

SPECIAL PARKS AND RECREATION BOARD MEETING (CITY HALL)
July 18, 2024; 5:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chairperson Gilbert Called the Meeting to Order at 5:30PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Chairperson Ruth Ann Gilbert
Vice-Chairperson Cody Abney
Member Justin Camp
Member Elizabeth Maurer
Alternate Board Member Russell Scott
Council Liaison, Bob Hambrick

ABSENT

Member Becky Denton
Alternate Board Member Monica Rasco

STAFF PRESENT

City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT AGENDA

1. **Approval of Parks and Recreation Special Meeting Minutes From June 20, 2024.**

Motion was made by Vice-Chairperson Abney to approve the meeting minutes from June 20, 2024, for the Parks and Recreation Board Meeting. Motion was seconded by Member Scott.

A roll call vote was held.

Voting Yea:

Chairperson Gilbert, Vice-Chairperson Abney, Member Camp, Member Maurer, Member Scott

Motion Passed: 5-0-0.

REPORTS

2. Report By Parks and Recreation Board Liaison.
 - Request by Council to provide list of changes made at all Parks after grant issuance from Parks and Open Spaces Advisory Committee (P.O.S.A.C.).

REGULAR AGENDA

3. **Workshop To Discuss Augusta Park Activities.**
 - a) Park Improvement Project Updates:
 - i. Eagle Scout Project - Rainwater Collection
 - ii. Girl Scout Gold Award Project - Monarch Butterfly Garden
 - iii. Master Naturalist Certification Project
 - b) Status Update on park items order / delivery
 - c) Other Outstanding Tasks/Items Related To The Completion of This Park.

Workshop Opened at 5:56 PM.

Workshop Closed at 6:08 PM.

4. **Discuss and Take Possible Action on Workshopped Items Related To Augusta Park.**

No formal voting action was taken on this item.

5. **Workshop To Discuss The Planning Activities For The October 26, 2024 Spooktacular Event.**
 - a) Location of Event
 - b) Activities for Event

Workshop Opened at 6:09 PM.

Workshop Closed at 6:21 PM.

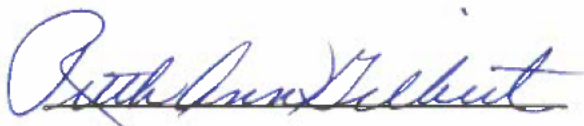
6. **Discuss and Take Possible Action on Workshopped Items Related To The Planning of The October 26, 2024 Spooktacular Event.**

No formal voting action was taken on this item.

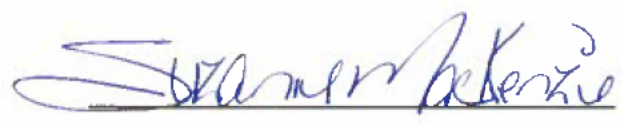
ANNOUNCEMENTS - None

ADJOURN

Chair Gilbert Adjourned the Meeting at 6:22PM.



RuthAnn Gilbert, Chairperson



Suzanne Mac Kenzie, City Secretary

**HANDOUT(S)
DISTRIBUTED
DURING THE MEETING**

Augusta Park Report for July Parks and Rec Meeting

I. Rain Garden

The Master Gardeners will solarize areas of the garden where undesirable plants are growing so that the garden will be ready for planting in the Fall. The Master Gardeners will then be the primary maintenance crew for the garden.

II. Rain water collection structure – Billy Brown - Eagle Scout. Work began on the project July 13th.

III. Monarch WayStation garden – Tatum Davis – Girl Scout. Not yet started.

IV. Loose Parts Area

At the last meeting I proposed items for purchase for this area. Since then we have learned of the funds available in the POSAC grant and can purchase additional or better quality items. I propose our members with young children be involved in the selection process. I have sent ideas to Cody and Elizabeth. I would like to see this area completed before school starts.

V. Maintenance

I propose we ask the city to budget an amount for Augusta Park that is separate from the regular mowing contract. Someone who is knowledgeable concerning native plants is needed to maintain the nature trail, the loose parts area, and three small beds. I know someone I would recommend. It would also be fine if an individual or group with youthful energy wants to take this on.

\$500-600/yr

VI. Signage

Signage to meet our desire to educate about nature and the environment will include a large sign for the rain garden, a large thank you sign for the backside of the current sign, a National Wildlife Habitat sign, a Native Plant Society sign, and several smaller signs (snag, karst, pollinators, etc.)

VII. Play Equipment

The family play equipment is in place and need only occasional monitoring.

Becky Denton

Loose Parts, Augusta Park

Rebecca Denton <[REDACTED]>

Sat, Jul 13, 3:11 PM

To: Elizabeth Hobbs Maurer <[REDACTED]>, Cody Abney <[REDACTED]>

Cc: Ruth Ann Gilbert <[REDACTED]>

Hi Cody and Elizabeth,

At the last Parks and Rec Board meeting I recommended several items to purchase for the Augusta Park loose parts area. At that meeting we learned that there are considerable POSAC funds left and made a motion to ask the council to designate a certain amount to finish Augusta.

I won't be at the July meeting, and since you are members with young children, I hope you will look at my suggestions and find some things to add to or upgrade. I would like for purchase decisions to be made Thursday night so we can finish the park before school starts.

Here are the items.

1. a triangular shade cover from Amazon - \$30
2. outdoor xylophone from Etsy - \$45
3. Magnifier - Natural Playground Company - \$30
4. out door blocks - Cody and Bob were going to see about making these.
from Natural Playground Company they are \$270.00
5. bamboo poles - Cody though he could get these, otherwise \$80

So see what you can find. Natural Playground Company has a musical fence, climbing arch and other things.

Happy shopping and thanks,

Becky

Becky Denton



10 Pine St.
 Concord, NH 03301
 888-290-8405
<https://naturalplaygroundsstore.com>

Invoice Number	8805
Sale Date	7/17/24

Billing Info: Customer # WHC1384

Cody Abney
 [Redacted]

Shipping Info:

Cody Abney
 [Redacted]
 Wimberley TX 78676

Qty	Description	Option	Opt Price	Item Price	Line Price
1	TeePees (Tipi)	Teepee 12 ft tall		\$5,499.95	\$5,499.95

Pymt. Type	Details	Amt. Applied	Sub Total
			\$5,499.95
			Discount
			Tax
			Shipping & Handling
			Rush Fee
			\$791.21

*All Sales final, NO RETURNS, refunds or exchanges.
 Payment Due Upon Receipt
 One time 5% late fee can incur and Compounding Interest of 18% Apr.
 for non payment of invoices.*

Order Total	\$6,291.16
Payments	

Amount Due \$6,291.16

2024 Spooktacular Opportunities

Advertising –

Parade Entry Forms –

Street Closing Notice Distribution –

Road Closure –

Parade line-up and check in –

Festival set up and break down –

Games –

Prizes

Judges –

Costume/Golf Cart Contests –

Treat Bags & Waters –

Music –

Volunteers –

Double J Contributions –

Porta Toilet Scheduling & Delivery –

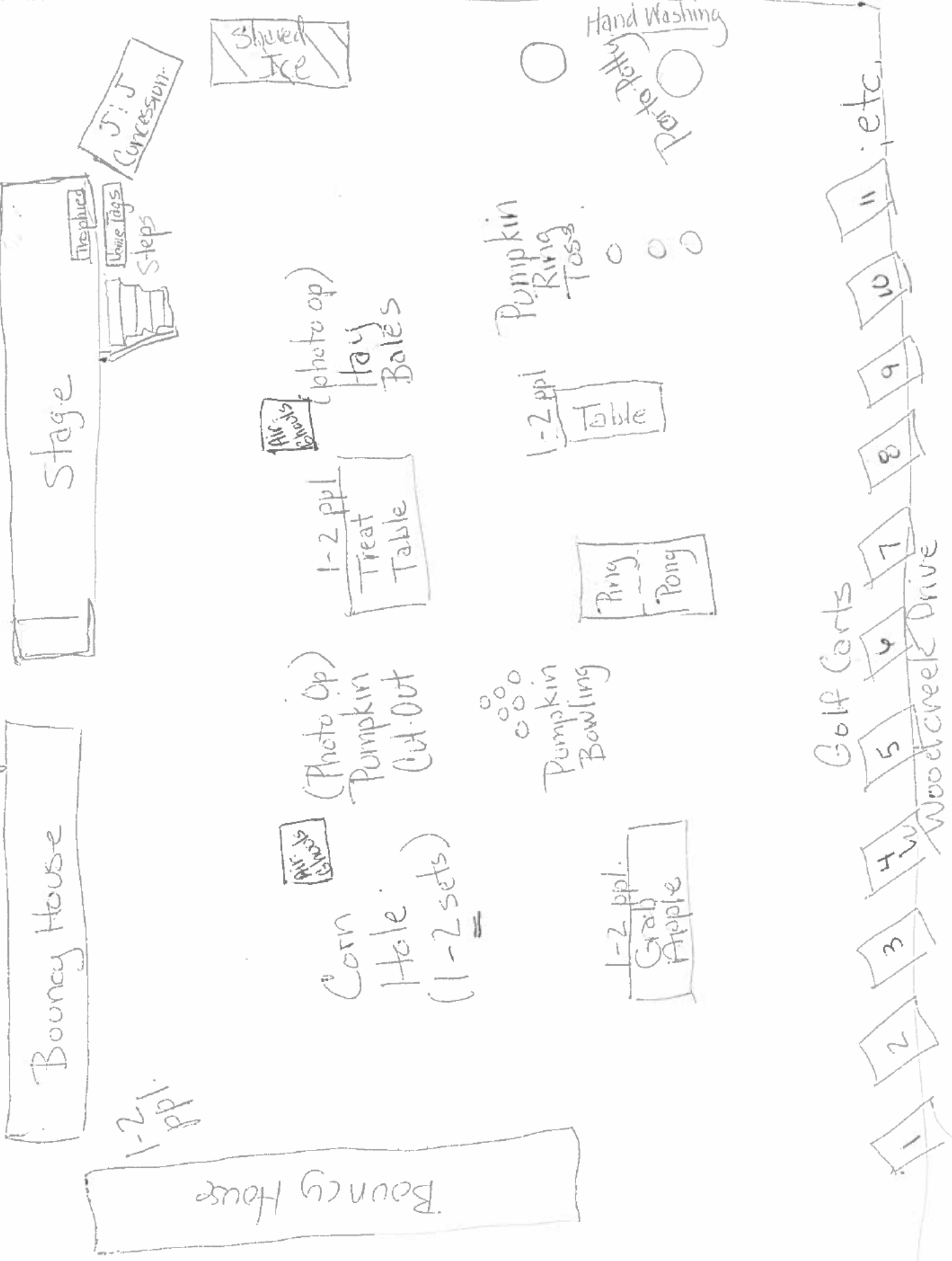
Master of Ceremony –

2 Volunteers @ Inflatables -

Photographer –

Name Tags -

Spooktacular Layout



Bouncy House

Stage

Bouncy House

J&J Concession

Tribes
Home Tags
Steps

Shred Ice

Air Tracks

(Photo Op)
Pumpkin
Cut-Out

Air Tracks

Corn
Hole
(1-2 sets)

(photo op)
Hay
Bales

1-2 ppl
Treat
Table

Pumpkin
Bowling

1-2 ppl
Table

Pumpkin
Ring
Toss

Pony

1-2 ppl.
Grab
Apple

Hand Washing
Patio Table

Pro Lane

Golf Carts

1

2

3

4

5

6

7

8

9

10

11

etc.

Woodcreek Drive

2023 Woodcreek Spooktacular Volunteer List

Sunday, October 29, 2023

Job

Volunteer Assigned

Sunday Morning - 1:00 PM

Set up pumpkin cut out
Deliver Tables (4)
Set up Tables (see Diagram)
Setout barricades
Oversee Delivery of slide
Oversee delivery of porta potty
Set out trash cans from J&J
Identify area for golf carts
Ants Poison
Pick up hay bales - Cody to decide day
Set up hay bales at locations - Sunday
Assemble treat bags/cups
Set up Stage & Steps

Bob Hambrick
Cody Abney & Justin Camp
Cody & Justin
City staff & Bob Hambrick
Cody & Justin
~~Becky & Monica~~ - City to Order
Cody & Justin
See Diagram of Festival Site
Cody
Cody & Justin
Cody & Justin
Becky Denton & Monica Rasco
Cody, Justin & Pat

Sunday Afternoon - 2:00 PM

Set up Games
Pick up Ice
Ice down water
Fill tub with water for Apple Game
Deliver chairs for judges
Pick up two inflatables from Buchmans & set up

Becky & Monica
Bob
Bob
Bob - Use neighbor's hose
Cody & Justin
Debra Hines & Chris Grummert

4:30, close off Woodcreek Dr.

Champion Circle & Woodcreek Dr.
Brookhollow
Par View
Stonehouse Circle
Woodcreek Dr. & Deerfield

Bob's Volunteers
"
"
"
Constable plus "

Sound System
Photography

Jeff Rasco
Monica Rasco

**Spooktacular Schedule of Events
October 29, 2023**

*Prizes:
Judges Favorite
Best of Show - Restaurant*

- 4:30 PM** Parade Line-up Begins
- 4:30 PM** Close Off Streets
- 4:45 PM** Parade Begins.
Golf Carts pause in front of gazebo for judging
- 5:30 PM** Open Streets*
Festival begins at completion of parade
Golf carts line-up along Woodcreek Drive
Golf Cart awards announced
Costume Awards begin
Participants are invited as a group by age to platform for judging and awards
 - 3 and Under Costumes**
 - 4-7 Costumes**
 - 8-11 Costumes**
 - 12 -17 Costumes**
 - Adults & Couples Costumes**
 - Pet Costumes**Trophies are awarded after each category
- 7:00 PM** Festival ends
- 7:01 PM** Clean Up

2023 Spooktacular Checklist & Timeline

1. Date: October 29, 2023. Parade lineup at 4:30, parade starts at 4:45, Festival begins when parade arrives at Par Lane site and runs until 7:00 pm.
2. Parade start at Deerfield Dr. & Woodcreek Dr.
Festival site at Woodcreek Dr. and Par Lane.
3. Committees
 - A. Advertising - Pat Rawlings
 - B. Parade entry forms and sign up - City Office. Include language regarding no jumping from trailer
 - C. Street Closure Notice Distribution - Elizabeth Maurer
 - D. Road Closure - Bob Hambrick
 - E. Parade Line up and check in - Pat Rawlings and Jane Little
 - F. Festival set up and break down - ALL Parks Board Members & any volunteers
 - G. Treat Bags, Games & Prizes - Ruth Ann Gilbert, Becky Denton and Monica Rasco
 - H. Judges - Clip boards, judging slips, carts w/#
 - I. Costume Contest & Prizes
 - J. Water - Bob Hambrick
 - K. Music - Pat Rawlings
 - L. Volunteers - Debra Hines
 - M. Each chair is responsible for enlisting volunteers and reporting their names & contact information to the City Office
4. Advertising
 - A. Reuse posters from last year
 - B. Start date of advertising - October 2nd
 - C. Set out posters on Woodcreek Drive - Oct 9th
 - D. Email to Woodcreek residents
 - E. Woodcreek Nextdoor
 - F. Article in the paper
 - G. Chamber Chat radio show
 - H. Chamber Monday email to members
 - I. Facebook
5. Parade entry forms and sign up
 - A. Use same forms as last year
 - B. City send out forms on October 10th
 - C. City maintain list of parade entrants
 - D. Cutoff for entry & forms signed 10-27-23
 - E. Obtain entry list from City on 10-28-23

6. Street Closure Notice Distribution - Elizabeth Maurer
 - A. City print notice of parade and road closure
 - B. Distribute notice week of 10-23-23 to residents on Woodcreek Dr., Deerfield Dr., Stone house Circle, Par View Lane and Brookhollow down to first Augusta Dr. Use blue painters tape to affix to door
 - C. Email notice to citizens
 - D. Put notice on Woodcreek Nextdoor

7. Road Closure - Bob Hambrick (pick up yellow traffic vests from City Office)
 - A. Schedule Constable - City Office
 - B. Set out barriers on street closure points - City and Bob Hambrick
 - C. Closure at 4:30 at Deerfield Dr. & Woodcreek Dr. - Constable
 - D. Closure at Champions Circle & Woodcreek Dr. by golf course to Brookhollow at 4:30
 - E. Open up Deerfield Dr. after parade arrives at Festival site - Constable
 - F. Open up Stonehouse Circle, Woodcreek Dr. to Brookhollow & Par Lane after parade arrives at Festival site. (Have conversation with Bob on use at Brookhollow & Stone House)

8. Parade Line Up & Check In - Pat Rawlings & Jane Little - 4:00 PM arrival
 - A. Pick up parade hay bales on Saturday - Cody Abney & Justin Camp
 - B. Cover hay bales with tarps if needed
 - C. Begin lineup and check in at 4:30 PM
 - D. Start parade at 4:45 PM
 - E. Move barriers to open up streets as parade arrives at Festival site (each volunteer will do this)

9. Festival set up and tear down - ALL Parks & Rec Board and any Volunteers
 - A. Treat for ants at least two times - Cody Abney
 - B. Secure portable toilet and delivery time - City Office
 - C. Secure inflatables and delivery time - Cody
 - D. Secure trash cans and delivery time - Cody
 - E. Oversee setup of portable toilet - City staff
 - F. Oversee setup of inflatables - Cody & Justin
 - G. Oversee trash can delivery & removal - Cody & Justin
 - H. Set up water & treat tables and game area - Becky Denton, Monica Rasco & Bob
 - I. Mark off costume contest area - Cody & Justin (stage)
 - J. Picture backdrops
 - * Pumpkin cutout - Bob Hambrick
 - * Haybale backdrop - Cody & Justin
 - K. Recruit volunteers to man tables and run games - Debra Hines

10. Games & Prizes - Becky Denton, Monica Rasco and Ruth Ann Gilbert

Start games when parade has completely arrived at the field

 - A. Small kids

Parking for Participants

1. Games
 - *Grab Apple Game
 - *Pumpkin Bowling
 - *Inflatable Slide - Pat, Cody
 2. Prizes
 - B. Older Kids
 1. Games
 - *Pumpkin Ring Toss
 - *Pumpkin Bowling
 - *Corn Hole
 - *Ping Pong
 - *Inflatable Slide
 2. Prizes for the two pumpkin games
 3. Hay bales for picture backdrop
 4. Pumpkin Cutout picture
11. Judges for Parade and Costume Contest. John O'Dell as Master of Ceremony
Judges will sit near the road at the triangle to judge the golf carts. Then move to the Stage for the costume judging.
Judges -
12. Costume & Parade Contest Prizes
- A. Sound System - Jeff Rasco
 - B. Trailer set up for stage - Cody, Justin & Pat
 - C. Agenda Board (and handouts) Pat
 - D. Categories (Name tags for all participants)
 - 1st - Golf Cart Awards. Then
Costume Awards
 1. Kids
 - *3 & Under
 - *4-7
 - *8-11
 - *12-17
 - *Adults & Couples
 - *Pets
 - *Trophies by category as well as Best of Show for Kids & Adults
13. Treat Bags - Prepare 150 - Ruth Ann Gilbert, Becky Denton & Monica Rasco
14. Music Play List - Halloween Theme - Pat Rawlings
15. Photography - Monica Rasco

Game Directions:

Pumpkin Ring Toss: 1-2 Volunteers

3 pumpkins set out in a row - front to back. Participants throwing hula hoop over a pumpkin receive a prize.

Grab Apple: 1-2 Volunteers

Red plastic apples floating in a bucket of water. Apple needs to be picked out of the water using mesh net. Prize is inside the apple. (Use only "water proof" prizes.)

Pumpkin Bowling: 1-2 Volunteers

Toilet paper rolls decorated with faces - set up in a pyramid shape. Child rolls pumpkin on grass into rolls to knock over to receive a prize.

Corn Hole Games - To be used by older participants. No prize

Ping Pong -1 Volunteer - Monitor for shared use and to keep up with ping pong balls.
(No prizes)

Spooktacular Vendor List - 2023

Inflatables - Buda Bounce House - 512-293-0937

Extra Inflatables - The Bachmans - Facebook Messenger

Hay - King Feed of Wimberley - 512-847-2618

Trailer - Double J Golf Course - 512-847-9700

Porta Potti - Leineweber - (Order Handicap unit with hand washing station) 512-847-9511

Trash Cans - Double J Golf Course - 512-847-9700

Shaved Ice - 512-497-9861

Printing - A Studio Z - 512-847-3532 (Judges' slips, golf cart #s, agenda)

Pumpkins - HEB

Prizes - Amazon, TEMU & Dollar Store

Corn Hole - Bounce House & Debra Hines

Ping Pong - Ruth Ann Gilbert - 512-757-1653

Games - Stored in shed at City office; Tables; Barricades; Spooktacular Tub

Woodcreek City Hall - 512-847-9390