

# PARKS & RECREATION COMMISSION REGULAR MEETING City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX Monday, November 07, 2022 at 6:00 PM

### Agenda

#### CALL TO ORDER AND ROLL CALL

#### **Commission Members**

Paul Fushille, Chair Matthew Fougerat, Vice Chair Olivia Barnard Hope Boatright Kristy Caldwell Dustin Cloutier Tara Satine Joe Wright

#### Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andrew Binz Aquatics & Athletics Manager Mack Rusick DSRP Program Coordinator Caylie Houchin Farmers Market Manager Charlie Reed DSRP Manager Emily Nelson City Secretary Andrea Cunningham

#### PRESENTATION OF CITIZENS

A member of the public who desires to address the Commission regarding any item on an agenda for an open meeting may do so at presentation of citizens before an item or at a public hearing for an item during the Commission's consideration of that item. Citizens wishing to discuss matters not contained within the current agenda may do so, but only during the time allotted for presentation of citizens. Speakers are allowed two (2) minutes to speak during presentation of citizens or during each public hearing. Speakers may not cede or pool time. Members of the public requiring the assistance of a translator will be given twice the amount of time as a member of the public who does not require the assistance of a translator to address the Commission. It is the request of the Commission that members of the public wishing to speak on item(s) on the agenda with a noticed Public Hearing hold their comments until the item(s) are presented for consideration. Speakers are encouraged to sign in. Anyone may request a copy of the City's policy on presentation of citizens from the city secretary. By law no action may be taken during Presentations of Citizens.

#### MINUTES

**<u>1.</u>** Discuss and consider approval of the October 2022, Parks & Recreation Commission regular meeting minutes.

a. October 3, 2022b. October 13, 2022

#### **BUSINESS**

- **<u>2.</u>** Discuss and consider approval of the Garry Childs Memorial signage to be placed in Charro Ranch Park.
- **<u>3.</u>** Discuss and consider approval of the 2023 Parks & Recreation Commission meeting calendar.
- **<u>4.</u>** Discuss and consider a recommendation to the City Council regarding proposed amendment to the FY2023 Parks & Community Services budget.
- **<u>5.</u>** Discuss and consider a recommendation to regarding proposed Parks & Community Services Sponsorship Program.

#### REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

- 6. Parks & Community Services Report Andrew Binz, PCS Director
- 7. Aquatics & Athletics Report Mack Rusick, Aquatics & Programs Manager
- **<u>8.</u> Community Events Report** *Caylie Houchin, Community Events Coordinator*
- 9. Farmers Market Report Charlie Reed, Farmers Market Manager
- **10.** Dripping Springs Ranch Park & Event Center Report Emily Nelson, DSRP Manager

#### PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however no action may be taken.

- **11.** Charro Ranch Park Committee Commissioners Paul Fushille and Matt Fougerat
- **12.** Dripping Springs Ranch Park Committee Commissioner Hope Boatright
- **13.** Founders Memorial Park Committee Commissioners Olivia Barnard and Dustin Cloutier

- **14. Sports & Recreation Park Committee** *Commissioners Dustin Cloutier and Tara Satine*
- **15. Veterans Memorial Park Committee** *Commissioner Kristy Caldwell*
- **16.** Rathgeber Natural Resources Park Committee Commissioners Kristy Caldwell, Paul Fushille and Matthew Fougerat

#### **EXECUTIVE SESSION**

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

#### **UPCOMING MEETINGS**

Parks & Recreation Commission Meetings

December 5, 2022, at 6:00 p.m.

#### City Council Meetings

November 15, 2022, at 6:00 p.m. December 6, 2022, at 6:00 p.m. December 20, 2022, at 6:00 p.m.

#### ADJOURN

#### TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION & POSTING OF MEETING

All agenda items listed above are eligible for discussion and action unless otherwise specifically noted. This notice of meeting is posted in accordance with Chapter 551, Government Code, Vernon's Texas Codes. Annotated. In addition, the Commission may consider a vote to excuse the absence of any Commissioner for absence from this meeting.

I certify that this notice of meeting was posted at the City of Dripping Springs City Hall and website, www.cityofdrippingsprings.com, on November 4, 2022, at 10:30 a.m.

City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



## PARKS & RECREATION COMMISSION REGULAR MEETING City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, October 03, 2022 at 6:00 PM

## **MINUTES**

#### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Fushille called the meeting to order at 6:01 p.m.

#### Commission Members present were:

Paul Fushille, Chair Olivia Barnard Hope Boatright Kristy Caldwell Dustin Cloutier Tara Satine

Commission Member absent was:

Matthew Fougerat, Vice Chair

#### Staff, Consultants & Appointed/Elected Officials

Parks & Community Services Director Andy Binz City Attorney Laura Mueller Planning Director Howard Koontz DSRP Manager Emily Nelson Aquatics & Programs Manager Mack Rusick Community Events Coordinator Caylie Houchin Famers Market Manager Charlie Reed

#### PRESENTATION OF CITIZENS

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No one spoke during Presentations of Citizens.

#### PRESENTATIONS

**1. Presentation on Open Meetings Act and Commission Roles and Responsibilities.** *City Attorney Laura Mueller* 

Laura Mueller gave the presentation which is on file.

2. Presentation regarding the 2045 Comprehensive Plan Planning Director, Howard Koontz

Howard Koontz gave the presentation and reviewed how the plan is developed and utilized and where the plan currently is in its development.

**3. Presentation on the Parkland Dedication and Park Development Ordinance.** *Planning Director, Howard Koontz* 

Howard Koontz gave the presentation which is on file.

#### MINUTES

4. Discuss and consider approval of the September 19, 2022, Parks & Recreation Commission regular meeting minutes.

A motion was made by Commissioner Cloutier to approve the September 19, 2022, Parks & Recreation Commission regular meeting minutes. Commissioner Boatright seconded the motion which carried unanimously 6 to 0.

#### **BUSINESS**

# 5. Discuss and consider approval of a recommendation to amend the Master Fee Schedule for Parks & Recreation Fees.

Andy Binz presented the staff report which is on file. Staff recommends approval of the amendments with corrections to the hourly rate to state "4 hour rate" and omitting specific time blocks.

A motion was made by Commissioner Barnard to recommend City Council approval of the amended Master Fee Schedule for Parks & Recreation fees with condition that staff correct spelling errors and the pavilion hourly rental rate be corrected as presented by staff. Commissioner Cloutier seconded the motion which carried unanimously 6 to 0.

#### REPORTS

The following reports relate to the planning and administration of the City's Parks & Recreation Program. The commission may provide staff direction; however, no action may be taken.

Reports are on file and available for review upon request.

- 6. Parks & Community Services Report Andrew Binz, PCS Director
- 7. Dripping Springs Ranch Park & Event Center Report Emily Nelson, DSRP Manager
- 8. Aquatics & Programs Report Mack Rusick, Aquatics & Programs Manager
- 9. Community Events Report Caylie Houchin, Community Events Coordinator
- **10. Farmers Market Report** *Charlie Reed, Farmers Market Manager*

#### PARKS STANDING COMMITTEE REPORTS

The following reports relate to the administration of the City's Parks. The Commission may provide staff direction; however, no action may be taken.

- **11. Charro Ranch Park Committee** *Commissioners Paul Fushille and Matt Fougerat*
- **12.** Dripping Springs Ranch Park Committee Commissioner Hope Boatright
- **13.** Founders Memorial Park Committee Commissioners Olivia Barnard and Dustin Cloutier
- **14. Sports & Recreation Park Committee** *Commissioners Dustin Cloutier and Tara Satine*
- **15. Veterans Memorial Park Committee** *Commissioner Kristy Caldwell*
- **16.** Rathgeber Natural Resources Park Committee Commissioners Kristy Caldwell, Paul Fushille and Matthew Fougerat

#### **EXECUTIVE SESSION**

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The Commission did not meet in Executive Session.

#### **UPCOMING MEETINGS**

#### Parks & Recreation Commission Meetings

November 7, 2022, at 6:00 p.m. December 5, 2022, at 6:00 p.m.

#### **City Council Meetings**

October 4, 2022, at 6:00 p.m. October 18, 2022, at 6:00 p.m. November 1, 2022, at 6:00 p.m.

#### ADJOURN

A motion was made by Commissioner Satine to adjourn the meeting. Commissioner Caldwell seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 8:18 p.m.



# PARKS & RECREATION COMMISSION SPECIAL MEETING City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Thursday, October 13, 2022 at 6:00 PM

# MINUTES

#### CALL TO ORDER AND ROLL CALL

With a quorum of the Commission present, Chair Fushille called the meeting to order at 6:14 p.m.

#### Commission Members present were:

Paul Fushille, Chair Matthew Fougerat, Vice Chair Olivia Barnard Kristy Caldwell Tara Satine

#### Commission Members absent were:

Hope Boatright Dustin Cloutier Joe Wright

Staff, Consultants & Appointed/Elected Officials present were:

Parks & Community Services Director Andrew Binz Planning Director Howard Koontz Senior Planner Tory Carpenter City Secretary Andrea Cunningham Parks Planning Consultant Brent Luck

#### PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

#### **BUSINESS**

#### 1. Discuss and consider approval of the Village Grove master parks and trails plan.

SEC Planning Landscape Architect Cynthia McCalmont, PLA, ASLA, gave a presentation which is on file. Austin Land Innovations President, Matthew Scrivner, P.E., also spoke regarding the plan.

Tory Carpenter and Brent Luck presented the staff report which is on file. Staff recommends approval of the plan.

A motion was made by Commissioner Barnard to approve the Village Grove master parks and trails plan with the condition that the trail through the northwest corner of the amenity pond be more defined. Commissioner Caldwell seconded the motion which carried unanimously 5 to 0.

#### **EXECUTIVE SESSION**

The Parks and Recreation Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Parks and Recreation Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

The Commission did not meet in Executive Session.

#### **UPCOMING MEETINGS**

#### Parks & Recreation Commission Meetings

November 7, 2022, at 6:00 p.m. December 5, 2022, at 6:00 p.m.

#### **City Council Meetings**

October 18, 2022, at 6:00 p.m. November 1, 2022, at 6:00 p.m. November 15, 2022, at 6:00 p.m.

#### ADJOURN

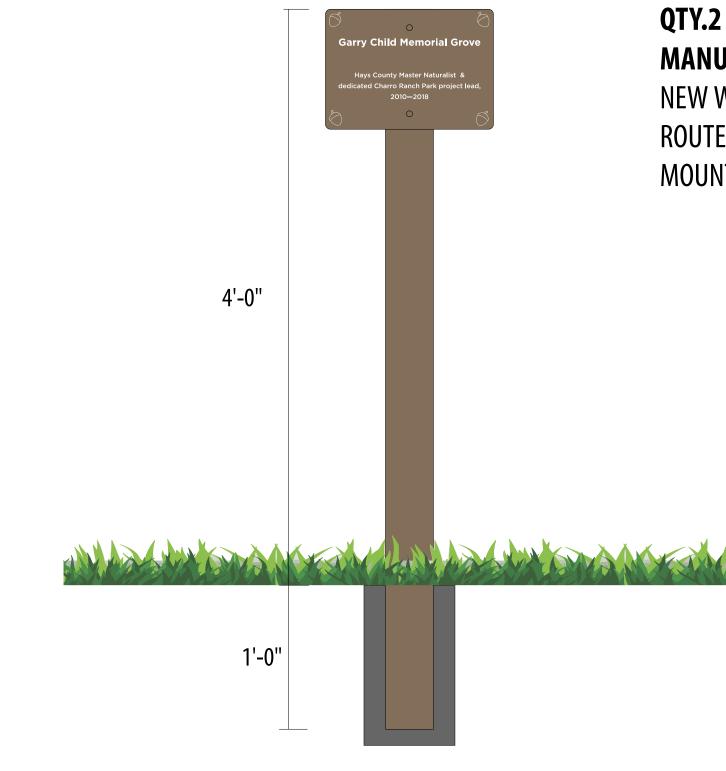
A motion was made by Vice Chair Fougerat to adjourn the meeting. Commissioner Caldwell seconded the motion which carried unanimously 5 to 0.

This regular meeting adjourned at 6:58 p.m.

ST DRIPPING SPREAD	STAFF REPORT City of Dripping Springs PO Box 384 511 Mercer Street Dripping Springs, TX 78620
Submitted By:	Andrew Binz, Parks and Community Services Director
Parks & Recreation Commission Meeting Date:	November 7, 2022
Agenda Item Wording:	Discuss and consider approval of the Garry Childs Memorial Grove signage to be placed in Charro Ranch Park.
Agenda Item Requestor	: Andrew Binz
Summary/Background:	Garry Childs was a Hays County Master Naturalist and a Charro Ranch Park volunteer from 2010 - 2018. Garry was heavily involved in the development and maintenance of Charro Ranch Park. He particularly enjoyed the area of the park known as "The Grove".
	In memory of Garry, two signs were requested to be placed at both ends of "The Grove" along the trail. The signs were to read "Garry Child Memorial Grove – Hays County Master Naturalist & Dedicated Charro Ranch Park project lead, $2010 - 2018$ ".
	The cost to manufacture and install the signs is \$445. This amount would be taken out of Charro Ranch Supplies (100-400-64012).
Staff Recommendations:	Recommend Approval.
Attachments:	Conceptual design of signs by Executive Signs.
Next Steps/Schedule:	Direct Executive Signs to manufacture and install the Gary Childs Memorial Grove signs in Charro Ranch Park at the identified locations within the park.

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# **City of Dripping Springs - Park Memorial Sign**



# **MANUFACTURE & INSTALL:**

NEW WOOD PANEL PAINT TO MATCH EXISTING SIGNS WITH **ROUTED OUT AND PAINTED WHITE TEXT/DECORATION** MOUNTED ON 4"X4"X5' POST PAINTED TO MATCH EXISTING SIGNS

# **EXAMPLE**







Scale: 1:8



CS DRIPPING SPRING	STAFF REPORT City of Dripping Springs PO Box 384 511 Mercer Street Dripping Springs, TX 78620
Submitted By:	Andrea Cunningham, City Secretary
Meeting Date:	November 7, 2022
Agenda Item Wording:	Discuss and consider approval of the 2023 Parks & Recreation Commission meeting calendar.
Agenda Item Requestor:	: Andrew Binz, Parks & Community Services Director
Summary/Background:	Each year the Parks & Recreation Commission annual meeting calendar is drafted according to the commission's meeting frequency and the approved City Holiday and Closures Calendar.
	Attached for approval is the 2023 PRC Meeting Calendar with meetings highlighted in green and conflicting meetings in red.
	It has been brought to the attention of staff that the Commission may like to change their meeting frequency. The attached calendar is provided as starting point for scheduling meetings.
	It is the Commission's decision to schedule meetings with regards to day and time.
Recommended Committee Actions:	It is the commission's pleasure to reschedule any meeting on this calendar. Staff recommends approval of the calendar with any changes.
Attachments:	<ol> <li>Approved City Holiday and Closure calendar with DSISD and Hays County holidays.</li> <li>Draft 2023 PRC Meeting Calendar</li> </ol>
Next Steps/Schedule:	<ol> <li>Incorporate approved calendar into final meeting calendar.</li> <li>Update city website for meetings, add to meeting room calendar and send calendar invites to commission, staff, consultants, and council members.</li> <li>Distribute final calendar to commission and staff.</li> </ol>

Item 3.

# 2024 Parks & Recreation Committee Meeting Calendar

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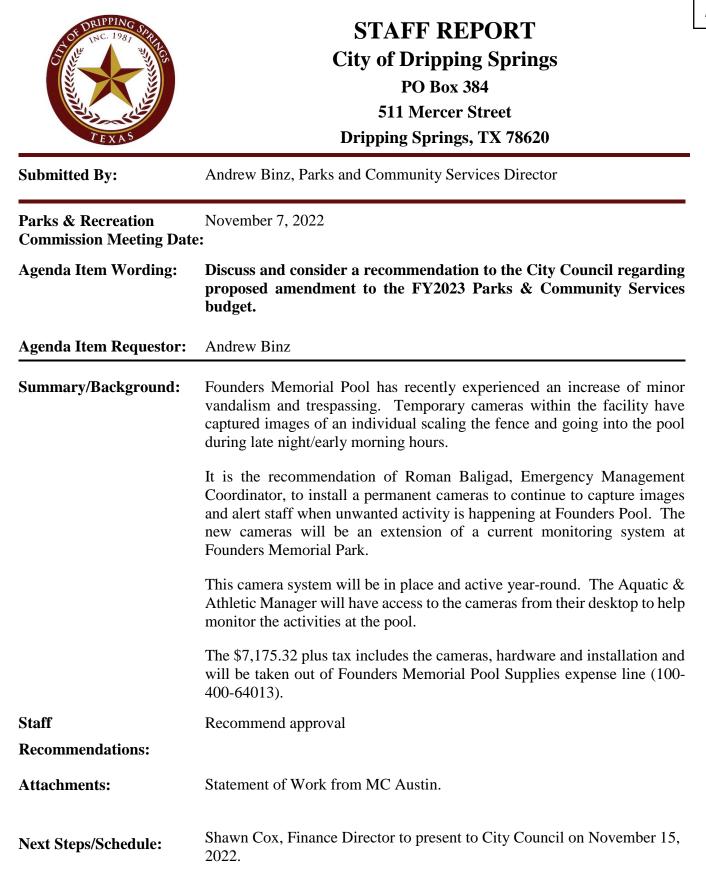
CODS	Holidays

01/02/23	New Year's Day
01/26/23	Martin Luther King Jr. Day
02/20/23	Presidents' Day
05/29/23	Memorial Day
07/04/23	Independence Day
09/04/23	Labor Day
10/09/22	Columbus Day
11/10/23	Veterans Day
11/23/23	Thanksgiving Day
11/24/23	Thanksgiving Holiday
12/22/23	Christmas Eve
12/25/23	Christmas Day
12/29/23	New Year's Eve

#### Parks & Recreation Commission Meetings

Meeting Frequency: 1st Monday each month Meeting Time: 6:00 p.m. Meeting Location: City Hall

01/02/23	Regular Meeting
	<u> </u>
02/06/23	Regular Meeting
03/06/23	Regular Meeting
04/03/23	Regular Meeting
05/01/23	Regular Meeting
06/05/23	Regular Meeting
07/03/22	Regular Meeting
08/07/23	Regular Meeting
09/04/23	Regular Meeting
10/02/23	Regular Meeting
11/06/23	Regular Meeting
12/04/23	Regular Meeting



OF DELPPING SPREATER TNC. 1987 Study TEXAS	STAFF REPORT City of Dripping Springs PO Box 384 511 Mercer Street Dripping Springs, TX 78602
Submitted By:	Caylie Houchin; Community Events Coordinator
Commission Meeting Date:	November 7, 2022
Agenda Item Wording:	Discuss and consider a recommendation to the City Council regarding proposed Parks & Community Services Sponsorship Program.
Agenda Item Requestor:	
Summary/Background	The purpose of The Sponsorship program is to give local businesses an opportunity to give back to the community by helping provide family friendly programs and events.
	In the past, staff has solicited sponsors for each individual event and customized each sponsorship agreement to meet the needs of the sponsor. This is a year-round sponsorship program that includes recognition for each sponsor at all existing and new events by the Parks & Community Services Department. If a business is interested in becoming a title sponsor for an event, a customized agreement and sponsorship fee will be created.
	The Parks and Community Services Department is budgeted to collect \$2000 in revenue in sponsorships in the 2023 budget. Funds from the sponsorship program will be used on supplies, equipment, and advertising for new and established events. Established events include Bark in the Park, Float and Flick, Festival of Flight, Star Parties, and Park Clean-Up Days.
	Interested sponsors will find the Sponsorship flyer posted on the Parks & Community Services Page of the City website, or on Facebook. Potential Sponsors will be able to register and pay for their sponsorship online through CivicRec or in person. City Staff will create all marketing materials for the programs/events, which is then approved by People & Communications Director, Lisa Sullivan.

Commission Recommendation:

Staff Recommendation:	Approve PCS Sponsorship Program
Attachments:	- PCS Sponsorship Flyer

**Next Steps/Schedule:** Send to City council for final approval.



# Sponsorship Opportunities:

### Bring more exposure to your business or organization while supporting our community!

Dripping Springs Parks & Community Services Department hosts special events year-round that bring the community together. Parks and Community Sponsorships allow your organization, company, or family to join in on the fun while showing strong community support. Sponsorship opportunities with us are constantly evolving as our city grows, please contact us today to find out how you can support your community! Opportunities include: Annual Sponsorships, Title Sponsorships, and more!

	A loval 1		
Annual Sponsorships	Level 1	Level 2	Level 3
"Thank You" Post on Social Media	0	0	0
Name & Logo in Activity Guide	0	0	Ø
Free Entry to Ticketed Events	0	0	Ø
Name & Logo on Parks and Community Services Webpage	0	0	
Name & Logo on Event Signage	0	0	
Promotional Materials Placed in Giveaway Bags	0		
Booth at 2 Community Events	0		
Name Listed on Parks and Community Services Webpage			0
	\$2,000	\$1,000	\$500

# Title Sponsorship opportunities are available!

Contact the Parks & Community Services Department today for more information!

### **ANNUAL EVENTS:**

Great American Clean-Up – March/April Festival of Flight – May Movies in the Park – Held Quarterly Star Parties – Held Bi-Annually Bark in the Park - August Fall Sweep - October Christmas on Mercer Movie Night - December And more to come!



Questions? Contact the Parks and Community Services Department at 512-894-2400 or parks@cityofdrippingsprings.com.

Our Mission is to foster community by preserving parks and open spaces; by connecting people to of 19 natural resources and cultural history; and by offering engaging programs and events.



2770 US-290, DRIPPING SPRINGS, TX 78620

# FRIDAY OCTOBER 7, 7-9 PM

# **DEEP IN THE HEART**

**FREE ADMISSION!** JOIN US FOR A SPECIAL SHOWING OF DEEP IN THE HEART. NARRATED BY MATTHEW MCCONAUGHEY, THIS FAMILY-FRIENDLY FILM JOURNEYS FROM THE HIGHEST PEAKS IN WEST TEXAS, THROUGH OUR AQUIFERS, RIVERS, AND BAYS, AND DEEP INTO THE GULF OF

MEXICO.

TEXAS RECRE

GUESTS ARE ENCOURAGED TO BRING CAMP CHAIRS!



CITY OF DRIPPING SPRINGS

MORE INFO: CITYOFDRIPPINGSPRINGS.COM/ COMMUNITY-EVENTS 512-708-0457 Item 8.