

**Notice of Meeting for the
Parks and Recreation Advisory Board
of the City of Georgetown
April 8, 2021 at 6:00 PM
at VIRTUAL**

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Meeting ID: 941 0187 0189

Passcode: 369525

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Meeting ID: 941 0187 0189

Find your local number: <https://georgetowntx.zoom.us/j/94101870189>

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to Order - Katherine Kainer, Parks and Recreation Advisory Board Chair

B Roll Call - Katherine Kainer, Parks and Recreation Advisory Board Chair

C Update from the Friends of Georgetown Parks and Recreation - Kimberly Garrett, Parks and Recreation

Director

- D Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation
- E Overview of Parks and Recreation Department - Kimberly Garrett, Parks and Recreation Director
- F Presentation and discussion on proposed 5 year Parks Capital Improvement Plan - Kimberly Garrett, Parks and Recreation Director

Legislative Regular Agenda

- G Discussion and possible action to appoint a Parks and Recreation Advisory Board member as a liaison to the Friends of Parks and Recreation - Kimberly Garrett, Park and Recreation Director
- H Consideration and possible action to approve minutes from the March 11, 2021 meeting - Jill Kellum, Administrative Supervisor

Adjournment

Adjourn - Katherine Kainer, Parks and Recreation Advisory Board Chair

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2021, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Parks and Rec Advisory Board
April 8, 2021

SUBJECT:

Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Eric Nuner, Assistant Director of Parks and Recreation

ATTACHMENTS:

	Description	Type
□	April Project Update	Backup Material

Parks and Recreation

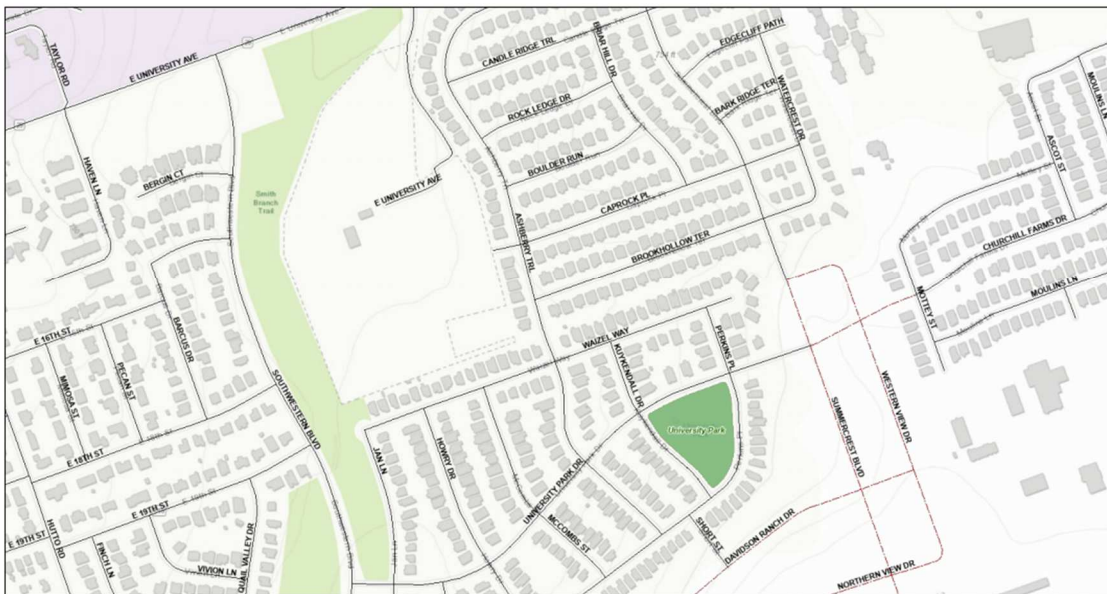
Capital Improvement Projects –April 5, 2021

ADA Trail Reconstruction – Bids were received for the ADA Trail Reconstruction on February 23rd. Six contractors submitted bids for the project. The project is proposed to begin in May after City Council approval.

Heritage Gardens (Community Garden) – Final drawings were submitted to Planning for approval. Comments were received and are being addressed by consultants. Resubmittal of drawings to planning will be the first week of April. Park staff will serve as general contractor for the project to extend the budget and provide as many amenities as possible for the project. Restrooms have been ordered. Staff will begin demolition of the site in April 2021.

University Park – Staff has begun the planning process for redevelopment of University Park to include playground replacement, landscape improvements and additional site amenities. A public meeting is being scheduled to discuss park amenities with homeowners.

University Location Map



Park ADA Modifications – Staff bid four park projects listed in the ADA Transition Plan. Summercrest, Old Town, Edwards and Bark Park will be receiving updates to provide ADA accessibility within these parks. The project is scheduled to begin in May.

Wolf Crossing Trail – 90% drawings have been submitted to park staff for review. The project will be presented to Planning for P&Z approval and permitting. Parks staff and consultants are working out final easement agreements with landowners for trail right of way. Bid schedules have not been determined to date.

South San Gabriel River Trail



Parks, Recreation and Open Space Master Update – A contract was approved by City Council on March 23, 2021 after Parks Board recommendation on March 11, 2021. A project team has been created and will meet in late April to kick the project off.

City of Georgetown, Texas
Parks and Rec Advisory Board
April 8, 2021

SUBJECT:

Overview of Parks and Recreation Department - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

An overview of the parks and recreation department will be presented to the board. This presentation will aid in onboarding new members and serve as a refresher for current members.

FINANCIAL IMPACT:

NA

SUBMITTED BY:

Kimberly Garrett, Parks and Recreation Director

City of Georgetown, Texas
Parks and Rec Advisory Board
April 8, 2021

SUBJECT:

Presentation and discussion on proposed 5 year Parks Capital Improvement Plan - Kimberly Garrett, Parks and Recreation Director

ITEM SUMMARY:

The 5 year proposed Capital Improvement Plan (CIP) will be presented to the board. This proposed plan is preliminary and will go before the City Manager's Office on Friday, April 9th for discussion.

FINANCIAL IMPACT:

NA

SUBMITTED BY:

Kimberly Garrett, Parks and Recreation Director

ATTACHMENTS:

	Description	Type
□	Proposed Draft CIP	Backup Material

FY22 Proposed Parks Capital Improvement Plan

Project Name	FY2022	FY2023	FY2024	FY2025	FY2026	Beyond 5 Years
Blue Hole Park Improvement	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00	\$ 1,000,000.00
Regional Trail Development	\$200,000.00	\$ 300,000.00	\$ 700,000.00	\$ -	\$ 400,000.00	\$ 2,000,000.00
San Gabriel Park	\$600,000.00	\$ 5,250,000.00	\$ -	\$ -	\$ -	\$ 8,700,000.00
Southeast Community Park	\$ -	\$ -	\$ 5,500,000.00	\$ 9,000,000.00	\$ -	\$ -
Westside Park Development	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000.00	\$ 8,500,000.00
Westside Recreation Center					\$ 4,300,000.00	\$ 16,300,000.00
	\$800,000.00	\$ 5,550,000.00	\$ 6,200,000.00	\$ 9,000,000.00	\$ 6,400,000.00	\$ 36,500,000.00

City of Georgetown, Texas
Parks and Rec Advisory Board
April 8, 2021

SUBJECT:

Discussion and possible action to appoint a Parks and Recreation Advisory Board member as a liaison to the Friends of Parks and Recreation - Kimberly Garrett, Park and Recreation Director

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

City of Georgetown, Texas
Parks and Rec Advisory Board
April 8, 2021

SUBJECT:

Consideration and possible action to approve minutes from the March 11, 2021 meeting - Jill Kellum, Administrative Supervisor

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Jill Kellum, Administrative Supervisor

ATTACHMENTS:

	Description	Type
□	March 11, 2021 minutes	Backup Material

**Minutes of the Meeting of the
Parks and Recreation Advisory Board
City of Georgetown, Texas
March 11, 2021 - Virtual**

Regular Session - VIRTUAL Meeting

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

A Call to Order - Katherine Kainer, Parks and Recreation Advisory Board Chair

The meeting was called to order by Katherine Kainer at 6:01 pm .

B Roll Call - Katherine Kainer, Parks and Recreation Advisory Board Chair

Board members: Katherine Kainer, Jack Flatau, Chad Holz, Lindsey Cooper, Peter Bahrs, Jolene Melancon

Absent: Brazos Fielder

Staff: Kimberly Garrett, Eric Nuner, Jill Kellum

C Welcome new members of the Parks and Recreation Advisory Board - Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett welcomed the incoming board members. Each member and staff introduced themselves.

D Review and discussion of the Parks and Recreation Advisory Board by-laws and attendance policy for board members. - Jill Kellum, Administrative Supervisor

Jill Kellum asked the board if they had any questions concerning the board by-laws. There were no questions.

E Project Updates and Staff Report - Eric Nuner, Assistant Director of Parks and Recreation

Eric Nuner presented the project report. He stated Golden Bear Park was finished last year and most of the work was done in house. There was left over money and fitness equipment was installed. Heritage Gardens are the Community Gardens and staff had public input from the gardeners for a layout of the garden. Staff is working through the design phase and restrooms have been ordered. It will have improved parking, a possible pavilion, restrooms, and garden beds. The staff will do a lot of the work internally which allows the dollar to go a little bit further. University Park is on the southeast side of town and is about 15 years old. The amenities have reached their useful life. Staff has a capital repair and replacement schedule for amenities in our parks and University Park is one that has met that useful life. Wolf Crossing Trail was paused last year but staff was far along in the schematic design and they started back October 1 with the design firm. It is almost 100% complete on those construction documents. Staff is working through the regulatory pieces with the state and city agencies. After that is done it will then be bid out this summer. It will connect Wolf Ranch trail to Wolf Crossing and allows access back to highway 29 and the south San Gabriel River trail which connects to Scenic Drive. Jack Flatau asked about the Wolf Crossing Trail and if you have cross over the bridge. Eric Nuner stated you do. Jack Flatau asked about the safety. Eric Nuner stated it is a 5-foot walkway and you cross over to the parking lot at Goodwill. There is some green space they will tie into and get back on the trail. There is some off trail where you must go through sidewalk and the piece that goes through commercial development is not ideal so there are some limitations at that point. Kimberly Garrett said there is a protected cross walk and go down the sidewalk and cross the bridge. She said ideally if we can get an

easement from HEB it can go under highway 29 and switchback up to the sidewalk; that would be a better option. Chad Holz asked about programs that may have been postponed due to Covid due to revenue. He asked if these programs are being built back up. Eric Nuner stated those programs are still building back up. He stated there were some that were reduced budget so we could preserve cash for operations. There are still some budgetary constraints due to giving them up in this fiscal year. For example, River Ridge Pool will not be open this summer due to budget. Kimberly Garrett stated there are other programs like swimming lessons that we have not been able to start due to Covid restrictions and social distancing. The programs that are revenue generators are easier to bring back because there is an offsetting expense with the revenue. Kimberly Garrett stated the city manager is wanting to see a way to bring back the \$400,000 that was taken out of the budget for FY2022 which will start October 1, 2021. Peter Bahrs asked about the Wolf Crossing Trail and if it goes under IH 35. Eric Nuner stated it will go under.

Legislative Regular Agenda

F Consideration and possible action to set date and time for 2021 Parks and Recreation Advisory Board meetings - Katherine Kainer, Parks and Recreation Advisory Board Chair

Motion made by Chad Holz, second by Lindsay Cooper to set date and time for 2021 Parks and Recreation Advisory Board meetings for the 2nd, Thursday of every month at 6 pm.

Approved: 6-0

G Consideration and possible action to elect the Vice-Chair of the Parks and Recreation Advisory Board - Katherine Kainer, Parks and Recreation Advisory Board Chair

Motion made by Jack Flatau, second by Jolene Melancon to elect Chad Holz as the Vice-Chair of the Parks and Recreation Advisory Board.

Approved: 6-0

H Consideration and possible action to elect the Secretary of the Parks and Recreation Advisory Board - Katherine Kainer, Parks and Recreation Advisory Board Chair

Motion made by Lindsay Cooper, second by Peter Bahrs to elect herself as the Secretary of the Parks and Recreation Advisory Board.

Approved: 6-0

I Consideration and possible action to recommend approval of a construction contract for ADA compliance renovations for the Randy Morrow Trail with Partners Remodeling, Renovations and Waterproofing of Dripping Springs, Texas in the amount of \$357,335.40. - Eric Nuner, Assistant Director of Parks and Recreation

Eric Nuner stated this is an item that has been on the project list for a long time. The city completed an ADA transition plan in 2014. There was an assessment done on all city parks and facilities and bringing them into compliance. The trails were the most complicated due to running slope or cross slope issues that impede accessibility. There are several areas that are not accessible, but they were not significant issues. There was difficulty getting approved through finance and purchasing because it is not replacing an entire area but sections. The sections that are not in compliance are from IH35 to Chandler Park. It was bid in February and there were 6 bidders. Kimberly Garrett stated these are competitive bids and sealed and low bid must be taken. Eric Nuner stated they met with the low bidder and they are ready and confident in moving forward with the project. Jack Flatau asked if they withdrew, would we go with

the next lowest bid. Eric Nuner stated staff would not automatically go with the next lowest bid but would have the opportunity. If there were inconsistencies, they could rebid. Eric Nuner stated there are a lot of other park items on that ADA transition plan that are not done yet. Once staff is through parks board and council approval, staff will start working on the other items that were next in line. Since staff has funding, they can start, and Rivery Park is one because it ties into this trail. Peter Bahrs asked about what happens after this work is done. Does this area get a check mark for ADA at the state or federal level? Eric Nuner stated the plans are registered with TDLR and then contract with a registered accessibility specialist. Once the project is constructed, they will physically inspect the project and sign off on it and submit to TDLR and they approve that the area is fully accessible. We want to have those items on file that they are fully accessible. There is a construction piece and a licensing piece. Peter Bahrs asked if we are penalized in any other areas that are not in compliance. Eric Nuner stated that every agency is required to have an ADA transition plan and there are several cities that do not have an ADA plan. Eric Nuner stated if you have a plan to bring into compliance you do not have a timeline. He stated the city has done a great job in bringing the facilities into compliance. Chad Holz asked about change orders on contracts. Eric Nuner stated you can do change orders and when staff met with the vendor, they were made aware that change orders, if any, are minimal and that staff does track all materials. Eric Nuner stated there is a limitation on those and a contract can only go 25% above an approved vendor. Eric Nuner stated staff can utilize the 25% for additional work that is within the scope of the work. Kimberly Garrett explained the role of the board and that they can recommend approval and if everything is budgeted then there should not be an issue with it going forward.

Motion made by Chad Holz, second by Jack Flatau, to recommend approval of a construction contract for ADA compliance renovations for the Randy Morrow Trail with Partners Remodeling, Renovations and Waterproofing of Dripping Springs, Texas in the amount of \$357,335.40.

Peter Bahrs asked about the procedure about the detail of the line items on the bid. Eric Nuner stated the bid tabulation is looked at by staff and are checking the quantities and prices. He stated there could be a piece of the project that someone might have a lot of knowledge about and can give feedback. He stated there may be times when more information is needed. Peter Bahrs reiterated that staff will be responsible for the work that needs to be done. Eric Nuner stated specific information will be brought forward. Kimberly Garrett stated that is why staff does the technical work and they would put the specifications in the bid tabulations and staff would hold the vendor accountable for that. On the staff maintenance side there are procedures we take to maintain the trail properly. She stated City Council looks to the staff to make sure the critical elements are taking care of.

Approved: 6-0

J Consideration and possible action to recommend approval of a contract to GreenPlay, LLC of Louisville, Colorado for planning services to update the Parks and Recreation Master Plan including developing a Cost Recovery Plan and Policy in the amount of \$229,998. -- Kimberly Garrett, Parks and Recreation Director

Kimberly Garrett stated the master plan is the guiding document that helps staff determine what new programs, facilities, parks, and land purchases are done. It is based on citizen input and community engagement. It is based on need with staff, board, and council input. The last master plan that was done was adopted in 2009 and it was the bases for the 35-million-dollar bond in 2008 that was approved. It laid out the projects that were supported by the citizens and then staff had to figure out the funding source. That is one reason to develop a master plan, because it helps you plan for your

capital improvements and budget for them. It also gives you some cost estimates for what those improvements would be. In November staff issued the RFP for the master plan. It was for the Master Plan and developing a Cost Recovery Plan and policy. That will help staff determine how much is subsidized for certain programs and facilities and how many need to be recovered 100% of the cost. Once that plan is in place it helps justify the prices and helps staff with a pricing guideline. On December 10th, the RFP closed and there were 8 different firms that submitted proposals. There was a committee of 5 staff from the Parks and Recreation, Planning and Communications departments. They reviewed and scored the proposals, and the top 3 firms were interviewed. GreenPlay was selected as the top candidate. They have subconsultants that staff is familiar with such as Covey Landscape. She stated with Covid, GreenPlay has come up with ways to get public input. Kimberly Garrett stated GreenPlay not only has the ability to do planning services they have a good cost recovery model. This firm does both masterplan and cost recovery where other firms contract that piece out. She stated there is funding as certificate of obligation bonds were sold for this project. Jack Flatau asked if this is the same company that did it last time. Kimberly Garrett stated that Halff Associates was the previous one. Peter Bahrs asked if the previous master plan was considered successful for the city. Kimberly Garrett stated that the goals were met, and the main goals were to develop Garey Park, build trails, purchase land for a westside park and redevelop San Gabriel Park and purchase river corridor or land preservation. The top priorities were met. It gave all the guiding documents for the parkland dedication policy. It was a blueprint of the park inventory and amenities. It served its purpose, and the population has grown exponentially since it was created, and it is time to do a new one. To get grants from Texas Parks and Wildlife it is required to have a current masterplan. The city has received over 2 million dollars in TPWD grants in 25 years. Peter Bahr asked what the document looks like when it is completed. Kimberly Garrett stated it is a bound document and will also be put online for the public to review. They will help create PowerPoints and presentations along the way as well.

Motion made by Jack Flatau, second by Jolene Melancon, to recommend approval of a contract to GreenPlay, LLC of Louisville, Colorado for planning services to update the Parks and Recreation Master Plan including developing a Cost Recovery Plan and Policy in the amount of \$229,998.

Approved: 6-0

K Consideration and possible action to approve minutes from the February 11, 2021 meeting - Jill Kellum, Administrative Supervisor

Motion made by Chad Holz second by Jack Flatau to approve minutes from the February 11, 2021 meeting.

Approved: 6-0

Adjournment

Adjourn - Katherine Kainer, Parks and Recreation Advisory Board Chair

Motion by Katherine Kainer, second by Chad Holz to adjourn the meeting.

Approved: 6-0

The meeting adjourned at 7:11 pm.

Katherine Kainer, Board Chair

Lindsay Cooper, Secretary

Jill Kellum, Board Liaison