

William A. "Bert" Miller, III
Mayor
Bernie Gessner
Councilmember
Josh M. Fultz
Councilmember



Grant E. Holt
Mayor Pro-Tem
Pattie Pederson
Councilmember

**NOTICE OF MEETING OF THE GOVERNING BODY OF THE
CITY OF NAVASOTA, TEXAS
MARCH 27, 2023**

Notice is hereby given that a Special Joint Meeting of the governing body of the City of Navasota and the Parks and Recreation Board will be held on the 27th of March, 2023 at 4:30 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868 , at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: <https://www.youtube.com/channel/UCItnx7BQt0TCIYJRiZ14g5w>

- 1 Call to Order.
- 2 Invocation
Pledge of Allegiance
- 3 Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.
- 4 Workshop item to introduce the new Parks & Recreation Manager, Ryan Hendricks. [Rayna Teicheira, Economic Development Director]
- 5 Workshop item to discuss the City of Navasota accepting the conveyance of 1.113407 acres (two tracts) from the Navasota Kiwanis Club for use as a city park. [Jason Weeks, City Manager]
- 6 Workshop item for the discussion on the creation of a new park on the property owned by St. Paul's Episcopal Church in Navasota, Texas. [Jason Weeks, City Manager]
- 7 Workshop item to update City Council and Parks Board on the Navasota Wayfinding Signage project. [Rayna Teicheira - Economic Development Director, Lupe Diosdado - Development Services Director, and Bobbie Ullrich - Marketing & Communications Director]
- 8 Workshop to discuss the expansion concept of Cedar Creek / Mance Lipscomb Park. [Jason Weeks, City Manager]

9 Workshop item to discuss other Parks & Recreation programming and activities, such as, but not limited to, pickleball, skate park, soccer, swimming, etc. [Rayna Teicheira - Economic Development Director, Ryan Hendricks - Parks & Recreation Manager, and Jason Weeks - City Manager]

10 Adjourn.

DATED THIS THE 22ND OF MARCH, 2023

/JW/

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 22nd of March, 2023 at 02:46 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.089.

DATED THIS THE 22ND OF MARCH, 2023

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT(936) 825-6475 OR (936) 825-6408 OR BY FAX AT (936) 825-2403.



REQUEST FOR WORKSHOP AGENDA ITEM #4

<p>Agenda Date Requested: <u>March 27, 2023</u></p> <p>Requested By: <u>Rayna Teicheira, Director</u></p> <p>Department: <u>Economic Development</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>None</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center; padding: 5px;">Appropriation</th></tr></thead><tbody><tr><td style="padding: 5px;">Source of Funds:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Account Number:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Budgeted:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Amount Requested:</td><td style="padding: 5px;"><u>N/A</u></td></tr><tr><td style="padding: 5px;">Budgeted Item:</td><td style="padding: 5px;"><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
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Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

WORKSHOP AGENDA ITEM #4

Workshop item to introduce the new Parks & Recreation Manager, Ryan Hendricks.

SUMMARY & RECOMMENDATION

During the fiscal year 2022-23 budget process, City Council moved forward with the funding of an additional position as the Parks & Recreation Manager. This position would have oversight of all parks, programming, athletic programs, Navasota Center, and swimming pool. The city manager made some organizational changes for this fiscal year to address some of the concerns about maintaining the swimming pool. The swimming pool has been repaired and has been in operation since late last year. The city contracted with a third-party to clean and prepare the swimming pool with the correct chemicals. The city will continue to contract with this company through the end of August. Additionally, the city is in the process of hiring the necessary lifeguards to open swim season. The primary priority this year will be for the Mudcats swim team to utilize the pool for practice and swim meets. Staff is working on developing an open-swim period for the public and other events at the swimming pool. The maintenance of the pool is now overseen by Public Works, while the operations will be handled by the new Parks & Recreation Manager. The Parks & Recreation Manager will report directly to the Economic Development Director, Rayna Teicheira.

Ryan Hendricks is the new Parks & Recreation Manager for the City of Navasota. He began working for the City of Navasota on March 13, 2023. He was born and raised in San Antonio, Texas where he was a physical education teacher for most of the last decade, founder of San Antonio Roundnet, and active volunteer for the non-profit organization San Antonio Sports.

During his tenure as a teacher, Ryan Hendricks developed a physical education program that focused on fundamental skills that benefited the student's lifelong health in recreation and sport. He has impacted over a thousand students' lives, been heavily

involved with district committees bringing purpose to physical education curriculum and mentored several colleagues into becoming quality physical educators of their own.

In 2013, he attained his Bachelor of Science in Kinesiology from the University of Texas at San Antonio. Most recently in 2022, he earned his Master of Science in Sports Administration from Arkansas State University with a 4.0 GPA.

Ryan Hendricks loves to be active, be creative/tinker, and support his two kids in their extracurriculars with his wife. His daughter is an aspiring Broadway actress who qualified for Nationals at the Texas Thespian Festival and is a Texas state qualifier for ensemble and solo in choir. His 15-year-old son is a soccer and paralympic track athlete who is the back-to-back F35 Junior National Long Jump Champion and hopes to be a Paralympian one day.

His main goal as the new Parks and Recreation Manager is to utilize his expertise and skills in recreation/sport to bring more opportunities to the City of Navasota to be active with one another.

ACTION REQUIRED BY CITY COUNCIL

No action necessary.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

3/20/23

Date



REQUEST FOR WORKSHOP AGENDA ITEM #5

Agenda Date Requested: <u>March 27, 2023</u>	Appropriation	
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds:	<u>N/A</u>
Department: <u>Administration</u>	Account Number:	<u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted:	<u>N/A</u>
	Amount Requested:	<u>N/A</u>
	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Parcels Photos & Map

WORKSHOP AGENDA ITEM #5

Workshop item to discuss the City of Navasota accepting the conveyance of 1.113407 acres (two tracts) from the Navasota Kiwanis Club for use as a city park.

SUMMARY & RECOMMENDATION

The Navasota Kiwanis Club owns two parcels of land at 500 Cleveland Street (south - 0.482094-acre parcel) and 504 Cleveland Street (north – 0.631313-acre parcel). This 1.113407-acre tract has been the location for the Boy Scout Hut, a covered Pavilion (with bathrooms), basketball court, a swing, and a picnic table. Due to the amount of criminal activity at the pavilion, the city demolished this structure last October. Additionally, the parents of Boy Scout troop members have not felt safe for their kids to continue to meet at the Boy Scout Hut. Therefore, city staff is in the process of planning for the Boy Scout troop to begin meeting in the Navasota Center. The Navasota Kiwanis Club has expressed interest in conveying the two parcels to the City of Navasota to maintain as a city park.

Since this location has been a crime haven, staff would recommend if the desire is for the location to remain a park, that ample playground be installed to allow for the area to become a drug free zone ("DFZ"). A DFZ is defined as being within 1000 feet of public or private elementary or secondary school, or daycare center. The most common drug free zone is a school or a playground. "Playground" is a term that has led to some litigation. However, the Statute provides that a playground is any outdoor facility not on the premises of a school that is intended for recreation, is open to the public, and contains three or more separate apparatus intended for the recreation of children, such as slides, swing sets, and teeterboards.

Why would it be important for this location to be considered a DFZ? First, possession in a drug free zone acts like an enhancement paragraph. This increases the punishment range one degree. For example, possession of cocaine of more than one ounce, and

less than four ounces is a 3rd degree felony. However, in a DFZ it would be a 2nd degree felony. The second ramification is that a defendant sentenced to the Texas Department of Corrections i.e., the penitentiary for possession of a controlled substance does not receive ANY good conduct time during the first 5 years of incarceration. Thus, if an individual is sentenced to 5 years TDC, you will serve the entire 5 years. What if you are sentenced to 3 years? You will serve the entire 3 years because you will not accrue ANY good conduct time until you have served at least 5 years. What if you are sentenced to 10 years? That is not an easy question. First, you will serve at least 5 years. After 5 years you will start to accrue good conduct time. In theory, you would be eligible (not guaranteed) for parole after you have served 5 years and an additional 20% of the original sentence. In short, it is very unwise to possess or deal controlled substances in a DFZ. Therefore, this is an important step needed to aid our law enforcement and DA the tools needed for enforcement.

ACTION REQUIRED BY CITY COUNCIL

Provide feedback to city staff on how to move forward with this new park concept.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

3/20/23

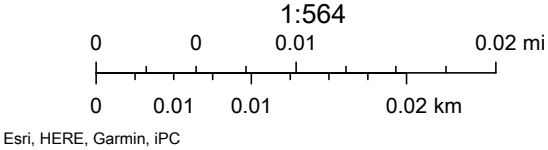
Date

Grimes CAD Web Map



3/17/2023, 11:33:17 AM

- Abstracts
- Parcels
- World Boundaries and Places
- Roads

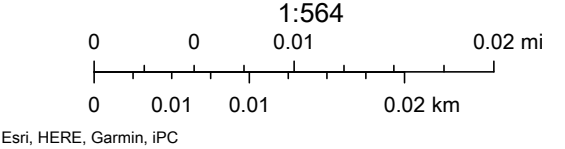


Grimes CAD Web Map



3/17/2023, 11:39:53 AM

- Abstracts
- Parcels
- World Boundaries and Places
- Roads



Grimes County Appraisal District, BIS Consulting - www.bisconsulting.com
Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.



REQUEST FOR WORKSHOP AGENDA ITEM #6

Agenda Date Requested: <u>March 27, 2023</u>	Appropriation	
Requested By: <u>Jason Weeks, City Manager</u>	Source of Funds:	<u>N/A</u>
Department: <u>Administration</u>	Account Number:	<u>N/A</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance	Amount Budgeted:	<u>N/A</u>
	Amount Requested:	<u>N/A</u>
	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Aerial Map

WORKSHOP AGENDA ITEM #6

Workshop item for the discussion on the creation of a new park on the property owned by St. Paul's Episcopal Church in Navasota, Texas.

SUMMARY & RECOMMENDATION

Back in January 2023, members of St. Paul's Episcopal Church in Navasota approached city staff about entering a long-term (20+ year) lease agreement with the City of Navasota for the development and maintenance of an open-space park located on their vacant property at the corner of McAlpine and Nolan Street. The Episcopal Diocese of Texas owns the property, and they would need to apply for a conditional use permit since the property is zoned residential. St. Paul's is requesting that the city maintain the property (mow & trim trees), update the sidewalk area, install benches and tables. There would be no playground equipment, water features, or other vertical buildings on the property. St. Paul's would like to be the approver of what is placed on the property but would like to incorporate activities in the park such as yoga, artist events, and a tranquil serene place for the public to relax. The City is in negotiations with the local Boy Scout troop, which would allow Eagle Scout projects such as constructing benches and tables for this new park. Additionally, the City would work closely with the gardening clubs here in Navasota to maintain landscaping such as flower gardens. Since the property is owned by the church, the thought would be to name the church The Park at St. Paul's.

ACTION REQUIRED BY CITY COUNCIL

Provide feedback on the concept of the creation of a new park on the property owned by The Episcopal Diocese of Texas.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

3/20/23

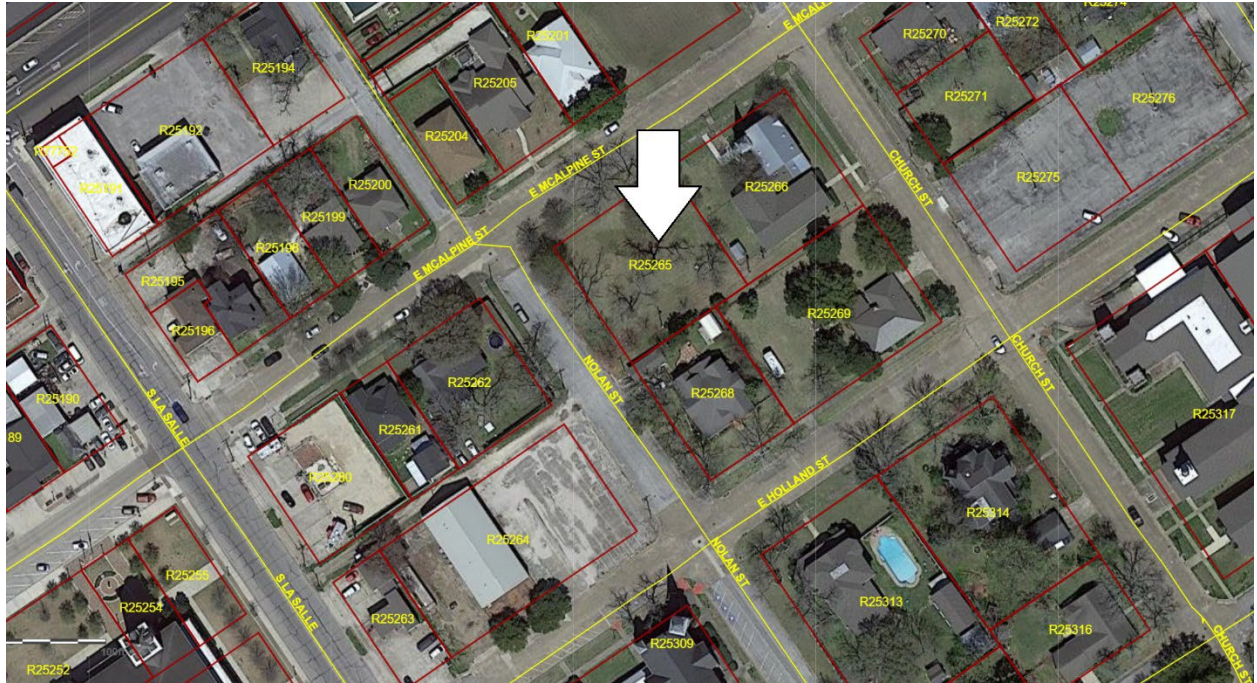
Date

Protestant Episcopal Church Council Property

Parcel ID: 5265

Legal Description: S4800 - H&TC, BLOCK 100, LOT 1,2, 3(W/2) & HALF OF ALLEY

Land Size: Approximately .35 Acres





REQUEST FOR CITY COUNCIL AGENDA ITEM #7

<p>Agenda Date Requested: <u>March 27, 2023</u></p> <p>Requested By: <u>Rayna Teicheira, Director</u></p> <p>Department: <u>Economic Development</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>Navasota Wayfinding Workshop Presentation</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>N/A</u></td></tr><tr><td>Account Number:</td><td><u>N/A</u></td></tr><tr><td>Amount Budgeted:</td><td><u>N/A</u></td></tr><tr><td>Amount Requested:</td><td><u>N/A</u></td></tr><tr><td>Budgeted Item:</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Appropriation													
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Account Number:	<u>N/A</u>												
Amount Budgeted:	<u>N/A</u>												
Amount Requested:	<u>N/A</u>												
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

AGENDA ITEM #7

Workshop item to update City Council and Parks Board on the Navasota Wayfinding signage project.

SUMMARY & RECOMMENDATION

In the Summer and Fall of 2021, staff began conducting extensive research on wayfinding companies, and reached out to over half a dozen cities and the Texas Downtown (TXDT) group to receive information on reputable companies and pricing to begin preparing for future budgeting.

In early 2022, staff reached out to National Signs Plaza (NSP) to discuss the city-wide and downtown wayfinding project and to discuss future partnerships. Staff met with NSP in February 2022, and determined that we would continue conversations in the FY 22-23 budget cycle. Staff met with NSP at the TML Annual Conference in early October 2022, and scheduled a follow-up meeting for October 18, 2022 to kickoff the wayfinding project. Staff never received a proposal from NSP for the project and staff followed up on October 24, 2022 and November 15, 2022 without response. On November 21, 2022 the City Manager reached out to National Signs, LLC (a different company that worked with the City of La Porte's wayfinding project) to begin discussions on using their company for the Navasota wayfinding project.

From November 21, 2022 through March 2023, staff has worked with National Signs, LLC on developing a design for city-wide directional and parks and facilities signage, and a downtown wayfinding design. National Signs, LLC has provided the design services free of charge and has allowed us to make as many revisions necessary over the last several months to ensure that the City had a design that fits our needs and standards.

National Signs has designed a combination of illuminated and non-illuminated aluminum wayfinding sign as part of the city-wide wayfinding project.

Phase 1: Emphasis on tourism

- Highway directional signs
- Large double-sided park signs
- Downtown Railroad District monument sign
- Downtown parking signs
- Visitor Center digital illuminated downtown kiosk
- Downtown street signs
- Visit Navasota sign
- **Total Cost: \$248,035**

Phase 2: (to be ordered in October) Emphasis on inner-city directional signage

- City directional signage
- Downtown directional signage
- Disc Golf signs
- Cedar Creek/Mance Lipscomb Park digital illuminated downtown kiosk
- **Total Cost: \$256,670**

Phase 3: (to be ordered FY 24-25) Emphasis on placemaking

- Small park monument signs
- Large single-sided parks signs
- City-wide parking signs (excluding downtown)
- 2nd Downtown Railroad District monument sign
- **Total Cost: \$110,325**

National Signs, LLC has a contract through the Choice Partners Cooperative, which enables them to enter directly into the bidding process for government work because the Choice Partners national purchasing cooperative offers procurement and contract solutions to meet government purchasing requirements. This will enable the City of Navasota to expedite the procurement process and move forward more quickly on the fabrication and installation of the wayfinding signs.

Moving forward, the next steps for the project will be to communicate with National Signs, LLC on the quantity of each sign we'd like to order in Phase 1 so the company can draft up a Business Agreement. Then, staff will work with National Signs on identifying the GPS coordinates for each sign and the posted speed limits of any roads that have signs to begin working on the TxDOT permitting process.

ACTION REQUIRED BY CITY COUNCIL

Receive feedback on the Navasota Wayfinding signage project to allow staff to move forward with Phase 1 of construction and installation of the signs.

Approved for the City Council meeting agenda.



Jason B. Weeks, City Manager

3/21/23

Date

THERE'S SO MUCH TO LOVE ABOUT

NAVASOTA!™

So much, so close.

CITY OF NAVASOTA, TEXAS



NAVASOTA!™

So much, so close.

NAVASOTA WAYFINDING PROJECT

MARCH 2023

THE PROCESS

- 2021: Research on wayfinding companies & pricing estimates
- Early 2022: Contact with company for wayfinding project
- October 2022: Meeting with first wayfinding company at TML Conference
- November 2022: Initial Contact with new company
- November 2022 – March 2023: Design & revisions



PHASE 1

Emphasis: Tourism

Timeline: Immediate

- Highway directional signs
- Large double-sided park signs
- Downtown Railroad District monument sign
- Downtown parking signs
- Visitor Center digital illuminated downtown kiosk
- Downtown street signs
- Visit Navasota sign

Cost: \$248,035



HIGHWAY SIGNS



Double-sided directional signage at each major intersection along SH 6 and along SH 105 E and W

Aluminum with non-visible fasteners

10' tall

Non-illuminated



LARGE DOUBLE-SIDED PARK SIGNS

- Large double-sided signs at August Horst Park, Library, and Navasota Center
- Aluminum with non-visible fasteners
- 8' tall
- Illuminated



ITIONS - NIGHT VIEW

SCALE: 3/8"

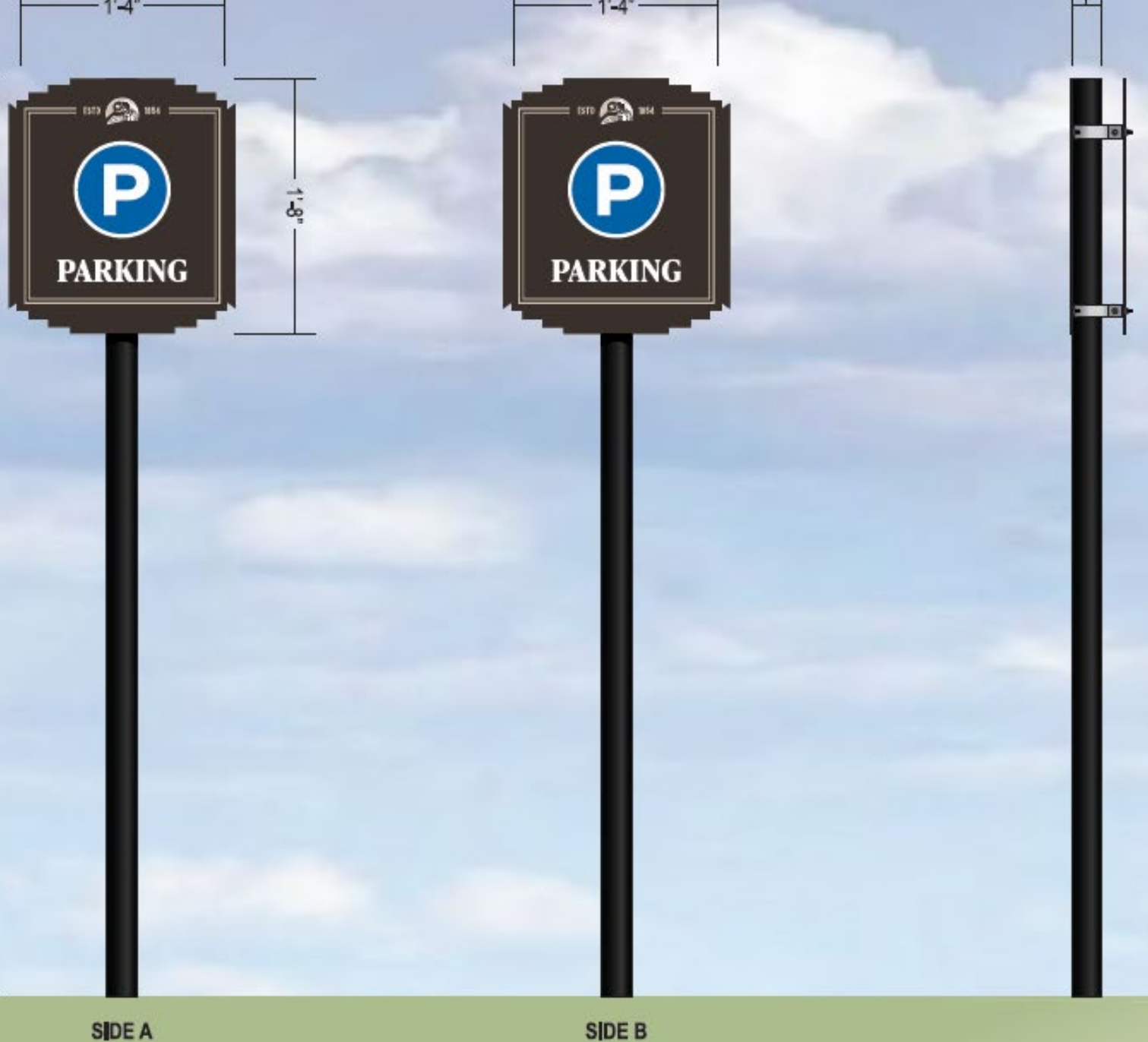
DOWNTOWN RAILROAD DISTRICT MONUMENT SIGN

- Located at EDC Parking Lot
- Double-sided
- Aluminum construction with non-visible fasteners
- 5' tall
- Illuminated



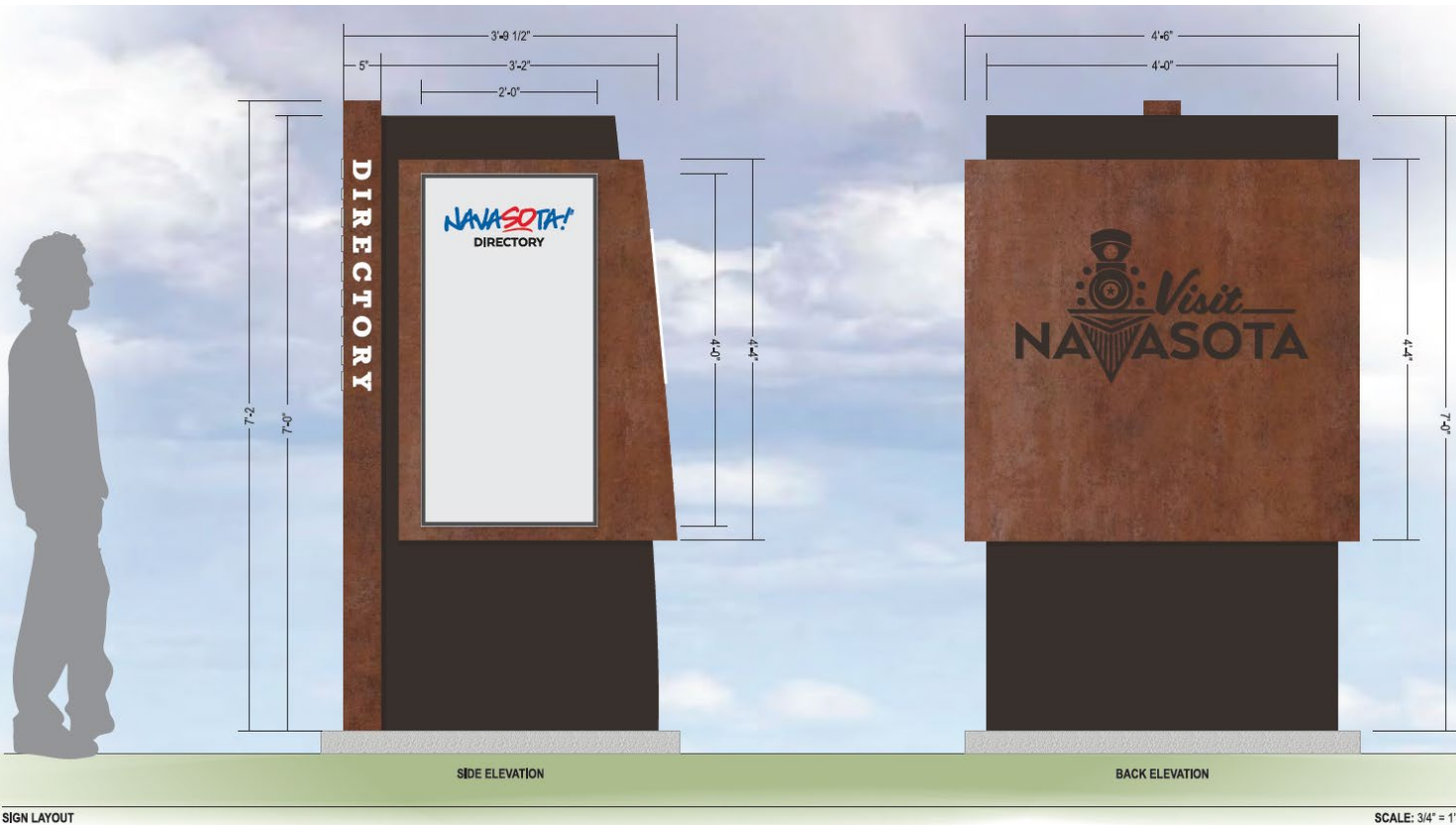
DOWNTOWN PARKING

- Placed in all public downtown parking lots
- Double-sided
- Aluminum construction with non-visible fasteners
- 6' tall
- Non-illuminated



DOWNTOWN VISITOR'S CENTER KIOSK

- Located at Visitor's Center
- Digital 3-sided kiosk
- 7' tall
- Illuminated



SIDE ELEVATION - NIGHT VIEW



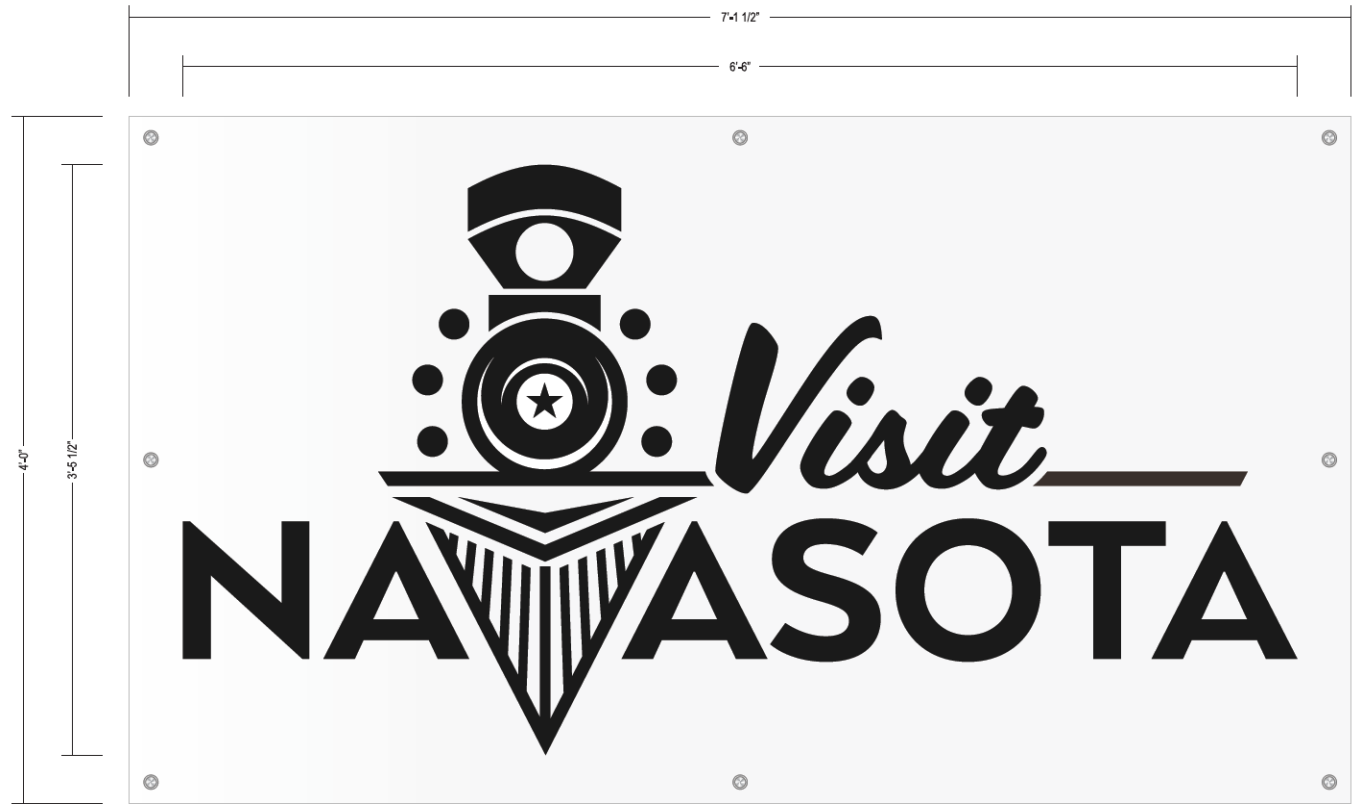
BACK ELEVATION - NIGHT VIEW



FRONT VIEW

DOWNTOWN VISITOR'S CENTER SIGN

- Single-sided sign mounted in Visitor's Center
- Acrylic
- 4" tall
- Non-illuminated



SIGN LAYOUT

SCALE: 1 1/2" = 1'-0"

- Street signs in Central Business District



SIGN LAYOUT

- 8.5" tall
- Aluminum



DOWNTOWN STREET SIGNS

PHASE 2

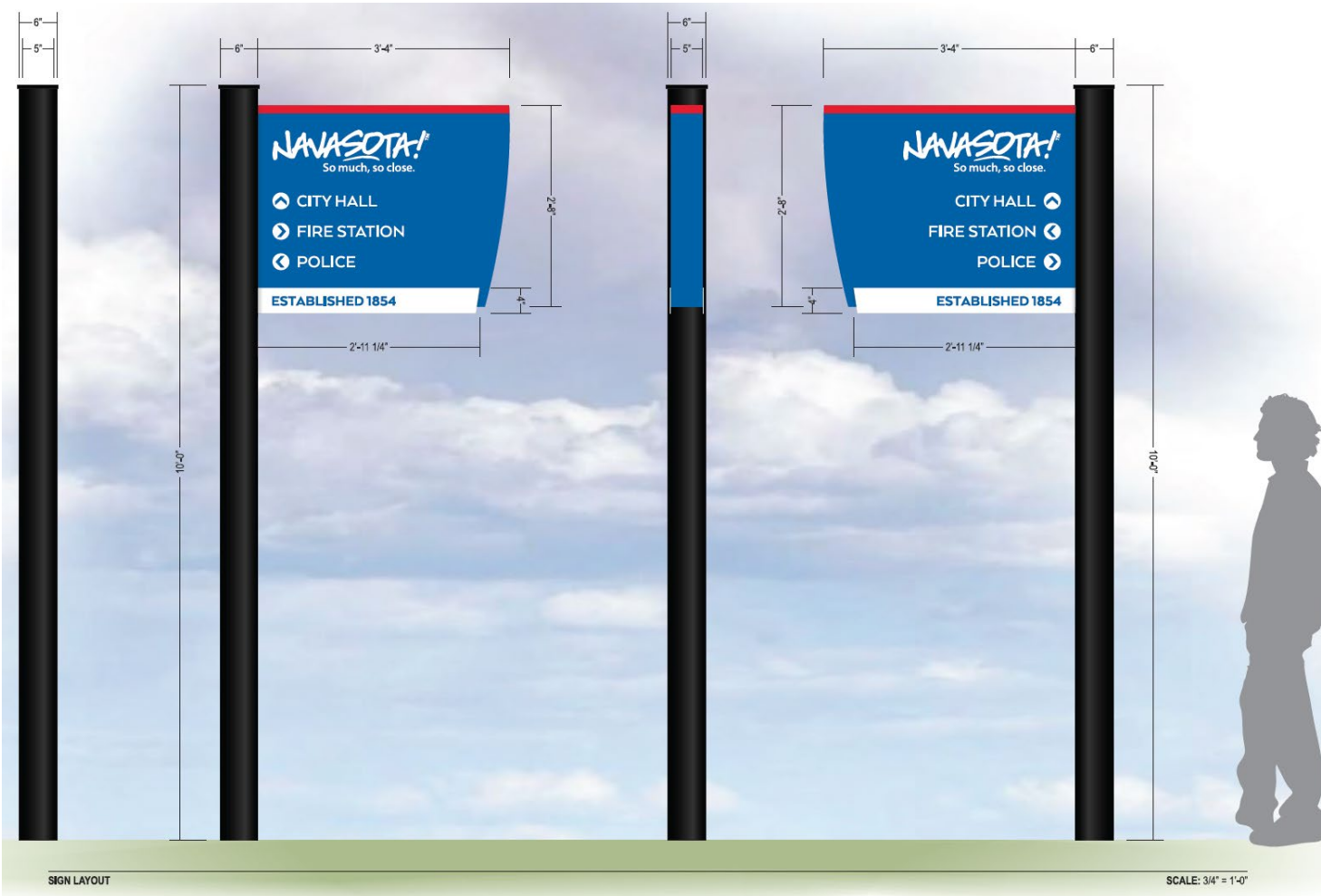
*Emphasis: Inner-city directional
Timeline: FY 23-24*

- City directional signage
- Downtown directional signage
- Disc Golf signs
- Cedar Creek/Mance
Lipscomb Park digital
illuminated downtown kiosk

Cost: \$256,670

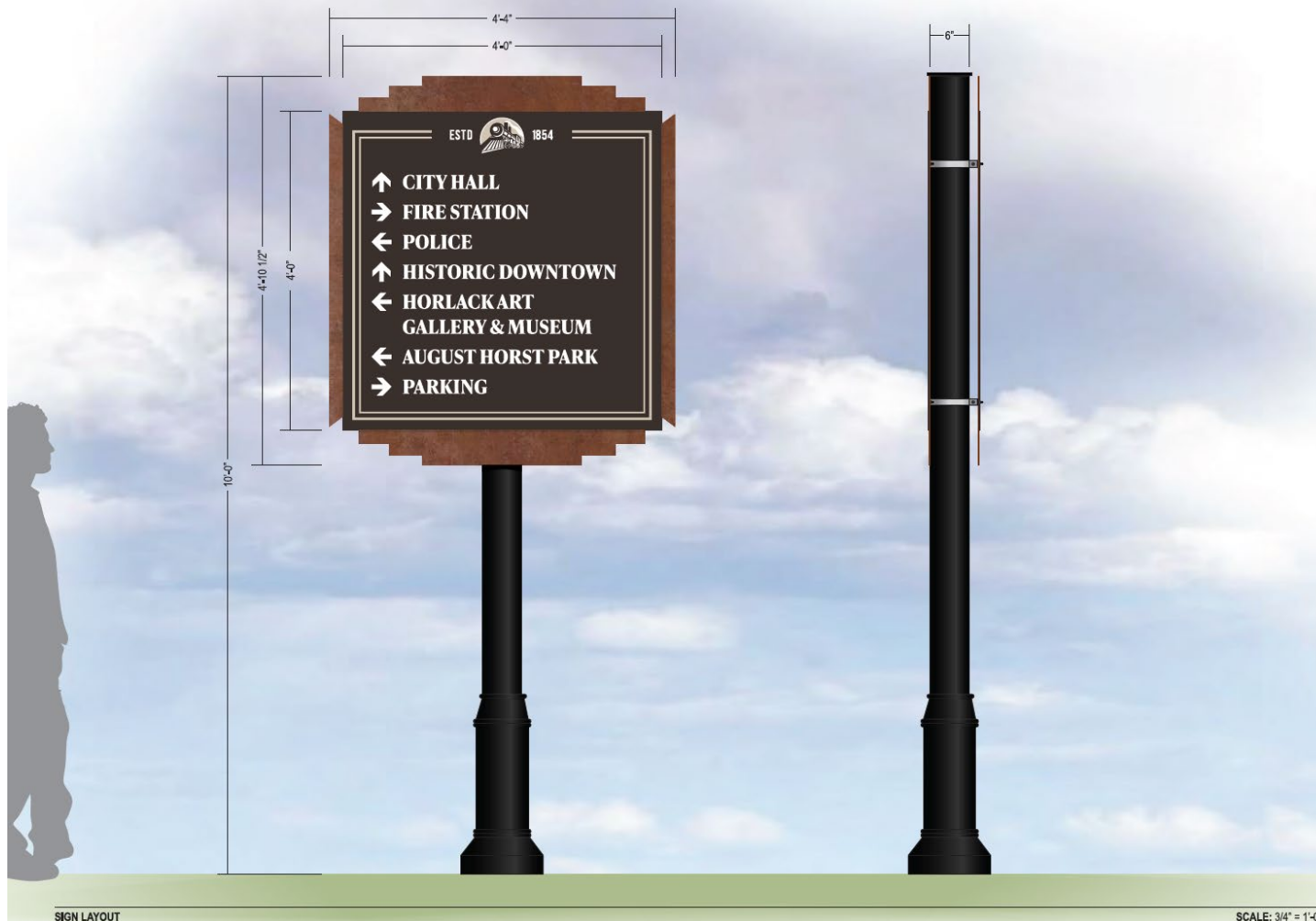


INNER-CITY DIRECTIONAL SIGNAGE



- Placed throughout Navasota
- Double-sided
- Aluminum construction with non-visible fasteners
- 10' tall
- Non-illuminated

DOWNTOWN DIRECTIONAL SIGNAGE



Placed throughout downtown

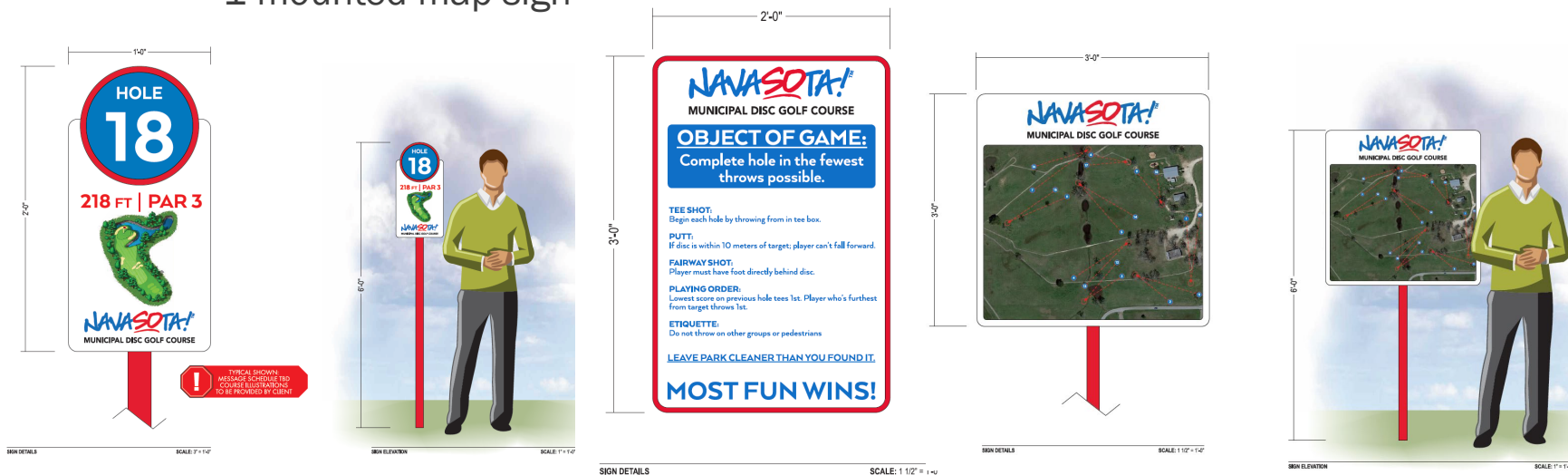
Double-sided

Aluminum construction with
non-visible fasteners

10' tall

Non-illuminated

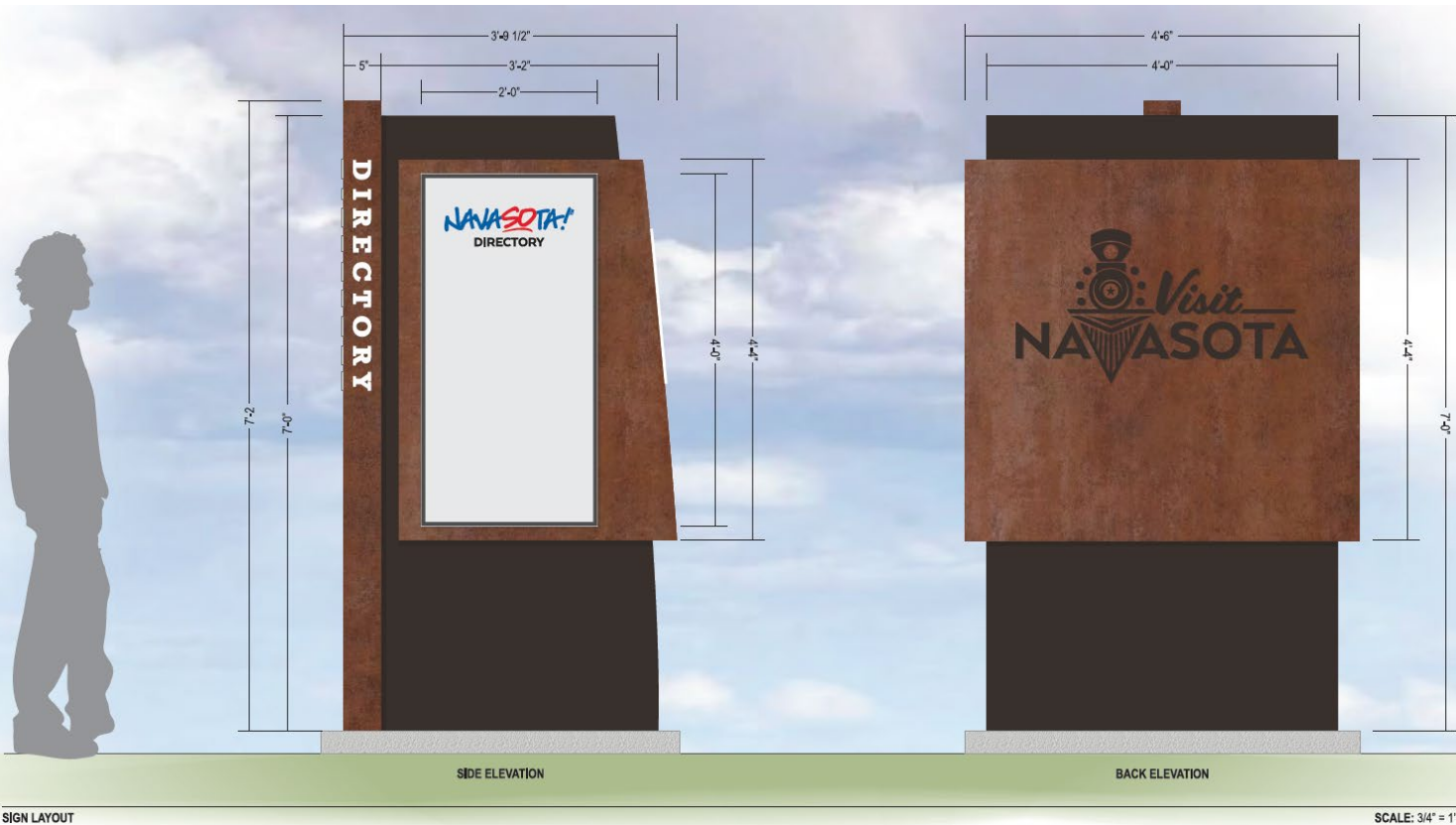
- 18 signs, 1 per disc golf hole
- 1 mounted sign with disc golf rules
- 1 mounted map sign
- 6' mounted
- Aluminum



DISC GOLF SIGNS

DOWNTOWN CEDAR CREEK/MANCE LIPSCOMB PARK KIOSK

- Located at Cedar Creek/Mance Lipscomb Park
- Digital 3-sided kiosk
- 7' tall
- Illuminated



SIDE ELEVATION - NIGHT VIEW



BACK ELEVATION - NIGHT VIEW



FRONT VIEW

PHASE 3

Emphasis: Placemaking

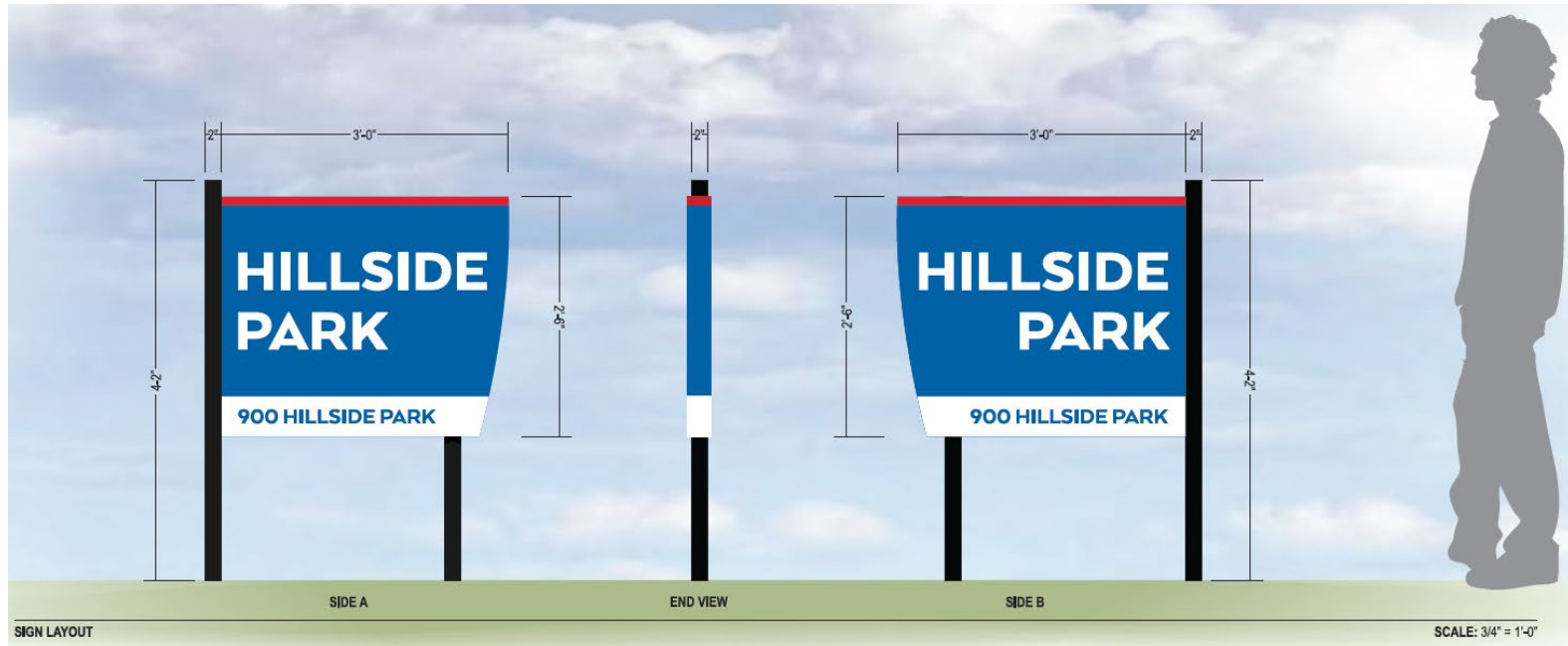
Timeline: FY 24-25

- Small park monument signs
- Large single-sided parks signs
- City-wide parking signs (excluding downtown)
- 2nd Downtown Railroad District monument sign

Cost: \$110,325



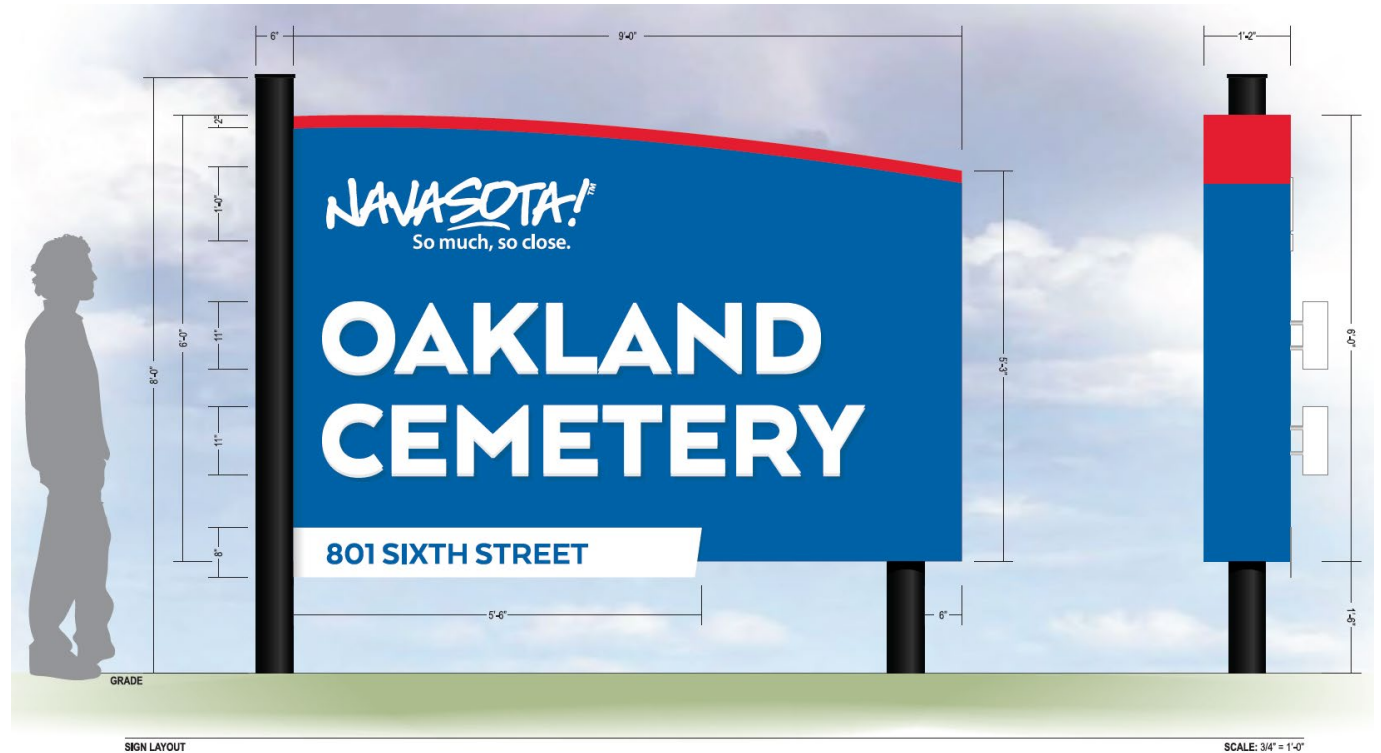
SMALL PARK SIGNS



- Placed at all city parks
- Double-sided
- Aluminum construction with non-visible fasteners
- 4' 2" tall
- Non-illuminated

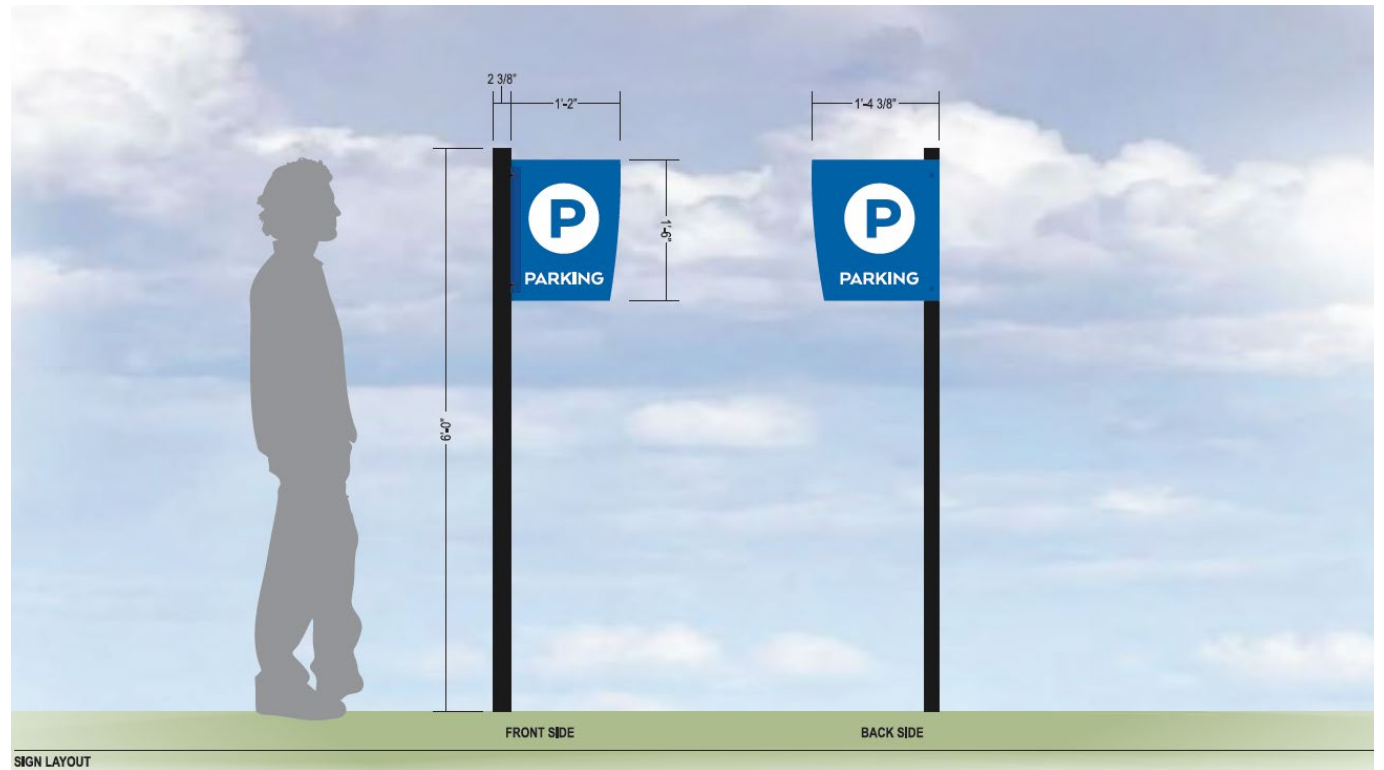
LARGE SINGLE-SIDED PARK SIGNS

- Placed at Cemetery and Municipal Airport
- Single-sided
- Aluminum construction with non-visible fasteners
- 8' tall
- Lit channel letters



CITY-WIDE PUBLIC PARKING SIGNS

- Placed in all public parking lots (excluding downtown)
- Double-sided
- Aluminum construction with non-visible fasteners
- 6' tall
- Non-illuminated



DOWNTOWN RAILROAD DISTRICT MONUMENT SIGN



- Located on W. Washington Ave
- Double-sided
- Aluminum construction with non-visible fasteners
- 5' tall
- Illuminated

QUESTIONS

- Rayna Teicheira
Economic Development Director
- Bobbie Ullrich
Marketing & Communications
Director
- Lupe Diosdado
Development Services Director





REQUEST FOR WORKSHOP AGENDA ITEM #8

<p>Agenda Date Requested: <u>March 27, 2023</u></p> <p>Requested By: <u>Jason Weeks, City Manager</u></p> <p>Department: <u>Administration</u></p> <p><input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance</p> <p>Exhibits: <u>Draft site plan & Engineering cost estimate</u></p>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th colspan="2" style="text-align: center;">Appropriation</th></tr></thead><tbody><tr><td>Source of Funds:</td><td><u>N/A</u></td></tr><tr><td>Account Number:</td><td><u>N/A</u></td></tr><tr><td>Amount Budgeted:</td><td><u>N/A</u></td></tr><tr><td>Amount Requested:</td><td><u>N/A</u></td></tr><tr><td>Budgeted Item:</td><td><input type="radio"/> Yes <input checked="" type="radio"/> No</td></tr></tbody></table>	Appropriation		Source of Funds:	<u>N/A</u>	Account Number:	<u>N/A</u>	Amount Budgeted:	<u>N/A</u>	Amount Requested:	<u>N/A</u>	Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No												

WORKSHOP AGENDA ITEM #8

Workshop to discuss the expansion concept of Cedar Creek / Mance Lipscomb Park.

SUMMARY & RECOMMENDATION

The Cedar Creek/Mance Lipscomb Park & Trail Project consists of two phases. Over the last several months, our team has been working with KTL Engineering to design a proposal for Phase 1 and Phase 2 of the project. Our plan is to bring life to this area by reconstructing the existing parking lots between LaSalle Ave. and the Union Pacific Railroad with a pedestrian bridge and trail system to connect the bridge to Cedar Creek Park. Also, staff has been working to receive quotes on a train themed park and/or splash pad for the vacant open green space along this area between Cedar Creek and Brookshire Brothers parking lot. Although there have been no city funds allocated for this project, staff is aware that a project of this capacity requires monetary commitments; therefore, staff has identified several grants and continues to identify other grant funding sources as they become available.

As previously mentioned, the project would be divided into multiple phases. Phase 1 – would consist of construction of a public parking lot where the old pavilion once was erected along with finishing out the other portions of parking along Cedar Creek, a pedestrian bridge and utility extension. Phase 2 – would consist of the trail system and train trestle conversion.

Staff has identified the following grants as potential funding mechanisms:

- Texas Parks & Wildlife (TPW) Local Parks Non-Urban Outdoor Recreation Grant
 - \$750,000
 - 50% Match Requirement
 - Typical Annual Deadline: August 1

- TPW Local Parks Small Community Recreation Grant
 - \$150,000
 - 50% Match Requirement
 - Typical Annual Deadline: August 1
- Texas Downtown (TXDT) Anice Read Fund
 - \$5,000
 - No Match Requirement
 - Typical Annual Deadline: September 1
 - *Navasota received this grant in 2022 for the Cedar Creek Pavilion demolition, chances of receiving this grant in the next cycle are low
- Laura Jane Musser Fund – Rural Initiative (Implementation)
 - \$25,000
 - No Match Requirement
 - Typical Annual Deadline: October 1
 - *Navasota received a Rural Initiative (Planning) grant for \$5,000 in 2020 to help fund the Pedestrian & Bicycle Plan. Applying for the implementation grant could help fund the costs of the walking trail portion of the project.
- PeopleForBikes Community Grant
 - \$10,000
 - No Match Requirement
 - Typical Annual Deadline: Fall

Later phases of the projects would include Phase 3 – the construction of a possible playground and/or splash pad with a train theme along with a bathroom facility for visitors; and Phase 4 – extending the trail system along Cedar Creek from LaSalle to Brosig, which would include sidewalk trails, benches, and decorative lighting. Staff has not received a quote for engineering services for these two additional phases.

This is large parks improvement project that would probably need to be funded by the issuance of debt, general fund dollars, and grants. Staff is requesting City Council and the Parks Board provide staff with feedback to determine if this is a project worth staff pursuing.

ACTION REQUIRED BY CITY COUNCIL

Provide city staff with feedback on how to move forward with this expansion concept for Cedar Creek / Mance Lipscomb Park.

Approved for the City Council meeting agenda.

Jason Weeks

3/21/23

Jason B. Weeks, City Manager

Date

February 7, 2023

Mr. Jason Weeks
City Manager
City of Navasota
200 E. McAlpine St.
Navasota, Texas 77868

Re: Cedar Creek/Mance Lipscomb Park & Trail Project
Proposal for Professional Services

Dear Mr. Weeks,

It is my privilege to present the following proposal for professional services for the Cedar Creek/Mance Lipscomb Park and Trail Project. Thank you for this opportunity to continue my longstanding relationship with the City of Navasota and the friends I have developed there over the years.

The Scope of Services and schedules described below reflect my understanding of the work necessary for the preparation of construction documents and construction oversight associated with the project. The project will be designed to allow construction in two phases as described below.

Phase 1 – Cedar Creek/Mance Lipscomb Park and Parking Area – This phase involves the reconstruction of the existing parking lots and sidewalks between LaSalle Avenue and the Union Pacific Railroad Tracks similar to the depiction on Exhibit A. It includes the construction of a pedestrian bridge near Duke Street to a planned splash pad park on the northwest side of the creek. Also included are the extension of utility lines to serve various features being planned by others at this site.

Phase 2 – Conversion of the Union Pacific Railroad Trestle to a pedestrian bridge and construction of a trail system to connect the bridge to Cedar Creek Park.

PHASE 1 - PARKING LOT, PEDESTRIAN BRIDGE AND UTILITY EXTENSION

Survey and Site Investigation

KTL Engineering, LLC will subcontract for a survey and a geotechnical investigation at the site to acquire necessary data for subsequent designs.

Master Park Plan

Using this data, KTL Engineering, LLC will prepare a Preliminary Site Plan to serve as a general planning document for the entire park and trail project. It will depict all parking areas, drive lanes, trails, pedestrian bridges, splash park, utilities, drainage, lighting, and other facilities described in Phases 1 and 2. Included with this plan will be a preliminary cost estimate to aid in

budgetary planning. These will be presented to the City staff for approval before moving to full design.

Site Plan

The existing parking areas on the southeast side of Cedar Creek near the terminus of Duke Street are to be removed and replaced with a new parking lot as shown in Exhibit A. This work will include the extension of water, sewer, and electrical utilities to serve the initial needs of the area but also accommodate utility needs for the Splash Park being planned on the northwest side of Cedar Creek. Services will include:

1. Site planning
2. Demolition plan
3. Grading and drainage plan
4. Offsite utility extensions for water and sewer
5. Descriptions of required ROW or easements for acquisition by the City of Navasota (up to 4 descriptions)
6. Pedestrian bridge selection and foundation design
7. Stormwater pollution prevention plan
8. Lighting, landscaping & irrigation plan
9. Traffic control plan
10. Cost estimate
11. Preparation of bid documents and specifications
12. Technical assistance during bidding
13. Construction management
 - a. Attendance at bid opening & recommendation of a contractor
 - b. Coordination with contractor
 - c. Site inspections (approximately 1 per week)
 - d. Review of material testing reports
 - e. Negotiation and preparation of change orders
 - f. Review of payment applications
 - g. Final punch list and project finalization

Splash Pad Park

The design of the Splash Pad Park and its associated signage will be prepared by others. KTL Engineering's involvement with this design will be limited to coordination for utilities to the site and pedestrian connections to the trail system.

PHASE 2 – TRAIL SYSTEM AND TRAIN TRESTLE CONVERSION

Site Plan

A trail system will be designed that roughly parallels the meanders of Cedar Creek on both sides between LaSalle Avenue and the railroad tracks. The existing train trestle will be converted to a pedestrian bridge and connected to the trail system. Services will include:

1. Site Planning
 - a. Trail route
 - b. Utilities
 - c. Amenities (benches, water fountains, observation areas, etc.)
2. Structural and aesthetic design modifications to the train trestle
3. Grading and drainage plan
4. Utility plan
5. Lighting, landscaping, and irrigation plan
6. Stormwater pollution prevention plan
7. Cost Estimate
8. Preparation of bid documents and specifications
9. Coordination with the City's grant administrator
10. Technical assistance during bidding
11. Construction management
 - a. Attendance at bid opening & recommendation of a contractor
 - b. Coordination with contractor
 - c. Site inspections (approximately 1 per week)
 - d. Review of material testing reports
 - e. Negotiation and preparation of change orders
 - f. Review of payment applications
 - g. Final punch list and project finalization

EXCLUDED SERVICES

Services specifically excluded from this proposal are listed below. If these or any other additional services become necessary over the course of the project, KTL Engineering will assist the City in procuring vendors or professional service providers who will perform the necessary task.

1. Daily construction inspection
2. Material testing during construction
3. Design of the splash pad adjacent to Brookshire Brothers
4. Design of a decorative sign & playground
5. Environmental or historical studies of the site
6. Permitting for environmental or historical requirements
7. Permitting through Union Pacific Railroad
8. Design of offsite electrical line extensions or transformers

PROPOSED FEE

The total fee for the services described above is **\$216,000**. This fee will be invoiced monthly based on the estimated completion percentage of each work item shown below. Monthly invoices shall be paid in full within 30 days of the invoice date.

Phase 1

Boundary and Topographic Survey	\$ 63,000
Geotechnical Testing & Report	9,000
Preliminary Design	15,000
Site Plans & Cost Estimate	46,000
Bid Package Documents	5,000
Bidding	2,000
Construction Management	<u>25,000</u>
PHASE 1 TOTAL	\$ 165,000

Phase 2

Bridge Conversion Plans	\$ 13,000
Site Plans & Cost Estimate	15,000
Bid Package Documents	5,000
Bidding	2,000
Construction Management	<u>16,000</u>
PHASE 2 TOTAL	\$ 51,000

SCHEDULE

The design services for both phases described above will be conducted concurrently. We estimate that preparation of plans and bid documents will require **six months** to complete. Bidding and construction can follow according to the City's schedule after that period. The fees shown above shall be valid for **12 months** from the date of this proposal and subject to renegotiation after that point.

SUBCONTRACTORS

KTL Engineering, LLC anticipates teaming with the following companies to assist with various aspects of this design.

- Surveying Gessner Engineering, Bryan
- Geotechnical Testing CME Engineering & Testing, College Station
- Structural Engineering MBC Management, Navasota
- Electrical Design Heart of Texas Utility Design, Montgomery
- Drafting TruPoint Drafting, College Station

If the City of Navasota accepts this proposal and chooses to move forward with contracting for these services, please forward the City's Standard Form of Agreement for Professional Services for execution. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Kent Laza". The signature is written in a cursive, flowing style.

Kent Laza, P.E.
Owner, KTL Engineering, LLC

Attachment

Exhibit A – Preliminary Layout of Cedar Creek/Mance Lipscomb Park, May 2022



PROPOSED IMPROVEMENTS:

- PROPOSED 10 FT WALKWAY ALONG THE CHANNEL, INCLUDING SITTING BENCHES.
- 6" CONCRETE DRIVEWAYS AND PARKING AREA.
- PARKING SPACES, 47 STANDARD PARKING SPACES.
- CONNECTIVITY BETWEEN BLUES ALLEY AND THE NEW 10' WALKWAY.
- REMOVE BRUSH AND DREDGE CREEK CHANNEL.
- FIRE HYDRANTS

PRELIMINARY LAYOUT
FOR
CEDAR CREEK/MANCE LIPSCOMB
PARK REVITALIZATION PROJECT
FOR
CITY OF NAVASOTA, TEXAS
MAY 26, 2022
SCALE: 1"=40'

EXHIBIT A



TRUPOINT
DRAFTING
P.O. BOX 11745
DALLAS, TEXAS 75211
(972) 220-1957