



City of Hutto

Agenda

Parks Advisory Board

Wednesday, April 14, 2021 at 6:30 PM

City 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

3. PUBLIC COMMENT

4. AGENDA ITEMS

- 4.1. Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on March 10, 2021.
- 4.2. General discussion and possible action on Park Naming Process.
- 4.3. Update and discussion on project to repair park facilities due to the Freeze of 2021.
- 4.4. General discussion and updates on Parks and Recreation events.

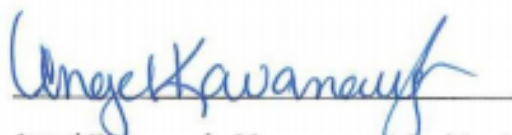
5. OTHER BUSINESS

6. ADJOURNMENT

7. CERTIFICATION

I certify that this notice of the April 14, 2021 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 8, 2021 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@huttotx.gov or call (512) 759-4033 for assistance.



MINUTES

Parks Advisory Board Meeting

6:30 PM - Wednesday, March 10, 2021

City Council Chambers

The Parks Advisory Board of the City of Hutto was called to order on Wednesday, March 10, 2021, at 6:30 PM, in the City Council Chambers, with the following members present:

PRESENT: Perry Savard, Katie Weiss, Rose McMillin, and David Meyer

EXCUSED: Wendell Teltow, Board Member Christina Bastos, and Kevin Grimm

1 CALL MEETING TO ORDER

Chair Perry Savard called meeting to order at 6:32 PM.

2 ROLL CALL

City of Hutto staff present were Tony Host, Executive Director Community Services and Construction via call in and Angel Kavanaugh, Management Assistant.

3 PUBLIC COMMENT

Dial in numbers

Toll: 1-512-717-4201

Toll Free: 1-800-717-4201

Conference ID:

242-3288

Once you are in the conference call press *5 to signal that you are requesting to speak during public comment.

Any citizen wishing to speak during public comment may do so after completing the required registration form. The purpose of this item is to allow the residents of Hutto and other interested persons an opportunity to address the Parks Advisory Board on agenda issues and on non-agenda issues (i.e., City policy or legislative issues). Non-agenda issues regarding daily operational or administrative matters should be first dealt with at the administrative level by calling City Hall at (512) 759-4839 during business hours. Each person providing public comment will be limited to 3 minutes.

[Note: The Texas Open Meetings Act, Texas Government Code, Chapter 551, prohibits the City Council from fully discussing, debating, or considering subjects for which public notice has not been given on the agenda. Issues that cannot be referred to the City Staff for action may be placed on the agenda of a future City Council Session.]

4 AGENDA ITEMS

- a) Consideration and possible action on the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on January 13, 2021.

Board member Katie Weiss made a motion to accept the meeting minutes from the regular scheduled Parks Advisory Board Meeting held on January 13, 2021 with the correction of Rose McMillin misspelled last name, seconded by Board Member Rose McMillin. Motion passed 4 Ayes to 0 Nays.

- b) General discussion of Cross Creek Park Dedication.

Tony Host updated the Board Members on the Dedication of Parkland from Cross Creek due to the fact that we were not aware that they knew about it.

- c) General discussion and possible action on park naming process.

Board member David Meyer made a motion to table this item until next month so board can make one clean version of the park naming process to present to City Council.

- d) General discussion on Texas Parks and Wildlife department grant.

Tony Host updated the Board Members that we were waiting to get a response about the grant and if it is available.

- e) General discussion on HYFCA program.

Tony Host requested to table this item until next meeting.

- f) General discussion on the pest control used in city parks.

Tony Host updated the Board members on the products and time frame of the pest control service for the parks, per Christina Bastos request.

- g) General discussion on Parks and Recreation Fee in Lieu of fund balance.

Tony Host updated the Board with the balance of the Fee in Lieu of fund for the Parks, the amount is now over \$500,000.00

- h) General discussion and updates on Parks and Recreation events.

Tony Host advised the Board members that there are no Events currently in the city. Sydawnie Douglass is no longer with the City, and we are looking for some ideas of we we could offer this year ... like Corn Hole, Basketball, Pickle Ball, Adult Kickball, Frisbee Golf etc.

5 **OTHER BUSINESS**

6 **ADJOURNMENT**

Chair closed the meeting at 7:04 PM.

7 **CERTIFICATION**

I certify that this notice of the **March 10, 2021** Parks Advisory Board meeting was posted on the City of Hutto website and the City Hall bulletin board of the City of Hutto on **March 5, 2021** by 5:00 P.M.




Angel Kavanagh, Management Assistant

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Chair

**CITY OF HUTTO
POLICY FOR NAMING FACILITIES, EVENTS AND
PROPERTIES**

*(Approved By Hutto City Council per Resolution #2009-006-00)
PROPOSED Amendment to City Council 2/15/2018*

PURPOSE

To establish a systematic, fair, and consistent policy and process for the official naming of City facilities, events and properties such as public parklands, KOKEFEST, recreational areas, the library, rooms, municipal buildings, and property. The policy provides for citizen input, recommendations from a diverse committee, and City Council approval to adopt all names.

No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or City policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The City has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the City include, but are not limited to:

- The extent to which a naming opportunity limits or restrains the City's discretion or its ability to pursue other opportunities;
- The duration of the arrangement or agreement and the City's ability/discretion to terminate the arrangement/agreement;
- The extent to which the naming opportunity imposes any obligation on the City, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the City;
- The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- The extent to which the naming opportunity affects the appearance of City property or disrupts the operation of the City.

PROCEDURES TO ESTABLISH NAMING RIGHTS

The City Manager or his designee, City Council, Board or Commission, City Council Subcommittee (if constituted) may submit proposed naming rights to be implemented as approved by resolution of the City Council.

1. All requests for naming and renaming city facilities, events, and properties shall be made in writing to the respective City Board, Commission, City Manager or his designee.
2. The Chairman of the respective board, i.e. Hutto Parks and Recreation Advisory Board, Library Advisory Board, Economic Development Corporation Board, shall name a sub-committee that will be responsible for recommending a name for the park lands, facilities, event, and/or properties to the Board.
3. The committee shall be responsible for research, study and recommendation of a proposed name to the Advisory Board. Rationale for the selection of the recommended name shall be given in writing.
4. The respective Board shall approve or disapprove of the name recommended by the sub-

committee.

5. If the sub-committee's recommendation is disapproved by the Advisory Board, then the matter may be referred back to the sub-committee for further action.
6. Upon approval, the recommended name will be forwarded to the City Council for their final consideration and action.

NAMING CRITERIA

For Parks

1. Regional / City level parks may be named after a geographical designation, a predominant physical feature of the land, a historical name, historical event, organizations, or the name of an individual.
2. Community and neighborhood level parks should be named after the subdivision, which dedicated the land, the name of the neighborhood, organizations, or the name of an individual.
3. The suffix "park" should be added to the name of the park.
4. Areas, facilities, and accessories such as playgrounds, pavilions or sport fields within a park can be named differently using the above stated criteria.

For Facilities & Properties

1. Consideration is given for naming for financial contributions, sponsorship or other commercial transactions, including the provision or supply of equipment, materials, land or services.
2. The City may partner with other community organizations, or Boards, to raise funds.
3. Major donations/sponsorships for physical spaces are given consideration, including, but not limited to: Amphitheaters/Auditoriums/Theaters, Libraries, Park Amenities, Gardens/Walks/City-owned streets and ways, Classrooms, Meeting Rooms, Conference Rooms, and Foyers.
- 4.

Other criteria may be based on the following:

1. A monetary, grant, donation or bequest to the City;
2. A substantial community service that has had a major impact or benefit to a large sector of the City from an individual who:
 - a. Demonstrates dedication to service in ways that brings special credit to the City, or
 - b. Volunteers and gives extraordinary help to individuals, families, groups, or community service;
3. Memoriam for an individual, who may be considered only after he/she has been deceased for a minimum of one year;
4. Honoring a living individual which will be subject to the most careful examination; and/or
5. Honoring City officials, management, staff or appointed public officials who may be considered after the employment or public service has concluded for a minimum of one year.

DURATION OF NAMING RIGHTS

The duration of naming rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the City Council, unless otherwise established in the contract with the donor and approved by the City Council and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to the City.

RENAMING OF A CITY FACILITIES OR PARK LANDS

Renaming of a City facility or parkland is strongly discouraged. Once it is named after an individual, the name of the public property should not be changed unless there are compelling reasons presented for the change. Requests to change a name should be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors.

Physical Display of Naming Rights

The physical display of the naming rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the naming rights will take into account the identification of the City and comply with all applicable laws and regulations including, but not limited to, zoning and sign requirements.

Transferability

Naming rights may only be transferred to any other naming rights by mutual agreement between all the named parties.

Assignment

"Naming Rights in Consideration" may be assigned by mutual agreement between all parties. Assigned is defined as "to exchange one naming right for another." For example when a company changes its name the naming right may be changed to reflect the new name.

LIMIT OF NAMING RIGHTS

On the part of the City

The City's right to use the name and other brand elements of the named party shall only be permitted by express agreement with the named party.

On the part of the Named Party

The named party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the City's facility use policy. The use of that building or part of the building may, however, be the subject of negotiated agreement in the specific contract between the parties. The City will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the City's mission and purpose, statutory obligations, or the local authority of the City Council for the City of Hutto.

In turn, the named party shall bear no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any limits should be included in any Naming Rights agreement.

EARLY TERMINATION OF NAMING RIGHTS

In the event of this policy and any specific contract entered into being breached, the parties may terminate a naming rights agreement in advance of the scheduled date, under the following conditions:

Termination by the City

The City reserves the right, in accordance with the terms of the applicable contract, to terminate naming rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the City being brought into disrepute.

Termination by the Named Party

The named party may without refund of consideration, in accordance with the terms of the applicable contract, terminate its acceptance of the naming rights prior to the scheduled termination date, in the event that the City directly brings the named party into disrepute.

In accordance with the terms of the applicable contract and this policy, the City Council shall have discretionary authority to rescind a naming right at any time based on any action by a private individual or corporate entity that is deemed by the City Council to be inappropriate and/or in conflict with the City's values.

GENERAL

1. When naming a City facility, event, or property, consideration must be given to any legal agreement or promises made when originally named.
2. City facilities, events, and property shall not be given the same name as existing school or public facility sites except where sites are adjacent to one another.
3. A recommendation to name a City facility, event, or property after an individual(s) should not be publicized (or assumed to be approved) until final action has been taken by the City Council.
4. Names, whenever possible, should be concise, easy to spell, and easily understood.
5. City facilities, events, and property previously named for individuals should not be renamed.
6. City facilities, events, and property may be named or renamed for deceased or living persons. For a living person to be considered, they must have established the most credible service to the community and the City of Hutto.

NAMING RIGHTS AS SPONSORSHIP OF CITY FACILITIES

The City of Hutto reserves the right to seek sponsorship for the naming rights to a City facility, event, or property such as a park or athletic facility, structure, playground or entire park, amphitheater, auditoriums, library, classroom, meeting room, conference room, and foyer as a method of obtaining funds to aid in the maintenance and operation of said facility, property, or event. This process may be done through a RFP (Request For Proposal) that is coordinated through the City. If a Board or Commission Chairperson is solicited with the request to obtain these naming rights, the Chairperson must notify the Staff Liaison of said interest. The existing committee will be utilized as well as City staff members to evaluate potential corporate and/or local sponsors if naming rights are sought. Careful scrutiny will be used in this process and a recommendation from the sub-committee to the Advisory Board as well as an evaluation and approval by City Council will be necessary for such action to occur.

Policy and Procedure for the

Naming of City Parks,

Recreational Areas and Facilities

Purpose:

The purpose of this policy is to establish a set of standard procedures and guidelines for the naming and renaming of parks, recreational areas and facilities owned and/or operated by the City of Hutto. This policy will guide name recognition and establish its uniform application. It is realized that responsibility for naming city parks, recreational areas and facilities lies with the City Council. The City Council will rely on the Parks Board for input and recommendation for the naming city parks, recreational areas and facilities.

Objectives:

- Naming of city parks, recreational areas and facilities enhances a sense of community within the city.
- Ensure that parks and recreational areas are easily identified and located.
- Ensure that names given are consistent with the values and characteristics of the City of Hutto.
- Assure the quality of the title/name, so that it will serve the purpose of the city in a permanent manner.
- Encourage public participation and input in order to fully represent the best interest of the area affected.
- Encourage and recognize the dedication of lands, or donations by individuals or groups.

Qualifying Names and/or Criteria:

- Geographical location of the facility including descriptive names.
- An outstanding feature of the area. (example: hill, river, vegetation)
- Commonly recognized subjects of historical significance such as; event, person (nonliving), group, culture, or place.
- A person (non-living) or group who significantly contributed to the acquisition or development of the park/facility.
- An individual (non-living) who provided an exceptional service in the interest of the park system as a whole or for the community as a whole.
- A person (living) whose contribution or significant gift is of a most extraordinary nature.
- Naming may be considered based on the provision of significant funding that underwrites the cost of renovation or construction of city property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly

enable city projects such as parks, buildings or property acquisition to occur. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.

- Parks and facilities that are donated to the city can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Parks Board and City Council.
- Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

Exclusions:

- Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
- The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

Renaming:

- The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Parks named for subjects, other than individuals, may be changed in name only if the current name is ineffectual or inappropriate.

Procedure:

- Staff, city residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc. for presentation to the Parks and Recreation Director for consideration by the Parks Board. Recommendations need describe in detail why the candidate merits such recognition.
- When naming after a person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of the proposal.
- The Director of Parks & Recreation with budgetary responsibility for a park and/or facility shall forward naming recommendations to the Parks Board Chair.
- The Parks Board shall consider all requests and submit a formal recommendation for names deemed worthy of consideration to the Mayor and City Council.
- The City Council will allow for public input and comment.
- The City Council will confirm park, recreation areas and facility names by resolution.
- The City Council has final approval and may reject any naming or renaming request.

H J (20-50lb bags) Professional turf fertilizer

EXTINGUISH PLUS (2-50lb bags) Granule ant bait for large areas. Use for Brushy Creek Park before KOKE fest

WEB OUT (2 gallons) Web remover and repellent. Kills and prevents spiders, insects and fungus

ROUND UP CUSTOM (5 Gallons) For aquatic and terrestrial use

6-3-0 PRODIAMINE (50-50lb bags) Herbicide fertilizer for winter use

19-0-5 BCF FERTILIZER (40-50lb bags) Higher nitrogen for spring and summer use

PASTURE GARD (5oz) Herbicide kills poison ivy

MANUSCRIPT (2 gallons) Herbicide kills weeds in Zoysia, Bermuda and St. Augustine grass

CELSIUS WG (20 oz) Herbicide control of annual and perennial broadleaf weeds and grasses in warm season turf types

ON DECK (2.5 gallons) Herbicide control of annual, biennial and perennial broadleaf weeds and brush in forest management, roadsides and industrial sites

SURRENDER (120 cans) Ant killer, mound treatment

WEED RHAP LV-6D (1 gallon) Kills clover in residential areas

T-NEX PGR (½ gallon) Growth regulator. Used in field marking paint to slow growth and make foul lines last longer

RANGER PRO (40 gallons) Year round weed killer

City Council
AGENDA ITEM REPORT



To: City Council
Subject: Update and discussion on project to repair park facilities due to the Freeze of 2021.
Meeting: Wednesday, April 14, 2021
Department: Community Services
Staff Contact:

BACKGROUND INFORMATION:

SUMMARY OF REQUEST:

STAFF REVIEW:

FINANCIAL IMPACT:

POLICY IMPLICATIONS:

ATTACHMENTS:

None