



NOTICE OF A MEETING
Parks and Recreation Advisory Board
Wednesday, June 8, 2022 @ 12:00 p.m.
City Hall – Second Floor Conference Room 2A
200 W. Vulcan Brenham, Texas 77833

1. **Call Meeting to Order**
2. **Citizen and Visitor Comments**

WORK SESSION

3. **Discussion and Update of the City of Brenham Comprehensive Plan for Parks and Recreation** **(Page 1)**
4. **Discussion and Update to the Texas Parks and Wildlife Department (TPWD) Local Park Grant Program for the Brenham Family Park Phase I(a) and Recreational Trails Grant Program for the Nature Trail at Hohlt Park** **(Pages 2-3)**
5. **Discussion and Update on Parks and Recreation Projects Funded in FY21-22** **(Pages 4-5)**

REGULAR SESSION

6. **Discuss and Possibly Act Upon the Approval of the Minutes from the April 13, 2021, Regular Meeting** **(Pages 6-9)**
7. **Staff Updates:** **(Pages 10-17)**
 - **Recreation**
 - **Blue Bell Aquatic Center**
 - **Parks Maintenance**
 - **Administration**
8. **Adjourn**

CERTIFICATION

I certify that a copy of the June 8, 2022, agenda of items to be considered by the City of Brenham Parks and Recreation Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas, on Friday, June 3, 2022, at 9:15 a.m.

Crystal A. Locke

Crystal A. Locke, Staff Liaison
City of Brenham Parks and Recreation Advisory Board

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the City of Brenham Parks and Recreation Advisory Board was removed by me from the City Hall bulletin board on the _____ day of _____, 2022 at _____ a.m./p.m.

Signature

Title



To: Parks and Recreation Advisory Board

From: Crystal Locke, Recreation Specialist

Subject: Discussion and Update on the City of Brenham Comprehensive Plan for Parks and Recreation

Date: May 31, 2022

During the September 19, 2019, Council meeting, the new Comprehensive Plan was adopted. The plan consists of two components: Brenham Today, the existing city report, and Historic Past, Bold Future: Plan 2040, our future city report (Plan 2040). Parks and Recreation was one of five topic areas included in the report.

While the existing city report provides the research and foundation for the City's current needs and strengths, Plan 2040 provides an outlook of the City's future direction, needs, priorities, and action items. The Parks and Recreation section emphasizes the essential contribution parks, open spaces, and recreation facilities make to a healthy and sustainable community. Parks are integral parts of any city and often are among the public services most valued by residents and enjoyed by visitors. Parks and Recreation reinforce the quality of life residents enjoy and contribute to the livability of Brenham.

The Comprehensive Plan includes three overall goals for Parks and Recreation.

1. A continued provision of high-quality park space and recreational programming to meet the needs of residents and visitors
2. An emphasis on Brenham's natural, historical, recreational, and cultural assets in marketing and economic development efforts
3. A renewed focus on pedestrian and bicyclist access and safety within the City, including connecting to park and recreational sites via trails, sidewalks, and on-street bicycle facilities.

During the work session, City Staff will provide an update about the projects underway, yet to be completed, or completed from the implementation section.



To: Parks and Recreation Advisory Board

From: Crystal Locke, Recreation Specialist

Subject: Texas Parks and Wildlife Department (TPWD) Grant Awards Update

Date: May 31, 2022

Non-Urban Outdoor Recreation Grant for Brenham Family Park Phase I(a)
 The Texas Parks and Wildlife Department (TPWD) submitted the Land and Water Conservation Fund (LWCF) application for Brenham Family Park to the National Park Service (NPS) on December 17, 2021.

On April 18, TPWD notified City staff of two significant items regarding the Brenham Family Park application that needs to be addressed: (1) Environmental Assessment (EA) feedback from NPS and (2) USACE consultation and clearance. On April 25, staff met with Wild Associates, who was contracted for the EA, and Quiddity, the City's engineer, formerly Jones|Carter, to review documentation from the NPS and establish a game plan to move forward. Since then, all parties have worked through the action items and will meet with the NPS reviewer and TPWD on June 7 via Teams meeting. Once the EA is approved and the Findings of No Significant Impact (FONSI) are issued, both items will need to be posted for a 30-day public comment period.

On May 23, Quiddity submitted the 80-90% civil plans to City staff for review before finalizing permit submittal. TPWD triggered project tasks lines in the RGO-2020 system the team is working through in advance of the agreement that can be pre-approved.

The updated timeline is reflected in the table below.

	ACTIVITY	TIME FRAME
☑	Commission Approval	August 27, 2020
☑	A project seeking Federal Land and Water Conservation (LWCF) funding	LWCF application for Brenham Family Park prepared and sent to the NPS for pre-application review in late December 2020
☑	The archeological survey is required through the Texas Historical Commission (THC)	The City contracted SWCA Environmental Consultants in early December. A draft report was submitted to THC on January 5, 2021
☑	Professional Services Contract	Council approved the planning, surveying, and civil engineering services proposal from

		Jones Carter at the February 4, 2021, meeting
☑	Notified by TPWD that NPS no longer allows projects to be submitted without full compliance as they have in years past. Brenham cannot be submitted until after EA is complete.	April 21, 2021
☑	Environmental Assessment (EA)	Awarded to Wild Associates to begin the week of June 7, 2021; 12–14-week turnaround
☑	Submit LWCF application to NPS	December 17, 2021
☑	Pre-application review window	December 17-March 11, 2022
	Environmental Assessment Review with National Park Service	June 7, 2022
	LWCF Formal Submittal	March 11, August 1, 2022
	Documentation for Pre-approval: <ul style="list-style-type: none"> - Texas Department of Licensing and Regulation (TDLR); Accessibility - Texas Commission on Environment Quality (TCEQ) Stormwater Permit - Temporary Project Sign - Construction Plans and Specs 	Submit to TPWD in September 2022 Per TPWD, plans and specs and other pre-construction requirements can be submitted to TPWD in advance of the grant agreement and can be "pre-approved" to start the bid phase and construction as soon as the Local Grant Agreement is signed.
	LWCF Grant Agreement Issued	June 1, Mid-September, 2022
	TPWD Grant Agreement Issued	July 1, October 2022 (Begin 3-year period)

Recreational Trails Program for Crossover Nature Trail

City Council adopted Resolution No. R-22-008 on February 17 authorizing the acceptance of a grant for \$66,400 from the Texas Parks and Wildlife Department to participate in the Recreational Trail grant program for improvements to the nature trail at Hohlt Park. City staff was given the Notice to Proceed (NTP) with the construction of the Nature Trail from TPWD on April 6. On April 26, City staff met with Alan King with Landscape Architecture to coordinate efforts moving forward with recommendations for trail construction, plants to interchange based on feedback from TPWD, and design and construction policies and procedures for approved projects. The City is contracting with Landscape Architecture to provide the following scope of services: review OPC and specs, plan changes based on TPWD & TDLR comments, engineering estimates, project bid set, bid instruction package, and bid administration, project coordination, and onsite project observation and consulting. The first quarterly report was submitted on April 15, outlining an estimated completion date for February 2023.

Project Description and Funding. This project includes the construction of a new .59-mile granite nature trail that is six feet wide, a boardwalk, benches, and interpretive signage. This program provides up to eighty (80) percent of project costs on a reimbursement basis to eligible applicants. The City's match is \$16,600, totaling \$83,000. The Brenham Community Development Corporation (BCDC) allocated \$40,000 in FY19 to improve the Nature Trail. Staff contracted with The Land Design Group Inc., which put together a preliminary layout, bid sheet, and trail specs for the approximately 0.59-mile trail for \$5,950. The remaining BCDC funds will be used for the 20 percent match, an entrance sign, and landscaping with pollinator and wetland plants for a total investment in the Crossover Nature Trail project of \$106,400.



To: Parks and Recreation Advisory Board

From: Dane Rau, Director of Public Works

Subject: FY22 Project Update

Date: June 1, 2022

Staff would like to update the Board on the 2021-22 BCDC funded items related to Parks, Recreation, and Aquatics. The team has been busy gaining quotes, issuing purchase orders, and ensuring that projects are getting taken care of on time. Many projects have gone smoothly while others have been more difficult, but we will work through those roadblocks.

The team is excited to enhance the Blue Bell Aquatic Center and City of Brenham Parks System and provide programming for our community through these dedicated funds.



Parks and Recreation FY22 Budget Requests

Blue Bell Aquatic Center (BBAC)

Description	Budget Request	Status
Replace/add shade structures	\$53,045	Received/Waiting for Install
Replace metal furniture (final phase)	\$50,000	Complete and In Use
Sealant on exterior brick	\$30,000	Complete
Modified Phase II(a) -Parking lot	\$250,000	Construction Begins 6/6/22
Budget Request for FY22	\$383,045	

Parks and Recreation

Description	Budget Request	Status
Brenham Family Park infrastructure	\$265,000	Coincide with grant
Replace scoreboard – Kenjura Field	\$46,350	Complete and in-use
Repaint iron bridges – Henderson (2) & Hohlt	\$92,700	Rejected Bids Re-Bidding Fall of 2022
Resurface two (2) baseball fields with MasterTurf – Fink and Kourthaurer	\$15,000	Complete
Phase II Carousel horses, gondolas, mechanical, and paint exterior – Fireman’s Park	\$74,196	Complete and in-use
Resurface parking lot - Linda Anderson	\$82,400	Complete and in-use
Comprehensive park signage	\$27,600	85% Complete Finishing Installation
Bullpen upgrades - Hohlt Park	\$30,900	After 06/2022
Turf home plate – Schulte Field	\$14,450	Complete
Replace play equipment – Hattie Mae Flowers	\$72,100	PO Awarded 2/7/22 Waiting on Structure to Ship
Park improvement plan – Jackson Street Park	\$30,000	Working with Burditt Consulting LLC. (15% Complete)
Movies in the Park	\$4,000	Summer 2022
Christmas displays – Walk-Thru Parks	\$15,000	Re-Allocated to Park Improvements
Budget Request for FY22	\$769,696	



MINUTES
CITY OF BRENHAM PARKS AND RECREATION BOARD
April 13, 2022

A regular meeting of the Parks and Recreation Advisory Board was held on Wednesday, April 13, 2022, beginning at noon at Brenham City Hall – Conference Room 2-A, 200 W. Vulcan Street, Brenham, Texas.

Members Present:

Jim Baker, Bill Betts, Ginger Bosse, Tina Henderson, Paula Buls, and Dusty Robinson

Members Absent:

Delbert Boeker, Lee Chalmers, and Andrea Fischer

City of Brenham Staff Present:

Director of Public Works Dane Rau, Director of Finance Stacy Hardy, Shawn Bolenbarr, Casey Redman, Tammy Jaster, Ramsey Walner, and Crystal Locke

Citizens/Others Present:

JC Robinson

Media Present:

Mark Whitehead, KWHI News and Jason May, Brenham Banner Press

1. Chairman Bill Betts called the meeting to order

2. Citizen/Visitor Comments

There were no citizen comments.

REGULAR SESSION

3. Discuss and Possibly Act Upon the Approval of the Minutes from the February 9, 2022, Regular Meeting

A motion was made by Board Member Jim Baker and seconded by Board Member Tina Henderson to approve the minutes from the February 9 regular meeting.

Chairperson Bill Betts called for a vote. The motion passed with the Board voting as follows:

Board Member Jim Baker	Yes
Board Member Bill Betts	Yes
Board Member Delbert Boeker	Absent
Board Member Ginger Bosse	Yes
Board Member Paula Buls	Yes
Board Member Lee Chalmers	Absent
Board Member Andrea Fischer	Absent
Board Member Tina Henderson	Yes
Board Member Dusty Robinson	Yes

4. Discuss and Possibly Act Upon the Fiscal Year 2022-23 Funding from the Brenham Community Development Corporation (BCDC) for Various Parks and Recreation Projects

Public Works Director Dane Rau presented this item. Rau explained that the staff has identified parks and recreation projects to present to the Brenham Community Development Corporation (BCDC) for funding and is looking for guidance from the Parks and Recreation Advisory Board. Rau stated that Parks and Recreation have typically been allocated \$1.2 million each year, pending the annual sales tax numbers.

Aquatic Superintendent Tammy Jaster presented projects for the Blue Bell Aquatic Center and explained the items listed below are in priority of staff's recommendations.

Blue Bell Aquatic Center (BBAC)

	Fiscal Year	Description	Budget Request
Tier I	2023	REFURBISH MEN/WOMEN'S LOCKER ROOM	208,000
	2023	LIGHTS FOR COMPETITION & THERAPY POOL	31,200
	2023	DOOR CARD READER	39,520
	2023	UPDATE SOUND SYSTEM & ADD DISPLAYS	47,616
	2023	REPLACE LEISURE POOL SAND FILTER	12,480
	2023	REPLACE TOUCH PADS	20,800
	2023	REFURBISH MINI PLAYScape (IN WATER)	10,400
	2023	REFURBISH EPOXY/VINYL FENCE	10,400
	2023	SEALANT ON EXTERIOR BRICK (PHASE II)	55,120
	2023	ADD AFLEX INFLATABLES	15,600
Aquatic Budget Request for FY23			451,136

Director of Public Works Dane Rau, Parks Superintendent Casey Redman, and Recreation Specialist Crystal Locke made funding requests for the projects listed below and explained they are listed in priority order.

Parks and Recreation

	Fiscal Year	Description	Budget Request
Tier I	2023	REFURBISH EXISTING EQUIPMENT AT SKATE PARK	31,926
	2023	PLAY FOR ALL EQUIPMENT (PHASE I) - BRENHAM FAMILY PARK	520,000
	2023	REPAINT IRON BRIDGES (PHASE II)	100,000
	2023	ADD DISC GOLF COURSE - BRENHAM FAMILY PARK	26,000
	2023	TURF SOFTBALL 4-PLEX (PHASE I) - HOHLT PARK	433,680
<i>Parks and Recreation Budget Request for FY23</i>			1,111,606

Total Budget Requests for FY23 1,562,742

A motion was made by Board Member Tina Henderson and seconded by Board Member Jim Baker to support the recommended Brenham Community Development Corporation (BCDC) projects presented by staff.

Chairperson Bill Betts called for a vote. The motion passed with the Board voting as follows:

- | | |
|-----------------------------|---------------|
| Board Member Jim Baker | Yes |
| Board Member Bill Betts | Yes |
| Board Member Delbert Boeker | Absent |
| Board Member Ginger Bosse | Yes |
| Board Member Paula Buls | Yes |
| Board Member Lee Chalmers | Absent |
| Board Member Andrea Fischer | Absent |
| Board Member Tina Henderson | Yes |
| Board Member Dusty Robinson | Yes |

5. Parks and Recreation Staff Updates

- Parks Superintendent Casey Redman reported on maintenance updates
- Recreation Specialist Crystal Locke reported completed projects, work in progress, and future programs and events.
- Blue Bell Aquatic Center Aquatic Superintendent Tammy Jaster reported statistics for the Blue Bell Aquatic Center, staffing, maintenance, programs, and usage.

6. Presentation and Training on the City of Brenham's Policies and Procedures for Advisory Boards and Commissions to Include, but Not be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interests, the Texas Open Meetings Act, and the Texas Public Information Act

City Secretary – Director of Administrative Services Jeana Bellinger, presented this item. Bellinger gave an overview of the Policies and Procedures, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedures, Conflicts of Interest, Texas Open Meetings Act, and the Texas Public Information Act. Bellinger added that should Board Members have questions; they should address those questions to Crystal Locke or Dane Rau. Board Members Jim Baker, Bill Betts, Paula Buls, Tina Henderson, and Dusty Robinson were present for the training.

7. Adjourn

Chairman Bill Betts adjourned the meeting.

Bill Betts, Chairperson

ATTEST:

Crystal Locke, Staff Liaison



Recreation

<p>Completed Projects</p>	<ul style="list-style-type: none"> • Graphic for Lone Star Legacy Park designation at Henderson Park • Park locates and installation of new park signs at three parks • Special Event permitting – 15 requested permits for April-May • Comprehensive Plan Update to Council – April 20 • New children's book at half-mile StoryWalk trail at Fireman's Park
<p>Work in Progress</p>	<ul style="list-style-type: none"> • A potential host site for the 2022 Texas Recreation & Park Society (TRAPS) Central Region Workshop & Maintenance Rodeo • TPWD Local Park Grant for BFP – coordinating efforts to produce updates to the EA based on feedback from the NPS; Teams meeting with TPWD, NPS, Quiddity, Wild Associates, and City on June 7 • TPWD Rec Trails Grant for Nature Trail – Landscape Architect contract to provide additional services for trail project; Quarterly report submitted April 15; received Notice to Proceed (NTP) on April 6 • Planning, permitting, & promotion for HNCT and Movies in the Park • Planning Lonestar Legacy Reception for Henderson Park • Coordinating recreation programs in July for Parks and Rec Month • Preparing FY22-23 Budget • Park locates and installation of new park signs
<p>May Program & Event Re-cap</p>	<p>May 3 – WWAD – 21 participants May 21 – Kids to Parks Day – 230 families @ Jackson Street Park; 165 @ BBAC</p>
<p>Upcoming Programs & Events</p>	<p>June 3 – Floats-n-Flicks June 24 – Movies in the Park TBD – Lone Star Legacy Reception @ Henderson Park Friday's in July – Celebrating Parks and Recreation Month July 9, 16, 23, and 30 – Hot Nights, Cool Tunes</p>



City of Brenham Blue Bell Aquatic Center

To: Parks and Recreation
From: Tammy Jaster, Aquatic Superintendent
Subject: Aquatics
Date: June 8, 2022

Personnel Update

- Hiring Lifeguards – for Summer 2022
- Currently 24 Returning Staff
- 44 new staff of which 22 are 15 years old
- **Currently have adequate staff to run reduced hours**

Professional Development

- Kelsey working on ALIVE Aquatic Trainings

Update on Projects

- **Leisure Pool Lights** – **COMPLETED May 31**
- **Extra Parking LOT** – Strand Associates design work is done. Timeline: June 6th -start construction; August-complete
- **Shade Structures** – PO Issued, – Should be in any day – will coordinate when to install due pool is open 7 days a week

CAROUSEL

- Carousel Open: Saturday 11am–4pm & Sunday 1pm–4pm
 - o **April total number riders – 1, 207**
 - o **May total Number of Riders – 1,017**

OPENING Memorial Weekend

- Little over 2869 swimmers & guests
- 1485 participants for Dolphin Swim Meet
- 427 visitors on Memorial Day

Pool Usage:

- **9 End of School Parties**
- **2 AP Physics Classes** (Brenham/Bellville) Boat Races
- **Yogi Bear Staff** – Lifeguard Training @15



- **Kids to Parks Day** - Water Safety & Free Swim – **165 ; 237 total for swimming**
- **BISD Job Fair** - handed out 200 brochures @City of Brenham work opportunities

- **BBAC Usage**

BBAC USAGE	April/May	PARK CENTRAL USAGE (RENTALS)	April/May
TOTAL VISITS	16,030	CAROUSEL RIDERS & RENTALS	2,224
PASSES SOLD	170	FIREMAN'S PARK KITCHEN	26
PHONE CALLS TO PARK CENTRAL	1,466	FIREMAN'S ROCK ROOM KITCHEN	24
BRENHAM STATE SUPPORTED LIVING CENTER	16	FINKIE PAVILION RENTAL	10
KRUSE VILLAGE VISITS	77	HENDERSON PARK KITCHEN	12
RENEW ACTIVE VISITS	231	AMPHITHEATRE	4
SILVER SNEAKER VISITS	363	ALL SPORTS BUILDING	20
SILVER & FIT VISITS	41	JACKSON STREET PARK KITCHEN	10
SWIM TEAMS	4		

- **DOLPHIN SWIM TEAM – 215 Swimmers**
 - o Practice Monday – Friday 7am – 9am
 - o Current Swim Meets Scheduled
 - June 4th – Brenham vs Lee County
- **Brenham Swim Club** – Summer will swim 2pm – 3pm



Future Programs & Events

- **June 3** - Floats-n-Flicks...Gates open at 8pm, movie begins at 830pm
- **June 4** - Dolphin Swim Meet - Indoor Pools CLOSED 10am - 3pm will open from 3pm - 5pm for Swimmers
- **June 4 & 5** - CAROUSEL Open - Sat. 11a-4p; Sun 1p-4p

- **June 6** - Mom Day Monday - Moms in FREE
- **June 6** - Swim Lessons Begin 9am, 10am, 11am
- **June 11 & 12** - CAROUSEL Open - Sat. 11a-4p; Sun 1p-4p

- **June 13** - Mad Science Monday - Activities from 1pm - 6pm
- **June 13-17** - Camp Cascade 8am - 12pm
- **June 13-17** - Junior Guard 1pm - 5pm
- **June 13** - Swim Lessons Begin 6pm, 645pm, 745pm
- **June 18** - Angler Day - activities from 11am - 4pm
- **June 18 & 19** - CAROUSEL Open - Sat. 11a-4p; Sun 1p-4p
- **June 19** - Dad's Double Dip Day - Dads in FREE all day

- **June 20** - Swim Lessons Begin 9am, 10am, 11am
- **June 24** - Aquatic Honor Roll - Bring in your A or AB Report Card and get in FREE all day
- **June 25 & 26** - CAROUSEL Open - Sat. 11a-4p; Sun 1p-4p

- **June 27** - SUPERGUARD Competition - ALL POOLS CLOSED, will open pools from 4pm - 7pm for patron swim
- **June 28** - Duckie Day - Activities from 1pm - 6pm
- **July 2 & 3** - CAROUSEL Open - Sat. 11a-4p; Sun 1p-4p



Kids to Parks Day



Lifeguard Training



Summer 2022 Staff



Memorandum



To: Parks and Recreation Advisory Board Members
From: Ramsey Walner
cc: Casey Redman
Date: June 9th, 2022
Re: Park Maintenance

Park Maintenance:

- Upgrading irrigation boxes in progress
- Installed new batting cage netting at Blinn softball field at Hohlt and LA
- Upgrading/Replacing Park signs at all parks in progress
- Hosted 132nd Senior Maifest at Fireman's Park
- Installing water station/bottle filler at skate park
- Repaired bridge boards at Jackson St. Park & Henderson
- Checking and replacing rotors
- Completed successful WCLL & WCYSL seasons
- Ordered new tables and chairs for All Sports Building
- Installed security system and outside cameras to Henderson Concessions

Tournaments:

Dates	Event	Number of Teams	Days of Play
April 30 th -May 1 st	Play FASA – youth softball	39	2
May 14 th -15 th	Play FASA – youth softball	25	2
May 21 st -22 nd	Play FASA – youth softball	18	2
May 28 th -29 th	STYSA – youth/high school soccer	500 players	2





WELCOME TO JACKSON ST. PARK

Park Hours 5:00 am - 11:00 pm

General Park Rules | Reglas generales del parque



PARK Central: 979.337.7250
Non-Emergency: 979.337.7400



Scan for more park info
Escanear para obtener más información sobre el parque



Smoke, vape, and tobacco-free
Libre de humo, vape y tabaco



No glass containers
No envases de vidrio



Please leash and clean up after pets
Por favor, ata con correa y limpia después de las mascotas.



Please keep our parks clean
Por favor mantenga limpios nuestros parques



Park in designated parking areas
Estacione en las áreas de estacionamiento designadas



No bikes, scooters, skates on trails
No se permiten bicicletas, scooters, patines en los senderos

