



City of Hutto

Agenda

Parks Advisory Board

Wednesday, May 10, 2023 at 6:30 PM

Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER

2. ROLL CALL

- 2.1. Perry Savard-
- Katie Weiss -
- Sharon Dyer-
- Charlotte Tyer-
- David Meyer-
- Milt Reichel-
- Cory Denena-

3. PUBLIC COMMENT

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regularly scheduled Parks Advisory Board meeting on April 10, 2023.
- 4.2. Discussion and possible action on approving a cell tower in the Riverwalk Soccer Complex.
- 4.3. Discussion and possible action of the Parks and Recreation Ordinance Section 18.02.006 Sale of Goods and Services.

5. OTHER BUSINESS

- 5.1. Discussion on Parks Board liaison recommendations.
- 5.2. Discussion on Veteran's Memorial.
- 5.3. Discussion on Fritz Park redesign.
- 5.4. Discussion of Hutto Lake Park.
- 5.5. Discussion on Parks and Recreation FY 23-24 budget.

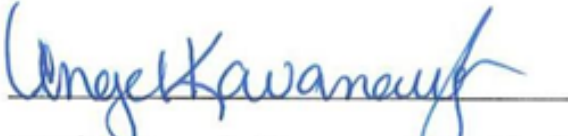
6. DIRECTOR'S REPORT

7. ADJOURNMENT

8. CERTIFICATION

I certify that this notice of the May 10, 2023 Hutto Parks Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on May 5, 2023 at 5:00 P.M.




Angel Kavanaugh, Management Assistant

The City of Hutto is committed to comply with the Americans Disability Act. The Hutto City Council Chamber is wheelchair accessible. Request for reasonable special accommodations must be made 48 hours prior to the meeting. Please email the City Secretary's office at City.Secretary@huttox.gov or call (512) 759-4033 for assistance.

AGENDA ITEM REPORT

4.1.



To: Planning and Zoning Commission
Subject: Consideration and possible action on the meeting minutes from the regularly scheduled Parks Advisory Board meeting on April 10, 2023.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Minutes 4.10.2023



City of Hutto

Minutes

Parks Advisory Board

Wednesday, April 12, 2023 at 6:30 PM

City Council Chambers

1. CALL SESSION TO ORDER

The meeting was called to order at 6:30 PM.

2. ROLL CALL

Perry Savard-yes
Katie Weiss -yes
Sharon Dyer-yes
Charlotte Tyer-yes
David Meyer-yes
Milt Reichel-no
Cory Denena-yes

3. PUBLIC COMMENT

DJ McPherson's update on Butterfly garden - met with Patrick made some recommendations - DJ stated that she no longer wants to do the project if the Parks department no longer wants to work on the projects.

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board meeting held on March 8, 2023.
A motion made by Sharon Dyer to approve the meeting minutes from the regular scheduled Parks Advisory Board meeting held on March 8, 2023., seconded by Board Member David Meyer. Motion passed 6 Ayes to 0 Nays.
- 4.2. Discussion and possible action on the potential placement of the Railroad Depot in a park.
Jon Stephenson was present from HPC for this item. Asbestos abatement might be needed. I would like the building to be moved into a park or location for a museum. Durango recommended property, Peterson property, behind Chamber property and the Liberty street location. Possible joint Parks and HPC meeting. Motion to do a tour of the properties in question, seconded by Katie Weiss, Motion passed 6 Ayes to 0 Nays.
- 4.3. Discussion and possible action on permanent signage at Adam Orgain Park.

Three possible sign types - traditional message board \$65,000, aluminum / plastic sign- 4x8 \$8,000, Archway sign 14 ft tall 40+.

The motion made by board member Sharon Dyer work on Archway design, seconded by board member Charlotte Tyer. Motion passed 6 Ayes to 0 Nays

- 4.4. Discussion and possible action on the Parks and Recreation Capital Improvement Projects.

Jeff White presented CIP plan. Fritz, Orgain, Durango were recommended by the city council.

5. OTHER BUSINESS

- 5.1. Discussion on Parks Board liaisons recommendations.

discussions on the park liaison.

- 5.2. Discussion on Veteran's Memorial.

Adam Orgain park, looking at proposals for the Veterans memorial. Approval from Russ Boles office.

- 5.3. Discussion on Fritz Park redesign.

Update no movement at this time, Budget workshop to discuss this and add to budget.

6. DIRECTOR'S REPORT

Updated on events and new upcoming events.

7. ADJOURNMENT

8:25 PM

8. CERTIFICATION

I certify that this notice of the April 12, 2023 Hutto Parks Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on April 6, 2023 at 5:00 P.M.

Parks Advisory Board Chair

AGENDA ITEM REPORT

4.2.



To: Parks Advisory Board
Subject: Discussion and possible action on approving a cell tower in the Riverwalk Soccer Complex.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

Verizon approached the city about adding a new cell tower at Riverwalk Soccer Complex. The tower will be approximately 120 feet tall and will be enclosed in a locked fenced area.

SUMMARY OF REQUEST:

The City is requiring the addition of a new sports field light on top of the tower to enhance the sports lighting.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

4.3.



To: Parks Advisory Board
Subject: Discussion and possible action of the Parks and Recreation Ordinance Section 18.02.006 Sale of Goods and Services.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. 2023PARD Ordinances

ARTICLE 18.02 PARKS AND RECREATION

Division 1. Generally

Sec. 18.02.001 Hours of operation of parks and trails

- (a) Municipal parks and trail system. The municipal parks shall be open to the general public only between the hours of 6:00 a.m. and 11:00 p.m. In case of an emergency, or for other good cause, a park, or any part thereof, may be closed to the public by a city official. City parks and recreation department programs may exceed these hours of operation for their programming purposes. The city assumes no responsibility for the protection of persons utilizing the trail system because of its inability to supervise the entire trail. Therefore, citizens are strongly encouraged not to utilize trails after-hours alone.
- (b) Violations; penalty. It shall be unlawful for any person except for employees of the city engaged in the performance of their official duties to be in any municipal park except between the hours set forth herein. A person who violates this provision shall be deemed guilty of a class C misdemeanor, and upon conviction there of shall be punished by a fine as provided in [section 1.01.009](#) of this code.
- (c) Homeowners' association parks and open space. Homeowners' association (HOA) parks and open spaces are regulated under this article for its hours of operation restrictions only, but must post their hours of operation on-site. If a homeowners' association within the city limits wishes to designate its park(s) and open space within the HOA as a "public place," for law enforcement purposes only, then said public place shall be subject to public restrictions as set by the city.
- (d) Exceptions. Any exceptions to the requirements of this section are authorized only by council approval.

Sec. 18.02.002 Prohibited items and activities

- (a) Alcoholic beverages.
- (1) It shall be unlawful and considered a class C misdemeanor offense for anyone to consume any alcoholic beverage, or possess an open container that contains any amount of an alcoholic beverage, in all designated parking areas, or within 25 feet either side of any roadway, within the boundaries of the city-owned public parks located within the city limits.
- (2) Alcoholic beverages are prohibited at any and all organized youth sports activities or programs within city park property. Any event that wishes to sell alcoholic beverages at an event using public park facilities must meet any and all required state alcoholic beverage commission requirements as set by the city special event request form required by the city police department.
- (b) Glass containers. It shall be considered a class C misdemeanor offense for anyone possessing, exhibiting, using, carrying or disposing of glass beverage containers in all city parks within the city limits, and at all city sports facilities. For purposes of this subsection "glass container" shall mean any receptacle, made wholly or partially of glass, which is designed for the storage or consumption of any food or beverage.
- (c) Hunting, feeding wildlife, fishing and camping.
- (1) It shall be a class C misdemeanor offense for any person to hunt, catch or trap or feed

wildlife within any city park. Any fishing activities must comply with the current applicable federal, state and local guidelines and only be allowable in designated areas. Hutto Lake Park will be designated as a “catch and release” fishing site only. “Catch and keep” fishing will only occur when activity is designated for such recreational purpose and posted that such activity is permitted in advance.

(2) It shall be a class C misdemeanor offense for any person to camp within any publicly owned park or playground within the city limits is prohibited without specific written permission from the city parks and recreation department director. For purposes of this subsection, “camp” means to reside temporarily in a place, with shelter as defined by Section 48.05 of the Texas Penal Code.

(d) Motor vehicles. It shall be a class C misdemeanor offense for any person or persons to operate any motor vehicle, including but not limited to motorcycles, four-wheelers, motor scooters and mini-bikes, in or through any city owned or operated park and pool areas, except on parking areas and driving lanes provided by the city. Only vehicles authorized by the parks and recreation department and law enforcement are allowed to drive within the parkland outside of parking lots. Authorized non-city vehicles must provide written authorization as granted through the parks and recreation department.

(e) Recreation Swimming. Recreational swimming is not permitted in any public park water feature.

(f) Remote control vehicles, aircrafts and watercrafts. It shall be a class C misdemeanor offense for any person to operate or cause to be operated any electric or internal combustion powered aircraft, watercraft, rocket or missile in public parks, playing areas, or public facilities or on other public properties. Remote control vehicles are permitted to be used in areas specifically designed for such recreational purpose and posted that such activity is permitted.

(g) Sound amplification equipment. It shall be a class C misdemeanor offense for any person to engage in using sound amplification equipment any of kind within the boundaries of any city park in the city limits between the hours of 11:00 p.m. and 8:00 a.m.

(h) Confetti, Glitter, and other party favors prohibited. It shall be a Class C misdemeanor offense for any person to possess or utilize confetti, silly string, glitter, water balloons or any party favors containing these items or other filling which is designed to pop/break/shatter or otherwise burst, within any city park. This shall include but is not limited to poppers, confetti eggs, and silly string.

(i) Exhibition of Acceleration Prohibited. A person commits an offense if the person operates a motor vehicle within any city park and accelerates said vehicle in a manner that exhibits such speed or acceleration as to cause one or more of its wheels to spin against the surface of the street, or other driving surface, and thereby leaves markings or other physical evidence of spinning wheels thereon.

(1) Affirmative Defenses. It is an affirmative defense to prosecution under this section that:

(A) the person was operating an authorized fire, police, or emergency services vehicle in the performance of the person’s duties as a member of a fire, police, or emergency services department; or

(B) the acceleration or braking was performed to avoid a traffic accident.

(2) Penalty. An offense under this section is a misdemeanor punishable by a fine not

to exceed \$200.00.

(j) Penalty. Any person who shall violate any provision of this section shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be shall be punished by a fine as provided in [section 1.01.009](#) of this code.

(k) Exceptions. Any exceptions to the requirements of this section are authorized only by council approval.

Sec. 18.02.003 Park facilities and equipment rental fees and procedures

Rental procedures and forms will be set and made available through the parks and recreation department. Fees for facilities and equipment are as provided in the fee schedule in [appendix A](#) of this code. (Ordinance O-11-06-16-V2 adopted 6/6/11; Ordinance adopting Code)

Sec. 18.02.004 Youth sports association fees and requirements

(a) Contract required. Youth sports associations must meet with the parks and recreation director or an appointed agent and agree to terms in a written contract agreement. This contract will cover fees, policies, procedures, and guidelines as to the acceptable uses, maintenance, operation and standards in which city facilities will be maintained.

(b) Basic agreement terms; fees.

(1) Youth sports associations shall reimburse the city for all electric costs during the months that their programs are in session.

(2) All youth associations will be required to submit demographic and financial information regarding resident and nonresident usage on an annual basis.

(3) All youth associations will be required to pay a nonresident fee, per season, for each nonresident child in the association, as provided in the fee schedule in [appendix A](#) of this code.

(4) All youth associations may be subject to a minimum individual player fee for each participant for each season of play, as provided in the fee schedule in [appendix A](#) of this code.

(5) All youth associations shall reimburse the city for the cost of marble dust, paint and infield topping used (outdoor field sports) unless addressed by a City Council-executed Facility Use Agreement

(6) All youth associations utilizing city athletic fields must require criminal history background checks on all coaches by an agency approved by the city manager or his/her designee.

(7) Coaches and parents must be currently certified and/or trained by an agency approved by the city manager or his/her designee.

(8) Contract terms run on the calendar year and are subject to review and renewal on an annual basis, unless a different contract term is approved by the City Council in a Facility Use Agreement.

Sec. 18.02.005 Recreation program fees

(a) The fees charged for recreation classes, special events, and sports leagues shall be set by the parks and recreation director subject to the approval of the city manager.

(b) Nonresidents shall pay an additional fee, as provided in the fee schedule in [appendix A](#) of this code, per class, special event or sports league.

Sec. 18.02.006 Sale of goods or services on park property

- (a) Individuals or entities engaged with the provision and sale of goods and/or services on city park property must have written permission through a contract to conduct such activities.
- (b) Individuals or entities engaged with the provision and sale of goods and/or services on city park property will be required to pay no less than 10% of gross receipts collected for goods and/or services sold.
- (c) Individuals or entities must provide documentation of transactions for goods and/or services as well as provide a copy of a liability insurance policy naming the city as an additional insured party when appropriate. Individuals or entities engaged with the provision and sale of goods and/or services on city park property may also be required to provide additional documentation as provided by any ordinance with regard to solicitors, peddlers and canvassers.

Sec. 18.02.007 Deposit for use of facilities and equipment

A refundable deposit shall be charged for the use of facilities and equipment in addition to user fees. All deposits shall be returned if the users do not damage equipment or facilities, leave the facility in a litter-free condition, and return equipment.

Sec. 18.02.008 Special use of facilities for festival type events

- (a) The city manager or designee must be contacted if a park or facility rental request is made in which a potential lessee requests special use of an entire park or facility which may prevent use of a public facility.
- (b) Special use of parks and facilities for events of this manner require individual, customized information which the city will require the lessee to provide. This information must be provided in a written request which specifically outlines the location and type of special park and/or facility usage being requested. Staff will evaluate the written request to ensure that usage will be complementary to the park or facility being requested.
- (c) A special use rental request will not be approved until all items have been addressed and/or corrected and meets the city manager or his/her designee's approval.

Sec. 18.02.009 Waiving of fees

The city manager or designee may waive all or a portion of a fee when appropriate.

Sec. 18.02.010 Parks improvement and acquisition account

- (a) Established. A parks improvement and acquisition account is hereby established.
- (b) Funds to be deposited. Contributions and donations from any source which are earmarked by the donor for use by the parks department shall be deposited in the parks improvement and acquisition account.
- (c) Payments from developers and subdividers. Payments of cash in lieu of land from developers and subdividers shall be deposited in the parks improvement and acquisition account. Parkland development fees collected from residential and nonresidential developers as required by code will be deposited and tracked for future parkland development.
- (d) Use of funds. Expenditures from the parks improvement and acquisition account shall be used exclusively for improvement of existing and future parks and for the acquisition of land for future parks.

Secs. 18.02.011–18.02.040 Reserved

AGENDA ITEM REPORT

5.1.



To: Parks Advisory Board
Subject: Discussion on Parks Board liaison recommendations.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

Parks Board members serve as liaisons to different Hutto Parks. They are provided with a checklist to identify any deficiencies.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

1. Creekside 23
2. Hutto Lake Park 23
3. HC

Creekside Park Check 2-8-23

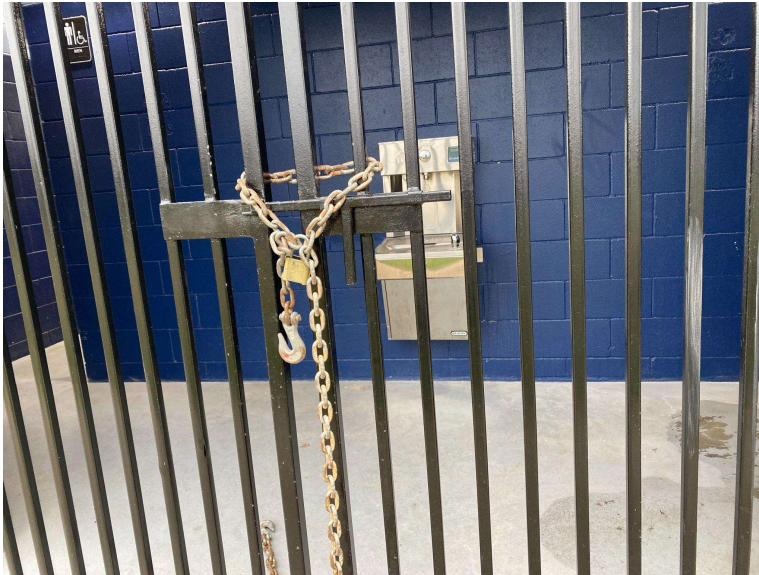
Creekside is an unlit, unfenced park. There are metal picnic tables, benches and ample barbecue grills and trash receptacles in good condition. It has a small area of concrete upon entering for parking, the rest is crushed granite. When busy, parking usually happens in the grass and the rock surface is used for entering and exiting.



The main park sign is large and nice, but the rule sign is old and in need of refreshing.



The bathroom was locked at 10:00am so I couldn't check inside.



Field 1 is the biggest dirt field (and previously nicest field) there that could be used for softball and baseball practices but holds water after any amount of rain and is constantly unusable for practices because of that.



The backstops on Fields 2 and 3 are mangled at the bottom.



The bridge could be power washed and repainted.



The playground is well maintained but could use a load of mulch to increase the fall zone. There is also graffiti on the large playscape and missing or chipped age appropriate signage.



The Birdhouse could be painted.



There are a lot of new trees but I am unsure of irrigation through the park. Creekside has a huge amount of open space stretching along a large main trail that has unlimited uses for many in the community, unfortunately it always holds water after large rains limiting its uses at many times of the year.





PARK SAFETY AND MAINTENANCE CHECKLIST

PARK NAME: Hutto Lake

LOCATION: Sham

Item to be Checked (Use the following page to record a brief description of the necessary repairs)	OK	Deficiency Noted	Date Corrected
A. Parking			
1. Even concrete/asphalt surface.	✓		
2. Adequate lighting (if park opens in the evenings).	✓		
B. Signage			
1. Park name identification sign.	✓		
2. Park hours of operation/rules posted clearly.	✓		
C. Walkways			
1. Even walking surface, clear of debris.	✓		
2. Ground level flushes with walking surface.	✓		
D. Fencing			
1. Good condition, no openings.			
2. Top/Bottom of fence has no protruding, sharp edges.			
3. Playground separated from traffic lane by fencing.		playground need fence	
E. Restrooms			
1. Faucets/Dispensers in good condition.	✓		
2. Floors dry/free of debris.	✓		
3. Door latch hardware in good condition.	✓		
F. Playground			
1. Placement of Equipment in accordance with CPSC standards.		Needs Fence!!!	
2. Age-appropriate signage present.			
3. Ground cover well maintained.	✓	If this category checked, continue to more specific inspection document.	
4. Equipment in good condition, well-maintained.		If this category checked, continue to more specific inspection document.	
5. Entrapment hazards on equipment.		If this category checked, continue to more specific inspection document.	
G. Other Park Features			
1. Picnic tables in good condition; no splinters or broken hardware.	✓		
2. Water fountains in good condition; no broken hardware.			
3. Trash receptacles placed throughout park.	✓		
4. Barbecue grills in good condition.		dirty	
5. Landscaping well maintained.			
6. Sprinkler system in good condition.	?		

INSPECTOR: _____

DATE: _____

H. OTHER CONCERNS: (List them in a separate sheet of paper and attach it to this list.)

need to do a controlled burn around Lake to be rid of unwanted stalks & grasses

----- Forwarded message -----

From: **Charlotte Tyer** <charlottetyer@gmail.com>

Date: Sun, Feb 19, 2023 at 5:10 PM

Subject: Hutto Commons Park Inspection 2.19.23 5pm

To: <charlottetyer@gmail.com>

Hutto Commons Park Checklist

- ☒ Basketball court
In use
- ☒ Miscellaneous
Trash/litter
- ☒ Pavilion
Lights weren't checked during daylight hours. 5:05pm time of inspection
- ☒ Trash receptacles placed throughout park
- ☒ Barbecue grills in good condition
N/A
- ☒ Water fountains in good condition; no broken hardware
Water bottle refill station does not work
- ☒ Restrooms: signage
- ☒ Sprinkler system in good condition
Not operating during inspection
- ☒ Landscaping well maintained
- ☒ Pet waste stations
- ☒ Benches (qty)
- ☒ Picnic station tables (qty)
- ☒ Pavilion tables (qty)
- ☒ Picnic tables in good condition; no splinters or broken hardware
- ☒ Playground: entrapment hazards on equipment
- ☒ Playground: equipment in good condition, well maintained
- ☒ Playground: ground cover well maintained

- ✓ Playground: age appropriate signage present
—
- ✓ Playground: placement of equipment in accordance with CPSC standards
—
- ✓ Restrooms: electrical outlets
N/A
—
- ✓ Restrooms: door latch hardware in good condition
—
- ✓ Restrooms: floors dry/free of debris
—
- ✓ Restrooms: faucets/dispensers in good condition
Not operational yet; installation underway
—
- ✓ Fencing: playground separated from traffic lane by fencing
N/A
—
- ✓ Fencing: top/bottom of fence has no protruding, sharp edges.
—
- ✓ Fencing: good condition, no openings
—
- ✓ Walkways: ground level flushes with walking surface
Part of sidewalk under renovation for new restroom
—
- ✓ Walkways: even walking surface, clear of debris
—
- ✓ Signage: park hours of operation/rules posted clearly
Not posted
—
- ✓ Signage: park name identification sign
—
- ✓ Parking: Adequate lighting
—
- ✓ Parking: even concrete/asphalt surface
N/A
—

AGENDA ITEM REPORT

5.2.



To: Parks Advisory Board
Subject: Discussion on Veteran's Memorial.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

County Commissioner Russ Bowles has requested the Parks and Recreation Department examine the option of adding a Veteran's Memorial in Hutto. The original concept was for Williamson County to design a few options and then have the Parks Board decide on a location. This direction changed in the summer of 2022.

Staff presented this item for discussion at the May 4th, 2023 City Council Work Session.

SUMMARY OF REQUEST:

Staff will be submitting a Request for Qualifications in the near future for a design concept.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.4.



To: Parks Advisory Board
Subject: Discussion of Hutto Lake Park.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

Requested by Board Member Dyer.

SUMMARY OF REQUEST:

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None

AGENDA ITEM REPORT

5.5.



To: Parks Advisory Board
Subject: Discussion on Parks and Recreation FY 23-24 budget.
Meeting: Wednesday, May 10, 2023
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

To seek input for Parks and Recreation budgeting requests for FY 23-24

SUMMARY OF REQUEST:

FY 23-24 budget requests are due in June for City Administration review.

STAFF REVIEW:

FISCAL NOTES:

POLICY IMPLICATIONS:

ATTACHMENTS:

None