withstand up to 90 mile per hour winds. The proposed size is 15' high and 95' x 86' wide. The cost for a steel structure is approximately \$85,000 – \$150,000 and the fabric structure \$53,855. We currently have \$130,000 available in Parks Ordinance funds. We would also need a contingency reserve in case there are additional changes for installation due to rock. The 4B Board has allocated \$250,000 in their budget for neighborhood park improvement. Milburn playscape has been approved with a budget of \$150,000; Wild Rose and Creekside would also fall under the approved 4B budget. The basketball shade would fall under additional projects. Our Parks maintenance staff is doing some trails and other projects out of our Parks maintenance budget.  
Janet asked what the status is on the flood damages. Curt said he will get this information from our insurance company.  
Scott would like to see the list of park priorities counting considerations by 4B for Milburn, Wild Rose and Creekside, and see what we have planned, making sure we address the top priorities on the list. He is concerned to spend \$53,000 out of the \$130,000 Parks Ordinance funds and not have enough to address the top priorities.  
Janet would like to postpone 5a until next meeting. Curt will look at the priority list and assign a price tag to the improvements needed.  
*A motion to table 5a. was made by Scott, and seconded by Janet. Motion passed unanimously.*
  - b. Consideration Of A Recommendation To The Cedar Park Community Development Corporation (4B Board) Regarding Funding Of A Playscape For Creekside Park:
  - c. Consideration Of A Recommendation To The Cedar Park Economic Development Corporation (4B Board) Regarding The Funding Of A Playscape For Wild Rose Park:  
Curt showed proposed playscapes for Creekside (\$59K), and Wild Rose (\$49K), which was approved funding from 4B. The playscapes are suitable for ages 2-5 as well as school age. Mary is concerned that, in the design phase of our playgrounds, that we do not include enough amenities for disabled kids. Curt pointed out a few components that were considered for mobility and were designed with engineered wood fiber, which is accessible with wheelchairs. Mary would like us to look into opportunities for disabled children. Curt said we may be able to exchange some

features using the same budget.

*A motion to recommend 4B to consider funding of a playscape for Creekside and Wild Rose Parks was made by Janet and seconded by David.*

d. Election Of A Parks Advisory Board Secretary To Serve A One Year Term Of Office:

A motion to nominate Janet as the Secretary for the remainder of the term was made by David, seconded by Wayne. *Motion passed unanimously.*

Closing comments: Janet will present to Council Thursday; they need \$18,500; the dedication is scheduled for November 12<sup>th</sup>. Phase II dedication is scheduled for Memorial Day 2011. In order to have the pavers and leaves in place for Memorial Day, they need to receive all orders in by February 15<sup>th</sup>. If they get orders by September 1<sup>st</sup>, they will make sure they will be in place for the dedication in November.

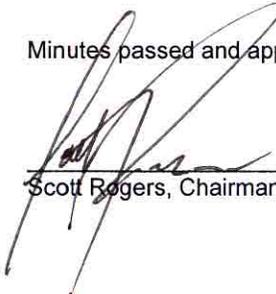
6. Upcoming Meeting Dates:

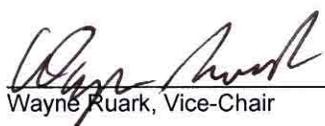
- a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on February 14, 2011 at 6:30 PM at the Library meeting room in the Cedar Park Public Library.

7. Adjournment:

*Motion to adjourn this meeting was made by David, and seconded by Janet.*

Minutes passed and approved on the 14<sup>th</sup> day of March, 2011.

  
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Scott Rogers, Chairman

  
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Wayne Ruark, Vice-Chair



# CEDAR PARK

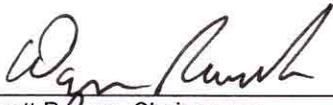
## PARKS & RECREATION ADVISORY BOARD MINUTES March 14, 2011

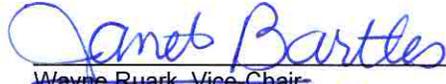
1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:33 p.m. Board Members David Powers and Mary Caputo were absent. All other members were present.
2. Consider Approval of January 10, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
*Motion to approve the January 10, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Wayne Ruark, and seconded by Janet Bartles. Motion passed unanimously.*
3. Citizens Communications
  - a. Four representatives from local tennis organizations addressed the Board; Sherry Roden, 1228 Heppner Drive, tennis pro, Owner and Director of Ms. Sherry's Tennis program. Tom Ingraham, 407 Woodridge, Tennis Pro. Ken McAlister, 11203 Ranch Road 2222, Executive Director of USTA Texas. Betsy Harris, 929 Wood Ridge Lane, Ginny Walker, 1404 White Elm Cove. Their comments included that tennis is the fastest growing sport in the US in the past 10 years, and Cedar Park would be a good location for a Tennis Center. They would like to look at opportunities for partnerships and locations in the area as well as possible USPTA funding.
4. Director's Report – Curt Randa:
  - a. Update on the Parks and Recreation Department March and April Special Events including Movies in the Park, Heritage Festival and Parade, Egg-Stravaganza, and Concert in the Park:  
Curt reviewed the upcoming schedule of activities and invited Parks Board members to participate in our upcoming events and volunteer opportunities.
  - b. Update on the Parks and Recreation Department State Maintenance Rodeo Awards, McAllen, TX:  
Our maintenance staff received two 2<sup>nd</sup> place, and one 3<sup>rd</sup> place awards in the maintenance competition at the state parks conference. The Cedar Park team placed 3<sup>rd</sup> overall.
  - c. Update on the Parks and Recreation Facility Damage from Tropical Storm Hermine.  
Rosemary Denny Clubhouse has reopened; the new furniture will be the final component of the rehabilitation and should be in next week. Brushy Creek Lake Park is complete except for the splash pad. Over \$100k in damages to park facilities was reported to our insurance company. The \$22.5k deductible should be covered by fund balance.
5. Discussion and Possible Action:
  - a. Consideration of a recommendation to the Cedar Park City Council regarding funding of neighborhood park improvement projects at Heppner Bend, Goldfinch, William T. Laws, Carriage Hills, Rachel Ridge and Oakmont Forest Parks:  
Curt showed a summary of the neighborhood park improvement projects. There are 6 neighborhood parks for consideration. 1) Heppner Bend-2.5 acres 2) Goldfinch-2.8 acres 3) Carriage Hills 5-.5 acre 4) Carriage Hills 2-.5 acre 5) Oakmont Forest 6) William T. Laws-3 acres. Curt recommended doing 5 of the 6 neighborhood parks leaving William T. Laws for next year. The total improvement is estimated at \$105k. Janet would like to add drinking fountains at all the parks. Scott asked if we have Park Ordinance funds remaining, and perhaps use that to pay for turf improvements next year at William T. Laws. *Motion to approve funding of Heppner Bend, Godfinch, Carriage Hills 5, Carriage Hills 2, Oakmont Forest, and William T. Laws Park improvements was made by Janet, and seconded by Wayne. Motion passed unanimously.*
6. Closing Comments:  
Janet reported they are \$15-16k from reaching their goal for the Veterans Memorial. On May 7<sup>th</sup>, there will be a fund raising opportunity at Apple Bee for Mother's Day. Janet would like to know if the tennis center was to be at Milburn, how would it affect soccer teams and is there enough room at Milburn or elsewhere? She would like to get an estimate of what 6 courts would cost; we currently do not offer a lot of activities that encompasses a large age group.
7. Upcoming Meeting Dates:
  - a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on April 11 PM at the Library meeting room in the Cedar Park Public Library.

8. Adjournment:

*Motion to adjourn this meeting was made by Wayne, and seconded by John. Motion passed unanimously.*

Minutes passed and approved on the 11<sup>th</sup> day of April, 2011.

  
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~~Scott Rogers, Chairman~~  
Wayne Ruark, Vice Chairman

  
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~~Wayne Ruark, Vice Chair~~  
Janet Bartles, Secretary



**PARKS & RECREATION ADVISORY BOARD MINUTES**  
**April 11, 2011**

1. Call to Order/Quorum Determined/Meeting Declared Open by Vice-Chairman Wayne Ruark at 6:35 p.m. Board Members Scott Rogers, John Greeley, and Jesse Holguin were absent. All other members were present.
2. Consider Approval of March 14, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
*Motion to approve the March 14, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Janet, and seconded by Mary. Motion passed unanimously.*
3. Citizens Communications
  - a. Tennis Professional Tom Lewman and his wife Joanie stated that they run an affordable academy style tennis program, and have been able to put this community on the map with competitive play. Tom put together a co-ed adult playing ladder. Tom stated that USTA is ready to start a "Quick Start" program which would use a shorter court size and lighter balls; they could put 3 courts in one regular sized court. Tom put together 2 USTA winning competitive teams and said that USTA with the help of TTA and CATA would fund this program. Tom commented that Milburn Park would not be a favorable location for a Tennis Center because of the amount of traffic on Saturdays. He proposed Nelson Ranch as a location instead. Joanie mentioned that the USTA required that they play on 4 courts together, but since that wasn't possible in the City of Cedar Park, they allowed them be a traveling team called the Nomads.
4. Director's Report – James Hemenes:
  - a. Update On The Parks And Recreation Department Veterans Memorial Park Phase Two Construction:  
James showed a presentation of Veterans phase 1 and 2 amenities; we are at 85% completion. We will meet substantial completion in the next 30 days. The Grand Opening celebration is scheduled for May 30<sup>th</sup> at 10AM followed with Pool-A-Palooza at Noon. We sold about 200 pavers, 61 leaves to be installed for Memorial Day. The ones on order will be installed by November 12<sup>th</sup> and will be ongoing. James showed paver pockets, planting pockets, the Memorial Hill, Memorial Ribbons, and the amphitheater area which can hold about 1,000 people. He also showed the playground, the pavilion and restroom which will be available for rent. He showed the Cedar Bark dog Park which includes pet showers, dog bowls, and a walking trail around the dog park for people. The pond is also detention for the Park; we will be treating our own water, capturing it and reusing it in the pond.  
  
Janet's goal is to install a sign marking the location of the individual pavers. They still need to raise about \$11,500. Included in the original proposal is Braille on the monument and would like a kiosk for the sign mentioned above. Mary suggested selling pavers for the dog park honoring your pets.
  - b. Update On The Central Texas Regional Mobility Authority (CTRMA) 183-A Trail Project:  
James showed pictures received from the Toll Road Authority; they have the concrete trail in, and they plan on finishing the first phase of the trail which is from the North side of Brushy Creek to 1431 in a couple of months; the second phase, which is 1431 to Hero Way in Leander will be open in March 2012 and will be opening with the Highway expansion. In late 2012, they want to finish the bridge where it would connect with the Brushy Creek Regional Trail. We have been working with CTRMA on phase 2, 1431 to Leander, and they are about to finalize their route. This Trail is the responsibility of the CTRMA; Williamson County partnered with them to build the bridge to get across Brushy Creek to get to the Trail. We are not a partners but are supporters of the Trail project.
5. Discussion and Possible Action:
  - a. Discussion Of Information Related To And Consideration Of Funding For And Location Of A Tennis Center In Cedar Park:  
Based on last meeting, we did some research: In order to have 4 courts, we would need to place it in a Community Park setting. We were looking for 6 courts, and would work with the community on site plans etc... Currently, we don't have a dedicated center with no more than 2 tennis courts. Counting our inventory, the schools' and Williamson County's, we have a total of 57 courts in the area. Based on the construction of new tennis court at Veterans

Memorial Park, we estimated that the cost of a tennis center would be at \$50k-75k per court, a minimum of \$50k for parking, about \$150k-250k for a building, \$50k-75k for utilities, plus annual operation and maintenance. There is a lot consider in building a Tennis Center. Veterans has one court, but has room for two more.

Janet asked if we owned a 4 acre Park that would have restrooms. She said that a sport for all ages is lacking in the Cedar Park area.

James said that we need to look for land that has not yet been programmed; we have parks that we can look at but have many constraints, and parking is one of the biggest concerns. The City currently has 10 courts total, but no more than 2 at one park. Since Nelson Ranch is located in a residential area, additional traffic and parking would be a problem. Janet mentioned that when there are events at Nelson Ranch, people park on the street, making it narrower.

Wayne asked how it would affect how we use Milburn Park if we had the Tennis Center there; James said that it's heavily programmed and don't have enough parking to support more activities.

James said that land acquisition has been put on hold. We will update the Master Plan and decide what land we will need to purchase. The 2007 bond election gave us 2 million for land acquisition, but we are awaiting direction from City Council before proceeding with anything.

Janet and Mary would like to put tennis on the forefront when we buy land, and give the tennis group the opportunity for public input.

Tom attempted to join programs with LISD but wouldn't let him use their courts for free. The surface on the Cedar Park tennis courts are very good and Parks and Recreation has done a great job maintaining them. LISD and Round Rock are painted concrete and not as good as Cedar Park's courts.

Wayne asked if there have been discussions with LISD about merging with Cedar Park and do a joint funding.

James said there is a mechanism in place to do this. Typically the School District and County overlap.

Janet said that Williamson County, if they have 8 courts, that would serve everybody. Communities could share funding in making the tennis courts first class, where all the surrounding communities would use them. Janet would like to see if Williamson County would work with us on funding until we can buy some land.

James said that we have a great relationship with Williamson County; their Master Plan may have space at their park. We will meet with Jim Rogers, and also check on Leander's Master Plan.

6. Closing Comments:

Wayne thanked everyone for coming out and sees that there is a lot of active interest in the community for a Tennis Center and will continue to look for a place for it.

Heritage Festival was a good turnout, and the playscape at Milburn is real nice

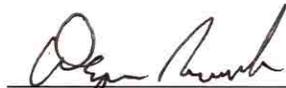
7. Upcoming Meeting Dates:

- a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on May 9, 6:30 PM at the Library meeting room in the Cedar Park Public Library.

8. Adjournment:

*Motion to adjourn this meeting was made by John, and seconded by Janet. Motion passed unanimously.*

Minutes passed and approved on the 9<sup>th</sup> day of May, 2011.



Scott Rogers, Chairman

Wayne Ruark Vice Chairman



Wayne Ruark, Vice-Chair



# CEDAR PARK

## PARKS & RECREATION ADVISORY BOARD MINUTES May 9, 2011

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:31pm. Board Member Janet Bartles was absent. All other members were present.
2. Consider Approval of April 11, 2011 Regular-Called Parks and Recreation Advisory Board Minutes: *Motion to approve the April 11,, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Wayne, and seconded by David. Motion passed unanimously.*
3. Citizens Communications
  - a. None.
4. Director's Report – Curt Randa:
  - a. Update on the Parks and Recreation Department playground replacement projects:

Curt described what was purchased with the approved funding of \$150k for playground replacement:

    - i. Elizabeth Milburn Park Playground: Curt described and showed photos of the new playground equipment, including the different play areas designed for school age and younger. A portion of the metal and plastic from the old playground was recycled. Scott saw the playground; there were several kids on the equipment and was continuously moving making it an interesting dynamic.
    - ii. Wild Rose Park Playground: Curt showed photos of the new playground and fall surface.
    - iii. Creekside Park Playground: Curt described and showed photos of the new amenities, including auditory and activities. The bongos are very popular.
5. Discussion and possible action:
  - a. Consideration of a funding request to the Cedar Park Community Development Corporation (4B Board) for the continuation of the Neighborhood Park Improvement Program for fiscal year 2012:

A message from Dwayne Smith, our 4B liaison, informed Curt that the deadline to submit the application for projects funded by 4B is June 1<sup>st</sup>. The following projects were recommended by Parks staff:

Buttercup Creek Park: Curt showed the existing 13 year old playground; the outdated amenities are lacking some parts that can't be replaced. The cast aluminum riding elements are outdated and several kids have gotten hurt. The surface is currently pea gravel and we recommend changing replacing it with engineered wood fiber.

Quest Village Park: The 12 year old playground has a lot of UV deterioration. The amenities are outdated.

Carriage Hills Park: The smallest park out of the 3 with 2 current features. The quality of the plastic is very thin and the posts are 3" instead of the recommended 5". That playground is 11 years old.

The following budget would include demolition, contingency for rocks, hauling off old playground equipment, construction and fall surface: Buttercup Park: \$100k, Quest Park: \$75k, and Carriage Hills: \$75k

David asked if we thought of doing a different enclosure at the Carriage Hills Park? Curt said they would replace the rock border with an elevated bordered rock with accessibility and improve the amount of fall distance. We would try to use the existing border and recycle the metal and plastic.

Last year, \$250k was funded by 4B, and we replaced Milburn, Creekside and Wildrose playgrounds. 4B is requesting that a list of park improvement programs be submitted to them by June 1<sup>st</sup>. Once received, they will rank them.

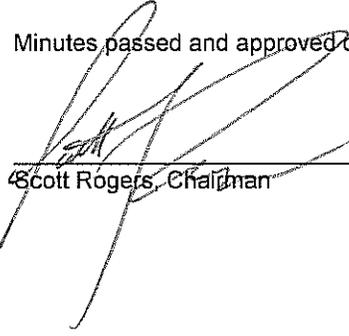
David asked if Curt has a lot of input with the consultants during the design phase. Curt said he will filter through the consultants' ideas and present them to Parks Board.

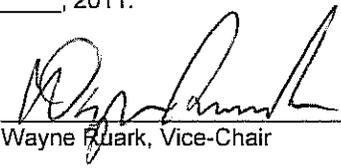
John asked if the new playground components will be recyclable. Staff will consider.

A motion to submit a funding request application to the 4B Board for the continuation of the Neighborhood Park Improvement Program for fiscal year 2012 was made by John, and seconded by David.

6. Closing Comments: Scott commented that Concert in the Park seemed to be a big hit; he got to enjoy the new Milburn Park playground. Veterans Park Grand Opening will be May 30<sup>th</sup>.
7. Upcoming Meeting Dates:
  - a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on June 13, 6:30 PM at the Library meeting room in the Cedar Park Public Library.
8. Adjournment:  
*Motion to adjourn this meeting was made by Wayne, and seconded by John. Motion passed unanimously.*

Minutes passed and approved on the 11<sup>th</sup> day of July, 2011.

  
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Scott Rogers, Chairman

  
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Wayne Ruark, Vice-Chair



# CEDAR PARK

## PARKS & RECREATION ADVISORY BOARD MINUTES July 11, 2011

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:35pm. Board Member David Powers was absent. All other members were present.
2. Consider Approval of May 9, 2011 Regular-Called Parks and Recreation Advisory Board Minutes: *Motion to approve the May 9, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Wayne, and seconded by Mary. Motion passed unanimously.*
3. Citizens Communications
  - a. None.
4. Director's Report by Curt Randa:
  - a. Update on the Parks and Recreation Department May 30<sup>th</sup> Veterans Memorial Park Grand Opening: Curt showed a presentation with pictures of Veterans Park Grand Opening
  - b. Update on the Parks and Recreation Department July 4<sup>th</sup> Holiday Event: Due to drought conditions, the fireworks display was substituted by the act "Arcattack".
  - c. Update on the Parks and Recreation Department year-to-date revenue report for fiscal year 2011: Overall, the Parks Department year-to-date revenue has increased by approximately 17%; Rec. Center member usage is averaging 110 members per day, and cost recovery is approximately 95%.
5. Discussion and possible action:
  - a. Consideration of a Parks and Recreation Department policy for the use of sports fields at Brushy Creek Sports Park, Milburn Park, and Veterans Memorial Park: *Tim* described our challenges: (1) The demand from groups like Pop Warner, CC United soccer, Neighborhood Sports and other groups wanting to rent prime time; (2) parking issues that we encounter when having skaters, disc golfers, soccer and softball players all in one park at the same time. We currently do not have a guideline or policy in place.

We looked at our benchmark cities:

Williamson County's field usage has been 15 hours per field per week.

Round Rock has Council backing them up for not allowing a second sport; they only deal with one primary organization.

Georgetown deals with certain amount of organizations.

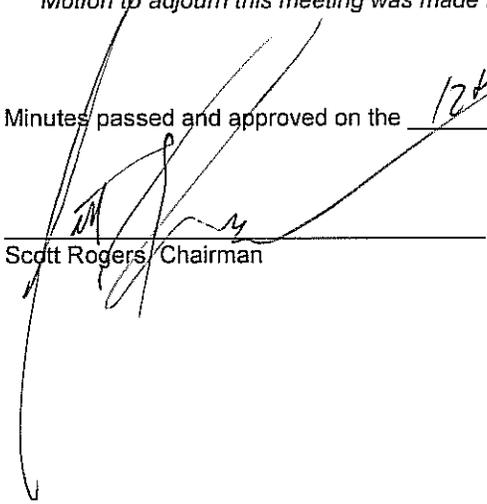
Other Cities have written policies and are all different; some put them out for bid.

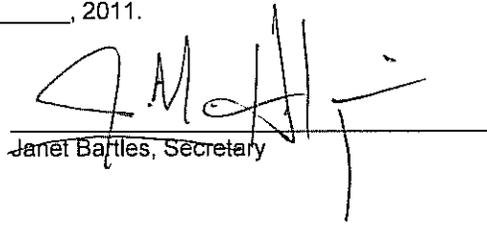
CC United soccer, and Pop Warner have been in Cedar Park for 20 years; Neighborhood Sports about 6 years, and Extreme Flag football is new. The bulk of kids participating are from Cedar Park. We currently limit the rental amount per customer to 3 rentals at a time, and some of the teams are practicing on unimproved fields throughout the City. *Scott* asked if the organization will consider adding players if they are residents of Cedar Park? *Jesse* asked if CC United is playing games somewhere else; *Tim* said that they play their games at Milburn and maintenance is included in their contract. CC United are great stewards of Milburn, and they don't practice on their game fields. *Jesse* asked if the groups will rotate prime times; *Tim* said yes, they currently share morning times. We have to consider the parking challenge, and don't schedule two games at the same time. *Jesse* is concerned that if CC United is the primary, some may get turned down. *Tim* said we primarily want to take care of our residents, and possibly increase the fee to non-resident players. *Scott* would like us to come up with a policy that would include all nearby fields, the maximum amount of field use per week, define primary providers, and a city participation goal. *Curt* said he will start drafting a policy. Having the turf ready at Veterans Park will help, but we are about a year away. *Janet* asked if Cedar Park citizens rent the fields for parties; we need to ensure we don't take that function away. *Mary* has reservations having CC United as sole providers. She doesn't like that there are no choices. *Tim* said that there are numerous Lacrosse clubs around the area; we currently have a team reserving the fields on Sunday afternoons. *Mary* said that Ultimate Frisbee is getting popular and she doesn't want to exclude them. *Scott* wants the policy to

state how to prioritize days, consider going over 15 hours, and quantify the wear on the fields.

6. Closing Comments: Janet received several compliments about Veterans Memorial Park. The paver sales are on-going; if anyone wants a paver or leaf to be installed by the November event, they will need to purchase them by September 1. Wayne mentioned that his reappointment is scheduled at the end of the month; not knowing if he will be re-elected, he mentioned that he enjoyed the time he served on the Board.
7. Upcoming Meeting Dates:
  - a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on August 8, 6:30 PM at the Library meeting room in the Cedar Park Public Library.
8. Adjournment:  
*Motion to adjourn this meeting was made by Janet, and seconded by John. Motion passed unanimously.*

Minutes passed and approved on the 12<sup>th</sup> day of Sept, 2011.

  
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Scott Rogers, Chairman

  
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Janet Baffles, Secretary



# CEDAR PARK

## PARKS & RECREATION ADVISORY BOARD MINUTES August 8, 2011

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:40pm. Board Members John Greeley, Janet Bartles, and Mary Caputo were absent. All other members were present.
2. Consider Approval of July 11<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
Approval of the *July 11<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board minutes* was tabled to the next meeting.
3. Citizens Communications
  - a. None.
4. Director's Report by Curt Randa:
  - a. Introduction of Place One Parks and Recreation Advisory Board Member Gail Lindholm:  
Curt welcomed Gail Lindholm and turned it over to Gail to introduce herself.
  - b. Update on the Parks and Recreation Department September 4<sup>th</sup> Splash Jam event:  
Curt invited Parks Board members to participate in the annual end of summer Splash Jam event on Sunday September 4<sup>th</sup> from 5-10:30pm. Curt summarized the schedule of events, and mentioned that Time Warner sponsored the movie Despicable Me instead of having the fireworks display.
5. Discussion and possible action:
  - a. Consideration of a recommendation to the Cedar Park City Council regarding the approval of a site plan for the Ranch at Brushy Creek Park phase two:  
Curt introduced Blake Contine and John Avery Jr. They made a presentation to Parks Board three years ago to regarding the concept plan phase one, which has been completed, and are anxious to get started with phase two, which will be the final completion of the Park requirements. Blake and John with Silverado Austin Development are the developers of Ranch at Brushy Creek Park. The Ranch at Brushy Creek's main entrance is off Parmer Lane, and has another entry on Brushy Creek Road. The Parkland items within the Ranch of Brushy Creek are handled by Silverado Park plan. That plan was done in 2001 and revised in 2002. The 14 acre neighborhood park that is called for in the Park plan has a project budget of \$400k. Blake showed pictures of the completed items in Phase one, which took \$200k of the budget. Phase two budget is \$200k. The 3 major project elements they would like add are: (1) 6' wide concrete walking/jogging trail throughout the majority of the park: There are some terrain and tree issues, but they would like to get people out and use the property; (2) an irrigated play area: They did an informal survey with the residents, and one of the most popular item was to have an open place to go play informal sports; (3) a playscape area: They want to focus the majority of their efforts on providing a play area for children of all ages with various types of activities. The survey shows that the residents are looking for swings, slides, and play toys for various ages. The playscape area is heavily wooded and they would like to spread the components apart to use the whole dedicated third of an acre area. During the last presentation, they were asked to address the parking issues; the park is more of a neighborhood park than a destination park, and the Ranch of Brushy Creek residents will be the main users, therefore they didn't feel the need to provide extra parking.  
>Scott asked if they ran some budget numbers to make sure they can do this plan with their budget amount.  
>Blake said they did, and they are confident that they can do it for that budget. The highest cost is a walking trail, and they can alter the size of the trail to meet the budget.  
>Scott asked Curt to get copies of everything to ensure that the amount spent is within the \$200k budget. Blake will provide a line item report to Curt.  
>Gail asked if they looked at a fall back plan to use pea gravel or crushed granite trail instead of concrete. If the budget gets too tight, would they change surface material?  
>Blake said that from the maintenance stand point, concrete is what they would like to use.  
>Curt said ¼ to ½ mile of concrete is acceptable.  
>To meet the ADA requirements, John said that the use of concrete is best. There are a lot of topography and drainage areas to consider.  
A motion to recommend to the Cedar Park City Council regarding the approval of a site plan for the Ranch at Brushy

Creek Park phase two was made by David, and seconded by Gail. Motion passed unanimously.

- b. Consideration of a recommendation to the Cedar Park City Council regarding amendment of the Parks and Recreation Advisory Board Ordinance to delete conflicting provisions regarding number of members, appointment of Auxiliary members, and Officer elections and terms; providing for seven members; and re-numbering succeeding provision(s).

J.P. presented the redlined Bylaws document. J.P. presented in writing the recommended revisions that needed to be made in the Bylaws document.

- c. Consideration of a recommendation to amend the Parks and Recreation Advisory Board Bylaws to provide for revisions relating to Board composition; Auxiliary members, and Officer elections and filling of vacancies; annual meeting date; and parliamentary authority.

J.P. is amending the Bylaws to reflect the Ordinance as far as members, vacancies, and auxiliary, in the attempt to resolve any inconsistencies of both documents. With the Board's approval, J.P. is looking for a recommendation to ask Council for consideration. The Ordinance amendment will require two meetings, the first meeting being August 25<sup>th</sup>, and the second meeting will be before our September Parks Board meeting so that we have the Ordinance Amendment and allow us to pass the amended Bylaws and have the Officers in place for next month.

A motion to recommend amending the Parks and Recreation Advisory Board Bylaws to Cedar Park City Council was made by Gail, and seconded by David. Motion passed unanimously.

6. Closing Comments:

David recommended to adjust the irrigation schedule Veterans Memorial Park, and to clear fitness equipment from the emergency exit at the Rec. Center.

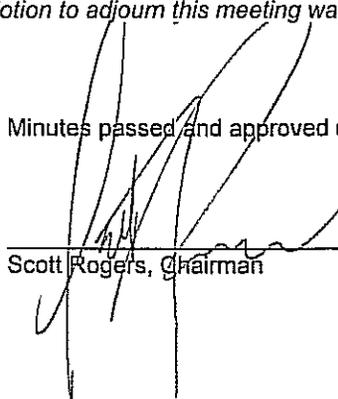
7. Upcoming Meeting Dates:

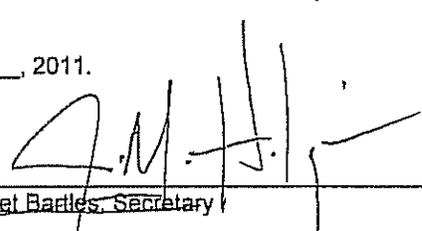
- a. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on September 12, 6:30 PM at the Library meeting room in the Cedar Park Public Library.

8. Adjournment:

*Motion to adjourn this meeting was made by David, and seconded by Gail. Motion passed unanimously at 7:18pm.*

Minutes passed and approved on the 12 day of Sept, 2011.

  
\_\_\_\_\_  
Scott Rogers, Chairman

  
\_\_\_\_\_  
Janet Bartles, Secretary



# CEDAR PARK

## CITY OF CEDAR PARK Parks and Recreation Advisory Board PARKS & RECREATION ADVISORY BOARD MINUTES September 12, 2011

Place 2: Scott Rogers/Chair  
Place 1: Gail Lindholm  
Place 3: Mary Caputo  
Place 4: David Powers

Place 5: John Greeley  
Place 6: Jesse Holguin  
Place 7: Janet Bartles  
Director: Curt Randa

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Scott Rogers at 6:30pm. Board Members John Greeley was absent. All other members were present.
2. Consider Approval of July 11<sup>th</sup>, And August 8<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
A motion to approve the July 11<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Mary Caputo, and seconded by Jesse Holguin. Motion passed unanimously.  
A motion to approve the August 8<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Gail Lindholm and seconded by David Powers. Motion passed unanimously.
3. Citizens Communications
  - a. None.
4. Director's Report by Curt Randa:
  - a. Update On The Parks And Recreation Department September 4<sup>th</sup> Splash Jam Event.
  - b. Update On The Upcoming September Parks And Recreation Events Including Movies In The Park And Cave Day.

Splash Jam event: The attendance appeared to be lower due to the windy weather, red flag advisory, and several wild fires in the area.

On September 6<sup>th</sup>, the Community Garden group hosted a workshop with John Drumgoole from the Natural Gardener Nursery; 30-40 people attended.

On September 9<sup>th</sup>, the movie in the park featured Yogi Bear; 200-300 people attended.

The next movie in the park will be Mega Mind on September 23<sup>rd</sup> and Hoodwinked on October 7th; Cave Day will be hosted by Texas Cave Conservancy on Saturday, September 17th.

A concert in the park will be held on October 22<sup>nd</sup> at Milburn Park and will feature the band "Don't Tell Debbie".

5. Discussion and possible action:
  - a. Consideration Of An Amendment To The Parks And Recreation Advisory Board Bylaws To Provide For Revisions Relating To Board Composition; Auxiliary Members; Election of Officers And Filling Of Vacancies; Annual Meeting Date; And Parliamentary Authority.

JP LeComte informed Parks Board members that City Council approved the Amendments to the Ordinance, which in turn will update the Bylaws accordingly. A Motion to consider amending the Parks and Recreation Advisory Board Bylaws as presented was made by David Powers, and seconded by Gail Lindholm. Motion passed unanimously.

- b. Nomination And Election Of Parks Advisory Board Officers Including Chairman, Vice Chairman And Secretary To Serve One Year Terms Of Office.

Parks Advisory Board Officers nominations:

A motion nominating Jesse Holguin as **Chairman** was made by Mary Caputo, and seconded by David Powers.

A motion nominating Mary Caputo as **Vice-Chair** was made by Jesse, and seconded by Gail Lindholm.

A motion nominating Janet Bartles as **Secretary** was made by David Powers, and seconded by Mary Caputo.

The three motions passed unanimously, approving Jesse Holguin as Chairman, Mary Caputo as Vice-Chair, and Janet Bartles as Secretary.

6. Closing Comments:

None.

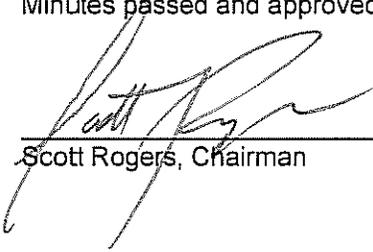
7. Upcoming Meeting Dates:

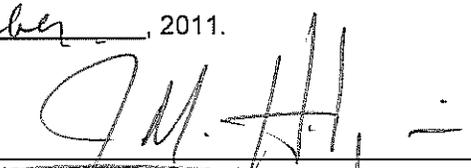
- a. Joint City Council meeting to be held on October 27<sup>th</sup>, 6:30 PM at the Library meeting room in the Cedar Park Public Library. Regular-Called Meeting of the Parks and Recreation Advisory Board to be held on November 14, 6:30 PM at the Library meeting room in the Cedar Park Public Library.

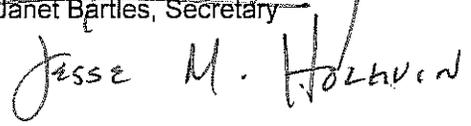
8. Adjournment:

*Motion to adjourn this meeting was made by Janet Bartles , and seconded by David Powers. Motion passed unanimously at 6:55 PM.*

Minutes passed and approved on the 14<sup>th</sup> day of November, 2011.

  
\_\_\_\_\_  
Scott Rogers, Chairman

  
\_\_\_\_\_  
Janet Bartles, Secretary

  
Jesse M. Holguin



# CEDAR PARK

**TO:** Parks & Recreation Advisory Board  
**FROM:** Curt Randa, Parks & Recreation Director  
**DATE:** November 14, 2011  
**SUBJECT:** November Meeting Summary

**Consideration of An Amendment to The Parks Fee Schedule To Revise The Fees Charged For Rental Of Community Garden Plots And Sports Fields.**

During the next few weeks, City Staff, Parks Advisory Board and City Council will be considering an increase in the rental fees for the Cedar Park Community Garden. The proposed fees are shown in the table below and would become effective on Feb 1, 2012.

**Current Fees**

**Proposed Fees**

<u>Plot size</u>	<u>resident</u>	<u>non resident</u>	<u>resident</u>	<u>non resident</u>
10' x 10'	\$8	\$16	\$20	\$40
10' x 20'	\$ 15.00	\$ 30.00	\$40	\$80
2.5' x 24'	\$ 5.00	\$ 10.00	\$ 12	\$ 24

The current rental rates allow us to recover only about 38% of our costs for this program. The City of Cedar Park pays for and provides tools and equipment, keys, compost, mulch, herbicidal vinegar and irrigation maintenance repair. This cost recovery estimate does not consider the cost of water also paid for by the City.

The proposed rates would allow us to recover between 95 and 100% of these annual costs. Increasing the cost recovery would also allow us to maintain the high quality gardening program that is expected by our residents as well as continue to look into opportunities for expansion of the facility.

Taking a closer look, for City residents, the proposal would increase the **monthly cost** of a 10' X 10' garden plot from \$.67 to \$1.67. A 10' X 20' plot would go from \$1.25 per month to \$3.33.

**Action:**

A motion recommending City Council approval of the proposed amendment to the Park Fees is requested.

Please call if you have any questions and advise if you will be unable to attend the meeting.



# CEDAR PARK

## CITY OF CEDAR PARK Parks and Recreation Advisory Board PARKS & RECREATION ADVISORY BOARD MINUTES November 14, 2011

Place 6: Jesse Holguin/Chair  
Place 1: Gail Lindholm  
Place 2: Scott Rodgers  
Place 3: Mary Caputo

Place 4: David Powers  
Place 5: John Greeley  
Place 7: Janet Bartles  
Director: Curt Randa

1. Call to Order/Quorum Determined/Meeting Declared Open by Chairman Jesse Holguin at 6:36pm. John Greeley was absent. All other members were present.
2. Consider Approval of September 12<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
A motion to approve the September 12<sup>th</sup>, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by Mary Caputo, and seconded by Scott Rogers. Motion passed unanimously.
3. Citizens Communications
  - a. None.
4. Director's Report by Curt Randa:
  - a. Update on the November 12<sup>th</sup> Veterans Day Event and Memorial Dedication.  
Curt showed pictures of the new Veteran Memorial monument. There were approximately one thousand people attending the event. Curt hasn't had the opportunity to take night pictures yet, but welcomed anyone to take some and share.
5. Discussion and possible action:
  - a. Consideration of a recommendation to the Cedar Park City Council regarding amendment to Appendix A, Article 12.00 Park related fees of the City of Cedar Park to amend fees charged for the community garden and sports fields. Curt Randa presented:

The garden fees have not been revised in 11 years. The goal is to get 100% cost recovery. We compared with benchmark cities, and surveyed our community garden renters. Curt showed pictures of the garden and discussed the current and proposed fees. We are currently at 38% cost recovery. We propose the fee of \$0.20/sf which is still less than the benchmark cities and would get us in the range of 90 to 100% cost recovery. Curt read some of the email responses from the garden community, which shows 75% in favor of increasing the fees.

Janet asked how many gardeners are non-residents of Cedar Park; Curt answered 4

Scott asked if the garden has an irrigation system; Curt said that it does but the cost of water wasn't considered because the sport fields irrigation system is on the same meter, making it difficult to separate.

Jesse asked what the rental terms of the contract were; Curt said the rental term is for one year, with the option to re-apply for the following year. If they don't re-apply, the plot is reassigned to the next person on the waiting list.

David asked if we considered expansion. Curt said that we are looking into a small expansion at the current location but the first step is to get the recovery cost at 90-100%.

Scott discussed making the fee higher to match the benchmark cities, and get us to 100% recovery. Curt said that the mulch we got last year was premium organic cotton seed; we do not have to go to that level of quality. Curt is confident that the proposed changes would get us at 100% cost recovery.

Gail asked if the recommended fees includes labor cost. Curt said no. Gail suggested charging a key deposit as an incentive for the renters to keep track of the key, and for cost recovery.

Scott asked if the plot owners are responsible to clean out the plot. Curt said the renters are responsible to keep the plot maintained, but when the renters relinquish their plot, Parks maintenance staff will make it ready for the next renter.

Jesse asked if we account for fund surplus to allow unforeseen variables. Curt said we have the flexibility to choose less expensive mulch and tools. Other options would be to have a fund raiser or apply for a grant.

Gail encouraged having a fund surplus to pay for expansion.

Scott would like to put finding additional locations for community gardens as a high priority.

Board members invited Debbie Keller, our community garden volunteer, to do a brief update on the garden; Debbie suggested that the fees should be increased but not as much as proposed. The plots should be limited to one per person. She also suggested keeping the shed locked.

Mary asked Curt why we are providing tools; Curt said that the advantage of providing tools is so that the renters don't have to carry them back and forth. Scott said we might want to look at a locker system for people to have a secured place to put their own tools. Curt said that the lockers might be an opportunity for a Boy Scout project.

A motion for Cedar Park City Council to approve the community garden fees as presented with the addition of adding a \$20 key deposit fee was made by Scott Rogers and seconded by Janet Bartles. Motion passed unanimously.

The sports fields: The concern that Tim Dean brought up before the Board was that there may be a for-profit organization that would like to make a profit off renting the fields. We would like the non-profit organization to show proof by providing a 501-C3 certificate. If the organization can't prove non-profit status, they would pay the higher rate. The use of the fields should primarily be by our City's non-profit youth leagues.

Gail asked if an organization can be for profit and Cedar Park resident.

Jesse is concerned because we do not want to turn away any kids.

Curt said that we are at 100% cost recovery, and consistent with our benchmark cities. The current fees are \$12.50/hr for residents and \$25 for non-residents. The new provision would add a new fee for an organization that is for profit; the fee would be \$25/hr for residents and \$50/hr for non-residents.

Gail showed concerns over the field condition should the drought continue. Curt said that we are working on an irrigation system that will use water from the creek, which should be in place in April/May 2012. The over seeding is done early in the spring to minimize water usage.

A motion to recommend Cedar Park City Council approval of the revised fees as presented was made by Gail Lindholm and seconded by David Powers. Motion passed unanimously.

6. Closing Comments:

Janet said that the Veterans Memorial dedication was spectacular. She thanked the Parks department. Jake did a wonderful job! It was magnificent. She is excited to be done with Veterans Memorial committee and Parks Department will take over the job. The Parks department did a great job and showed their true dedication to the project.

Scott and Jesse thanked Janet and congratulated Janet for her devotion to the committee.

David thanked Janet and the Parks department for the Veterans Memorial dedication. David would like a new picture of the monument on the website, and would like an update on the science center and planetarium. Curt will look into it.

- o Gail mentioned that the City is in process of updating the website, and was wondering if Parks staff will be working with the web developers. Curt said that we responded to the survey that Jennie sent out.

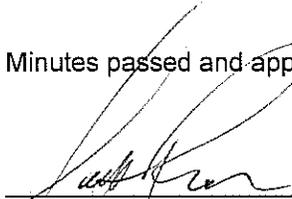
7. Upcoming Meeting Dates:

- a. Regular-called Meeting of the Parks and Recreation Advisory Board to be held on December 12, 2011 .

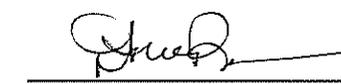
8. Adjournment:

*Motion to adjourn this meeting was made by Janet Bartles , and seconded by David Powers. Motion passed unanimously at 7:39 PM.*

Minutes passed and approved on the 12<sup>th</sup> day of December, 2011.

  
\_\_\_\_\_  
Jesse Holguin, Chairman

Scott Rogers

  
\_\_\_\_\_  
Janet Bartles, Secretary

DAVID POWERS



# CEDAR PARK

## CITY OF CEDAR PARK Parks and Recreation Advisory Board PARKS & RECREATION ADVISORY BOARD MINUTES December 12, 2011

Place 6: Jesse Holguin/Chair  
Place 1: Gail Lindholm  
Place 2: Scott Rodgers  
Place 3: Mary Caputo

Place 4: David Powers  
Place 5: John Greeley  
Place 7: Janet Bartles  
Director: Curt Randa

1. Call to Order/Quorum Determined/Meeting Declared Open:  
Scott Rogers was nominated by David Powers (second by Gail Lindholm) to preside over the meeting. Meeting called to order by Scott at 6:34pm.  
Jesse Holguin, Mary Caputo, and Janet Bartles were absent. All other members were present.
2. Consider Approval of November 14, 2011 Regular-Called Parks and Recreation Advisory Board Minutes:  
A motion to approve the November 14, 2011 Regular-Called Parks and Recreation Advisory Board minutes was made by David, and seconded by Gail. Motion passed unanimously.
3. Presentation: Heritage Park Homeowners Association Check Presentation For The Installation Of The Park Basketball Court.  
Gerald Babiarz, Ronnie Sommers, and Chris Simmons presented a check in the amount of \$8,000 for the installation of a basketball court at Heritage Park. A photo was taken.
4. Citizens Communications:  
None
5. Director's Report - Curt Randa:
  - a. Update On The Youth Scholarship Golf Tournament Held On November 21st.  
A total of 21 teams participated and the scholarship funds collected for youth programs totaled just over \$8,200.
  - b. Update On The Tree Lighting And Santa's Workshop Event Held On December 2<sup>nd</sup>.  
The Holiday event was a great success in spite of the weather. Curt commented on the snow globe, and thanked the Toros for their sponsorship and handing out free tickets.
  - c. Update On The Tree Recycling Event To Be Held On January 7<sup>th</sup>.  
Last year, approximately 300-400 trees were brought in. The event will take place at City Hall, from 9am – Noon Saturday January 7<sup>th</sup>. One change this year is that you can call the Boy Scout group, and for a small fee, the scouts will pick up your tree and bring it to be recycled. The fee will be a fundraising. Scott asked how this event is being advertised; Curt said by utility billing, our City website, and flyers at the Recreation Center, Library, and City Hall.
6. Discussion and possible action:
  - a. Consideration Of Funding Requests To The 4B Community Development Corporation For A Replacement Playground And New Shade Canopy At Quest Village Park:  
One of the top priority parks to improve is Quest Village. Curt showed a picture of Quest Park and described the proposed improvement of the playground. Some of the structure is cracked, but the Parks and Rec. certified playground inspector evaluated them and reported that they are not hazardous at this time. We will keep the swing frame, possibly change the hardware, replace the pea gravel with engineered wood fiber, and install a shade canopy over the playground. Curt showed pictures of the new system with updated play values using the existing border. In addition, depending on the budget, we would like to add 2-4 stand alone components, as well as outdoor fitness equipment.

Scott asked what the life expectancy is if not shaded vs. shaded. Curt said 15-20 years without shade. Scott said that shade helps with heat but also will extend the life of the product. Gail asked what kind of shade; Curt said full shade for playground made of commercial fabric. Gail commented about the shade and its benefits. She mentioned the heavy use of the park being that she resides nearby. A motion was made by John to recommend that Parks Board move the request for funding a replacement playground and new shade canopy at Quest Village Park to the 4B Community Development Corporation. The motion was seconded by David. Motion passed unanimously.

b. Consideration Of A Recommendation To The Cedar park City Council Regarding The Approval Of The Scottsdale Development Parkland Dedication Plan.

Curt showed pictures of the Scottsdale Property and described its location with boundaries, and terrain. The 15-acre parcel is located in the flood plain. Curt showed Block House creek which runs trough that land. Some of the trees species include sycamores, native pecans, and some cedars. A portion of the land could be used for practice fields. Staff is working on the following changes: A 50' buffer would be deleted from the parcel and would provide parking with access through the commercial section of the land. The 50' buffer could be used to join the shared used pathway. The plan would have to be presented to the Planning and Zoning Commission.

Scott would like to join Block House trail system with the shared pathway and use a portion of the land for practice field.

Gail asked if funding would be provided by 4B. Curt said that Parks staff would have a master plan done, and funding could be obtained by Bonds, 4B, Park Ordinance funds, and possibly an opportunity to request a Texas Parks and Wildlife grant.

David made a motion to recommend that Cedar Park City Council approve the Scottsdale Park plan with the condition that the plan will include the Parks Department's concerns. Gail seconded the motion. Motion passed unanimously.

7. Closing Comments:

Scott invited everyone to have hot cocoa under the oak tree for our traditional Holiday cheer.

David commented that the crowd was less than normal at the Holiday Event but it was nice considering the weather.

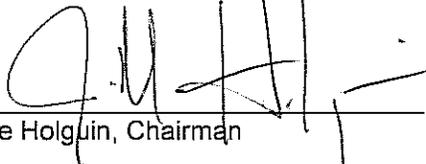
8. Upcoming Meeting Dates:

a. Regular-called Meeting of the Parks and Recreation Advisory Board to be held on January 9<sup>th</sup>, 2012.

9. Adjournment:

*Motion to adjourn this meeting was made by Gail Lindholm, and seconded by John Greeley. Motion passed unanimously at 7:13 PM.*

Minutes passed and approved on the 9<sup>th</sup> day of January, 2012.

  
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Jesse Holguin, Chairman

  
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