

---

## MEETING NOTICE

The Parks and Recreation Board of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Thursday, September 26, 2024 at 5:30 PM.

The public may watch this meeting live at the following link:

<https://zoom.us/j/96545094045?pwd=uvJKSKxq8TO3hTb0VSAzeiDLzmrwlj.1>

Meeting ID: 965 4509 4045; Passcode: 308749

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

---

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

---

The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

---

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

---

# AGENDA

## CALL TO ORDER

## ROLL CALL and ESTABLISH QUORUM

## PUBLIC COMMENTS

## CONSENT AGENDA

1. Approval of Minutes From Regular Parks and Recreation Board Meeting August 22, 2024.
2. Approval of Minutes From Special Parks and Recreation Board Meeting September 12, 2024.

## REPORTS

3. Report by Chairperson.
  - Results of communication with Fifth Room regarding the creation of a second opening in the gazebo at the Triangle.
4. Report on Eagle Scout Rainwater Collection Project at Augusta Park (Member Justin Camp)

## REGULAR AGENDA

5. Workshop To Clarify Role As An Advisory Board, Including Council Liaison 411 Policy. (Denton)
6. Workshop to Discuss A More Simplified Accounting of Parks and Recreation Board Expenditures Throughout the Year, To Be Included In Packet. (Scott)
7. Discuss and Take Possible Action On Workshopped Item Related To Discussion of Simplified Accounting of Parks and Recreation Board Expenditures Throughout the Year.
8. Discuss and Take Possible Action To Make A Recommendation To City Council To Request Authorization To Use Monies From The Parks Board Expense Account, Not To Exceed \$6,000, For The Completion of The "Loose Parts", Natural Educational Play Area at August Park. *(Item Tabled During September 12, 2024, Parks Meeting and Brought Back For Discussion)*
9. Discuss and Take Possible action to make a recommendation to the City Council to request authorization to use the monies from the POSAC account, not to exceed \$8500.00.
10. Discuss 2024 Spooktacular plans and respond to the opportunities list.

## ANNOUNCEMENTS

- a. Augusta Park Work Weekend September 27th & 28th for 1 1/2 hours Saturday at 8:30 AM and Sunday at 9:00 AM. Bring any yard tools for weeding, gloves, weedeating & bags for weed trash.
- b. Reminder of Tree Board Tree Giveaway on November 9, 2024.

## ADJOURN

## POSTING CERTIFICATION

**IT IS HEREBY CERTIFIED** that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the **23rd day of September 2024 at 4:30 PM.**

By:   
**Suzanne MacKenzie, City Secretary**

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at:  
<https://www.WoodcreekTX.gov/Meetings>



Scan me!

**PARKS AND RECREATION BOARD MEETING (CITY HALL)  
August 22, 2024; 5:30 PM  
Woodcreek, Texas**

---

**MINUTES**

**CALL TO ORDER**

Chairperson Ruth Ann Gilbert Called the Meeting To Order at 5:30 P.M.

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Chairperson Ruth Ann Gilbert  
Member Becky Denton  
Member Elizabeth Maurer  
Alternate Board Member Monica Rasco  
Council Liaison, Bob Hambrick

**ABSENT**

Vice-Chairperson Cody Abney  
Member Justin Camp  
Alternate Board Member Russell Scott

**STAFF PRESENT**

Interim City Administrator, Jim Burton  
City Secretary, Suzanne MacKenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT AGENDA**

1. **Approval of Special Parks and Recreation Board Meeting Minutes From July 18, 2024.**  
Motion was made by Member Maurer to approve the minutes. Motion was seconded by Member Denton.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 4-0-0.

**REPORTS FROM OFFICERS AND LIAISONS**

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. **Discuss and Take Possible Action to Accept the Liaison Report, As Presented, and Submit A Recommendation to City Council to Review and Accept the Liaison Report.**

Motion was made by Member Denton to accept the Liaison Report, as presented, and submit a recommendation to City Council to review and accept the Liaison Report, as well as the spreadsheet on Item #5. Motion was seconded by Member Maurer.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 4-0-0.

### 4. **Workshop To Discuss Augusta Park Activities.**

- a) Park Improvement Project Updates:
  - i. Rain Garden - Master Gardeners
  - ii. Eagle Scout Project - Rainwater Collection Station (B.Brown)
  - iii. Girl Scout Gold Award Project - Monarch Butterfly Waystation Garden (T.Davis)
  - iv. Master Naturalist Certification Project (C.Mills)
- b) Status Update on park items already ordered

Workshop Opened at 5:49 P.M.

Workshop Closed at 6:06 P.M.

### 5. **Workshop To Prioritize the Parks Board Members' "Wish Lists" for the City Parks, Based on Remaining Parks and Open Spaces Advisory Commission (P.O.S.A.C.) Monies, Including, But Not Limited To Ensuring That Creekside Park Provides Access According to the Americans With Disabilities Act.**

- i. Augusta Park
  - a) "Loose Parts" - Shade Cover, Outdoor Xylophone, Magnifier, Outdoor Blocks, Bamboo Poles, Etc.
  - b) Equipment - Teepee, Etc.
- ii. Creekside Park
- iii. Triangle Park

Workshop Opened at 6:06 P.M.

Workshop Closed at 6:31 P.M.

### 6. **Discuss and Take Possible Action on Workshopped "Wish Lists" for the City Parks and Send A Recommendation to City Council for Approval of the Use of Remaining Parks and Open Spaces Advisory Commission (P.O.S.A.C.) Monies To Purchase Items.**

Motion was made by Member Rasco to approve Wish List as discussed and modified and bring back for review. Motion was seconded by Member Maurer.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 4-0-0.

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

Workshop Opened at 6:34 P.M.

Workshop Closed at 6:39 P.M.

- 6. **Discuss and Take Possible Action on Budget Impacting, Workshopped Items Related To The Planning of The October 26, 2024 Spooktacular Event and Send A Recommendation to City Council for Approval.**

Motion was made by Member Denton that the Parks Board begin ordering candy, bags, everything that is needed to have a happy Spooktacular this year. Motion was seconded by Member Maurer.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 4-0-0.

An Amendment was made by Chairperson Gilbert to the prior motion by that we will begin looking at what we want to order for Spooktacular. Seconded by Member Rasco.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 4-0-0.

**ANNOUNCEMENTS**

None

**ADJOURN**

Chairperson Ruth Ann Gilbert Adjourned the Meeting at 6:47 P.M.

---

*RuthAnn Gilbert, Chairperson*

---

*Bob Hambrick, Council Liaison*

**SPECIAL PARKS AND RECREATION BOARD MEETING**  
**(CITY HALL)**  
**September 12, 2024; 5:30 PM**  
**Woodcreek, Texas**

---

**MINUTES**

**CALL TO ORDER**

Chairperson Ruth Ann Gilbert Called the Meeting to Order at 5:30 P.M.

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Chairperson Ruth Ann Gilbert  
Vice-Chairperson Cody Abney  
Member Becky Denton  
Member Elizabeth Maurer  
Alternate Board Member Monica Rasco  
Alternate Board Member Russell Scott  
Council Liaison, Bob Hambrick

ABSENT

Member Justin Camp

STAFF PRESENT

City Secretary, Suzanne Mac Kenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT AGENDA**

1. **Approval of Minutes From Regular Parks and Recreation Board Meeting August 22, 2024.**

Motion was made by Member Denton to table approval of minutes until the next meeting.  
Motion was seconded by Member Rasco.

Chairperson Gilbert Called for the Vote by A Show of Hands.  
Motion Passed: 5-0-0.

**REGULAR AGENDA**

2. **Discuss and Take Possible Action To Make A Recommendation To City Council To Request Authorization To Use Monies From The Parks Board Expense Account, Not To Exceed \$600 For The Completion of The Master Gardener, Rain Garden Project at August Park.**

Motion was made by Member Denton that the Parks Advisory Board make a recommendation to City Council to request authorization for expenditures not to exceed \$1,000, for the completion of the Master Gardener, Rain Garden Project at Augusta Park. Motion was seconded by Chairperson Gilbert.

Chairperson Gilbert Called for the Vote by A Show of Hands.

Motion Passed: 5-0-0.

3. **Discuss and Take Possible Action To Make A Recommendation To City Council To Request Authorization To Use Monies From The Parks Board Expense Account, Not To Exceed \$6,000, For The Completion of The "Loose Parts", Natural Educational Play Area at August Park.**

Motion was made by Vice-Chairperson Abney to table item #3 for this meeting and revisit this on the agenda on the September 26<sup>th</sup> regular meeting. Motion was seconded by Member Rasco.

Chairperson Gilbert Called for the Vote by A Show of Hands.

Motion Passed: 5-0-0.

4. **Discuss and Take Possible Action To Make A Recommendation To City Council To Request Authorization To Use The Remaining FY 2023-2024 Parks Board Expense Monies, Not To Exceed \$2,000, For The Planning and Execution of the 2024 Spooktacular Event and After October 1, 2024, Use FY 2024-2025 Parks Board Expense Monies, Not To Exceed \$3,000, For The Same.**

Motion was made by Vice-Chairperson Abney to make a recommendation to City Council to request authorization to use monies from the Parks Board Expense Account, not to exceed \$3,700 for the planning and execution of the 2024 Spooktacular Event. Motion was seconded by Member Maurer.

Chairperson Gilbert Called for the Vote by A Show of Hands.

Motion Passed: 5-0-0.



**ANNOUNCEMENTS**

- a) Need more cedar posts made from natural cedar trees at Augusta Park for path.
- b) Workday at Augusta Park, To Be Announced - Bring your own tools.
- c) Mr. Brown has been to McCoy's and has provided an invoice to finish the Rainwater Collection Project.
- d) Next Regular Parks and Recreation Board Meeting Date is Thursday September 26, 2024, at 5:30 PM at City Hall.

**ADJOURN**

Chairperson Ruth Ann Gilbert Adjourned the Meeting at 6:22 P.M.

---

*Ruth Ann Gilbert, Chairperson*

---

*Bob Hambrick, Council Liaison*

DRAFT

**ORDINANCE NO. 22-310**  
**CITY OF WOODCREEK, TEXAS**  
**PARKS AND RECREATION BOARD**

**AN ORDINANCE AMENDING THE CITY OF WOODCREEK, TEXAS, CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“OFFICIALS, EMPLOYEES AND ORGANIZATIONS”) TO ESTABLISH A PARKS AND RECREATION BOARD AND TO REMOVE TITLE XV (“LAND USAGE”), CHAPTER 157 (“PARKS AND RECREATION”); PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.**

**WHEREAS**, The City of Woodcreek has in existence boards, commissions, panels, and committees; and these entities are advisory bodies and accountable to the City Council, and, thereby, to the electorate; and

**WHEREAS**, The City of Woodcreek seeks to be inclusive and transparent regarding its business thus subjecting boards, commissions, panels, and committees to the Open Meetings Act; and

**WHEREAS**, The City of Woodcreek values its citizens’ talents, input, and ideas in helping shape our city and seeks to involve its citizens in their local government thus appointing willing volunteers to positions on existing boards, commissions, panels and committees; and

**WHEREAS**, The City of Woodcreek City Council finds that it is prudent for all boards, commissions, panels, and committees to have uniform appointment structures, member numbers, and staggered term limits to create fairness and streamline City business; and

**WHEREAS**, the City Councils finds the creation of this ordinance aligns with the best interests of its citizens and is for good government and order of the City.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:**

**1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**2. ENACTMENT**

The Code of Ordinances of the City of Woodcreek is amended at Title III (“Administration”), Chapter 30 (“Officials, Employees and Organizations”) so as to read in accordance with Attachment A attached hereto and incorporated into this Ordinance for all intents and purposes and to remove Title XV (“Land Usage”), Chapter 157 (“Parks and Recreation”) as it is in conflict with this new addition as read in Attachment A.

**3. REPEALER**

---

Ordinance 22-310

Parks and Recreation Board – Alternate Members and Move to Ch. 30

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**4. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**5. CODIFICATION**

The City Secretary is hereby authorized and directed to record and publish the language of Title III, Chapter 30, as written by this Ordinance, in the City's Code of Ordinances.

**6. EFFECTIVE DATE**

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance as provided by law.

**7. PROPER NOTICE & MEETING**


It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. 27

**PASSED & APPROVED** this, the 2<sup>nd</sup> day of August 2022, by a vote of 5 (ayes) to 0 (nays) and 0 (abstentions) of the City Council of Woodcreek, Texas.

City of Woodcreek:

Attest:

  
\_\_\_\_\_  
Jeff Rasco, Mayor

  
\_\_\_\_\_  
Suzanne Mac Kenzie, City Secretary

**Attachment A**  
**CITY OF WOODCREEK**  
**TITLE III: ADMINISTRATION**  
**CHAPTER 30: OFFICIALS, EMPLOYEES AND ORGANIZATIONS**

**§ 30.90 POPULAR NAME.**

This subchapter shall be commonly cited as the "Parks and Recreation Board."

**§ 30.91 PURPOSE.**

The purpose of this subchapter is to create a Parks and Recreation Board which shall advise the City Council as it relates to the city of Woodcreek's Parks and Recreation. The Parks and Recreation Board shall be viewed as an independent advisory body.

**§ 30.92 CREATION AND COMPOSITION.**

The Parks and Recreation Board is hereby created. The Parks and Recreation Board shall consist of seven members: five regular members and two alternate members. Each of Woodcreek's five Councilmembers shall make one regular member appointment to the Parks and Recreation Board. The Mayor will make two alternate member appointments to the Parks and Recreation Board, specifically a first and second alternate. All appointments shall be confirmed by a majority vote of the City Council. In the event any Councilmembers or the Mayor refuses or is unable to make an appointment, the vacancy may be filled by the majority vote of the remaining members of the City Council. No member of the Parks and Recreation Board may be a present member of the City Council.

**§ 30.93 TERMS, RESIGNATION, VACANCY, AND REMOVAL.**

(A) The terms of each member (regular and alternate) of the Parks and Recreation Board shall be concurrent with the Councilmember who appointed each member and will expire upon the appointing Councilmember's term in office ending, either by expiration or resignation. Members shall serve terms of two years, and may be reappointed with no limitation on the number of terms one may serve. Terms will begin on January 1 and end on December 31, two years thereafter.

(B) Any member of the Parks and Recreation Board may resign by submitting written notice to the Chairperson of the Parks and Recreation Board. Resignation will be effective when sent. Upon receipt of written notice of resignation, the Chairperson of the Parks and Recreation Board shall promptly send such resignation to the Mayor.

(C) If a vacancy occurs on the Parks and Recreation Board, the vacancy may be filled by the Councilmember who appointed the resigning member.

(D) Members of the Parks and Recreation Board may be removed from the Parks and Recreation Board by a simple majority vote of the Councilmembers, and at a meeting of the Woodcreek City Council for which such a vote has been properly noticed.

**§ 30.94 DUTIES AND MEETINGS.**

---

Ordinance 22-310

Parks and Recreation Board – Alternate Members and Move to Ch. 30

(A) The Parks and Recreation Board shall meet to consider advising the City Council as it relates to the city of Woodcreek's Parks and Recreation including, but not limited to, the following:

- (1) The acquisition, development, improvement, equipment, and maintenance of City parks and public playgrounds;
- (2) The future development of the City parks, playgrounds, and recreational facilities, and the purchase of additional land for those purposes;
- (3) Improvements in the maintenance, operation, and general welfare of the City's parks, playgrounds, and recreational facilities and their use by the public; and
- (4) The application of grants or other funding for such projects; and
- (5) The planning and holding of public recreational events to encourage community and promote connectivity among the residents of Woodcreek.

(B) The Parks and Recreation Board shall advise the City Council on tasks given to them to consider by the City Council. To accomplish these tasks, the Parks and Recreation Board shall study, investigate and develop a recommendation or plan in response to the task given to them by Council, and under any deadlines established by the City Council.

(C) The Parks and Recreation Board should be prepared to provide monthly reports at regular meetings of the City Council.

(D) The Parks and Recreation Board shall meet at least once a month if they are presently considering advising the City Council as it relates to the city of Woodcreek's Parks and Recreation, but as often as necessary to accomplish the tasks at hand.

(E) Any recommendation of the Parks and Recreation Board shall result from a majority vote of the regular members of the Parks and Recreation Board. However, any recommendation of the Parks and Recreation Board is merely a recommendation and is not binding on the City Council. Any final decision as it relates to the city of Woodcreek's Parks and Recreation rests with the City Council.

(F) The board shall deliberate and draft a general Parks and Recreation Plan for the development of new parks and playgrounds, including landscaping, roads, trails, buildings, and equipment. That plan shall be submitted to the City Council for review and further elaboration. After approval by the City Council of the Parks and Recreation Plan any subsequent evaluations or reviews of the same may be submitted to the board for consideration and advice.

#### **§ 30.95 OFFICERS.**

(A) The Parks and Recreation Board shall choose its own officers from among its members. Officers shall be elected for terms of one year by majority vote of all its membership present. Officers shall include Chairperson and Vice-Chairperson.

(B) The Chairperson's sole duty shall be to preside over at all meetings in accordance with any rules the Parks and Recreation Board may establish. The Chairperson may vote. If the Chairperson fails or refuses to act, the Vice-Chairperson shall perform the duties of the

Chairperson. If the Chairperson and Vice- Chairperson are absent, any committee member may be appointed by the committee to preside over the meeting. The committee shall keep minutes of its proceedings. A majority of the members shall be a quorum for the transaction of business.

**§ 30.96 OPEN MEETINGS ACT.**

The Parks and Recreation Board shall comply with the provisions of Tex. Gov't Code Ch. 551, commonly referred to as the Open Meetings Act, including posting notices and agendas. The Parks and Recreation Board agenda shall have a Public Comments section allowing the public the right to speak.

City Staff shall post a notice of quorum for all meetings of the Parks and Recreation Board so that all members of the governing body may attend all meetings of the Parks and Recreation Board.

## Council Liaisons 411

### Goal:

To facilitate two-way communication between City Council and all City boards, panels, committees, and commissions.

### Role:

Working in coordination with the chair of the board, panel, committee, or commission, assist in generation of agenda items and packet materials for both City Council meetings and the meetings of the respective board, panel, committee, or commission.

Attend designated board, panel, committee, or commission meeting to answer questions during discussion or clarify motions and requests sent by Council.

Provide discussion and reports on items sent from their respective boards, panels, committees, and commissions to City Council.

### Guidelines:

***ALL City boards, panels, committees, and commissions shall function autonomously. They will set their own agendas and run their own meetings. Liaisons are NOT to be running their assigned boards, panels, committees, and commissions, nor are they to be setting agendas. They are to be resources to their respective City body.***

Liaisons shall NOT influence voting or sway discussion beyond factual statements or clarification on items sent from Council. Liaisons are NOT members of the board, panel, committee, or commission; nor are they "ex officio." Liaisons do not have any voting power beyond their role on City Council.

Liaisons should share only the discussion, concerns and/or requests from the full body of Council on an item sent to their designated board, panel, committee, or commission. Their representation on the board is not to be used to pursue their own goals or as a second chance to voice their concerns or opinion on an item beyond a City Council meeting.

If asked, liaisons are permitted to share their own opinion or judgement-based information during a meeting or on an agenda item, but they should refrain from offering this type of advice or influence without being first requested.

When representing their respective board, panel, committee, or commission to City Council in the form of a report or while answering questions on an item sent to Council, liaisons shall remain objective and factual. Councilmember liaisons shall work to support the efforts of their board, panel, committee, and commission and advocate for their work, but are not obligating their vote on City Council in support or against any item simply because they are the Council liaison for the board, panel, committee, or commission from which it came.

### Communication Flow:

Agenda packets, and the materials included, are a primary focus for liaisons.

The chair of any board, panel, committee, or commission shall make every effort to send a draft of their proposed upcoming agenda to their designated liaison so that the liaison can collect and provide additional information and materials as needed. The purpose of this collaboration is to improve and facilitate communication on items that are sent between said boards, panels, committees, and commissions and the City Council. If desired, the Chair may ask assistance in drafting the agenda.

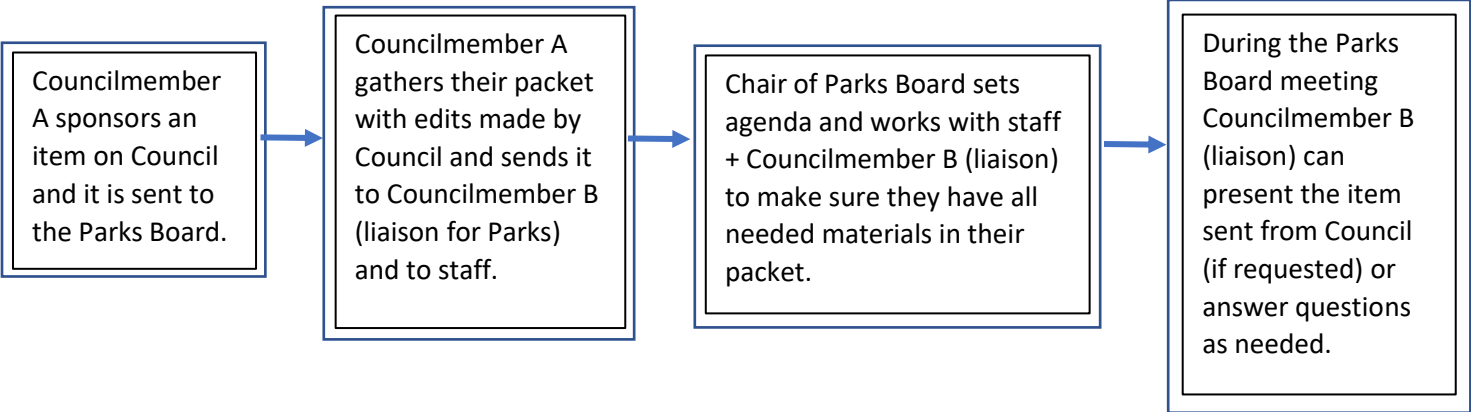
Liaisons shall remind the chair of their designated board, panel, committee, or commission about pending business sent from Council and in turn shall monitor any items sent from their designated board, panel, committee, and commission to be placed on the Council agenda.

City Staff will be responsible for communication between City Council and all boards, panels, committees, and commissions. They are responsible for tracking the flow of city business. However, the designated liaison is there to support this effort, provide additional information for packets when needed, and to help facilitate discussion during meetings. Staff, Chair, and Liaison shall work to keep all “in the loop” by copying on email and making all other efforts to keep all informed.

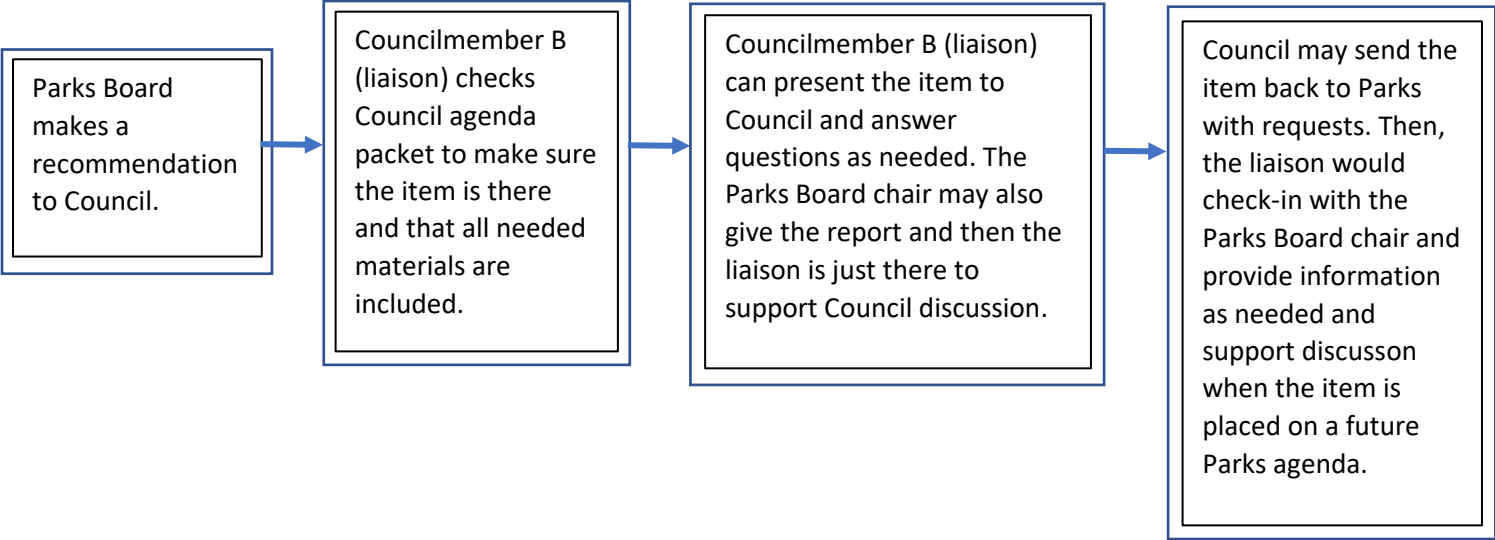


**EXAMPLE OF THIS COMMUNICATION FLOW:**

**Council to Board**



**Board to Council**



**P.O.S.A.C**  
**City Council Sub-Committee Report**  
**City of Woodcreek**

*This report shows a spending breakdown and highlights changes in the park improvement plans from the original submittal to the County.*

**Total POSAC grant with City match = \$267,000**

Spending of POSAC after re-coding items to Parks & Playground Maintenance and Parks line items: \$257,462.90 spent (\$4179.07 re-coded) with \$9,537.10 remaining\*

\*This amount will carry over into the 2024-2025 fiscal year

Parks & Playground remaining balance = \$0 (\$1839.06 re-coded from POSAC)

Parks Board remaining balance = \$ 6,466.32 (\$2340.01 recoded and with \$1000 committed to Boy Scouts)

Changes in the plans submitted to POSAC as installed currently:

**Augusta:**

- ADA observation deck and climbing nets removed
- Benches removed
- Added rock wall
- Add Bocci ball additions (signs & turf)

**Creekside:**

- Added tables
- Added 7.5' platform wheel
- Design of playground changed

**The Triangle:**

- Bike racks removed
- Cost of water fountain donated through purchase of item Aqua
- Electricity & fans installed at Gazebo
- Table, chairs, and outdoor storage

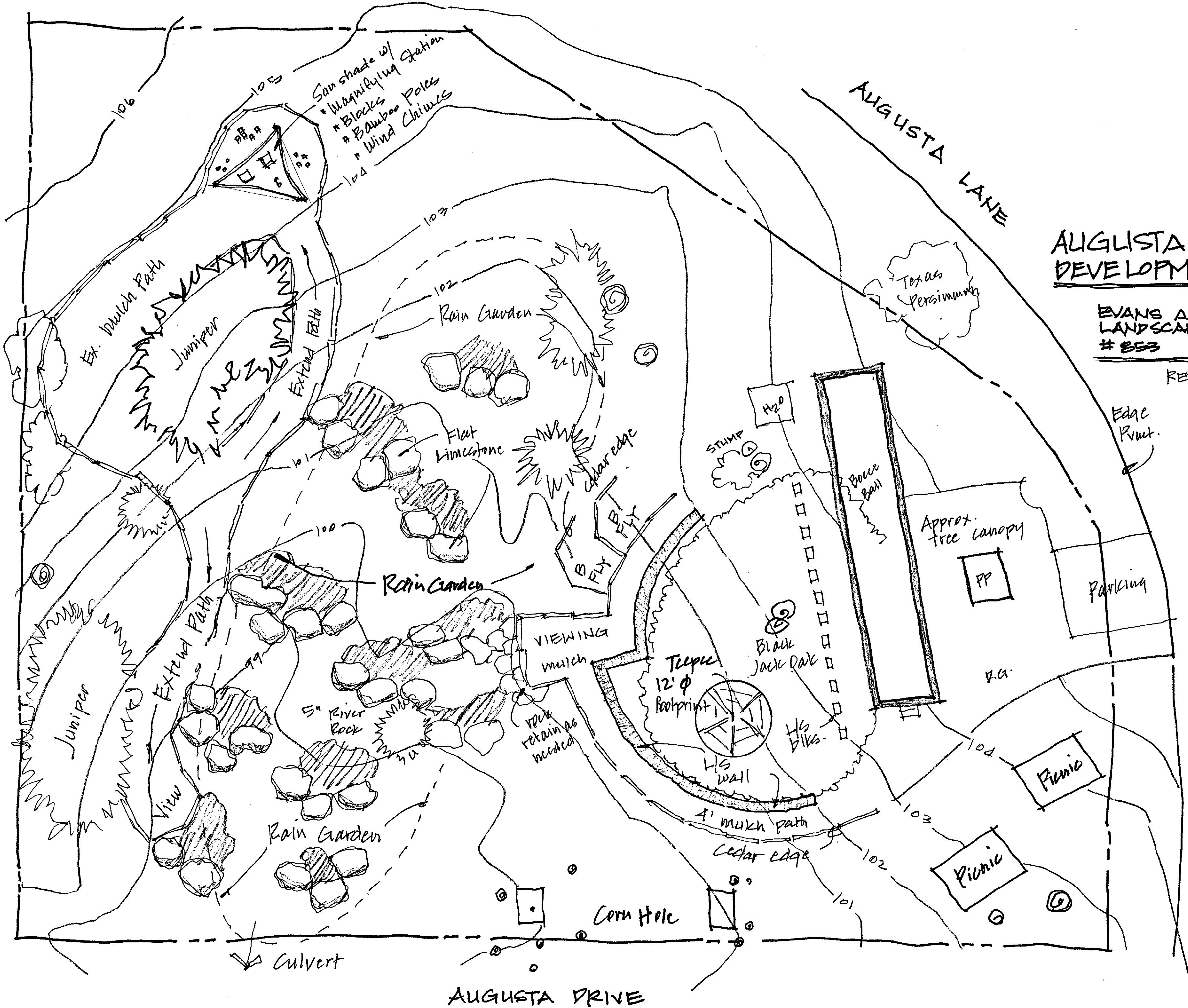
*Additional changes may be forthcoming as requested from Parks. Future expenditures of the remaining POSAC funds expected in 2024-2025 fiscal year.*

*Items above are ONLY items for which funds have been spent and installed, some items (bike racks and honeycomb tunnels) included in plans might not be installed and no spending has occurred to support the installation of these items. Further planning is needed to account for the remaining proposals and budget.*

***Known costs anticipated: ADA compliance in ALL locations (report from Freeland Turk pending)***

*Note\* there are other projects occurring at Augusta Park which are NOT funded through POSAC therefore not mentioned.*

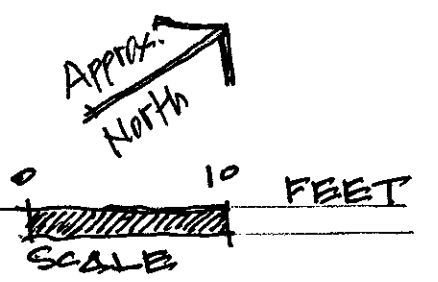
*What is needed from the Parks Board is a final design plan (itemized) with any expected future spending to be submitted to Council for review and possible approval.*



# AUGUSTA PARK DEVELOPMENT CONCEPT

EVANS ASSOCIATES  
LANDSCAPE ARCHITECTS  
# 853

REV. 09.20.2024



NOTE: BASE PLAN PROVIDED BY OTHERS





## Blocks, Block Play

Prices below

Brand: Natural Playgrounds Company  
Toxicity: All Natural  
Age Appropriateness: all ages

[Add To Wishlist](#)

[View PDF Product Sheet](#)[View Installation Instructions](#)

### Options

Bridge Ramp Cantilever package (2) 8in long, (2) 16in long - \$29.95

### Quantity

1

[Add To Cart](#)

Block play is critical for children.

Our Blocks can teach math skills because children experiment with smaller blocks that are units of larger ones, and they can group, add, and subtract.

Our Blocks encourage creativity and problem solving by allowing children to experiment with different shapes, structural integrity, gravity, balance, and geometry. Playing with our Blocks helps children develop social and emotional skills, because they learn how to share, problem solve together, discuss strategy for accomplishing goals, and discuss each others' solutions.

Block play helps children develop vocabularies as they learn to describe and talk about sizes, shapes, building forms, and positioning.

And playing with our Blocks helps build strength in children's fingers and hands, improves their eye-hand coordination, and refines the fine and large motor skills required to manipulate the blocks.

Small block kits have 30 pieces (2x4x8") of untreated, natural, western fir, cut and sanded. Large block kits have 60 pieces (2x4x8", 12", 24") of untreated, natural, western fir, cut and sanded.

Bridge/Ramp/Cantilever package to your order. With these, the kids can experiment with making bridges, tunnels, ramps between levels of blocks, inclines they can roll things down (remember that an Incline is a Simple Machine), and cantilevers!

With proper care, these blocks last forever (I still have the ones my Dad made me decades ago!!!) Your children will love them!

Actually, we know lots of adults who love them, too.

NOTE: If you are going to be leaving your blocks outdoors, you might want to consider having us treat them for you with our child- friendly preservative.

---

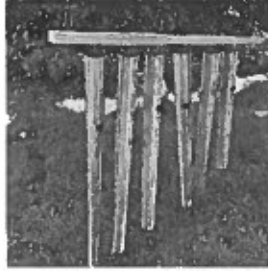
AT YOUR SERVICE

ABOUT US

OUR POLICIES

INFORMATION





## Wind Chimes

Prices below

Brand: Natural Playgrounds Company  
Toxicity: child friendly wood preservative  
Age Appropriateness: all ages

[Add To Wishlist](#)

[View PDF Product Sheet](#)[View Installation Instructions](#)

Options

Wind Chimes - \$319.95

Quantity

1

[Add To Cart](#)

Wind Chimes have their origins in Indian wind bells which were suspended on the corners of pagodas to scare away evil spirits.

Our chimes are long and made with 1-1/2" pipes, so the sound is unbelievable, full of long-lasting, multi-toned resonance that's just beautiful!

When played by the wind or children, a single chime produces a fundamental sound with a variety of additional overtones, so when our chimes start moving, many, many different tones and overtones are produced, making this instrument sound truly magical.

Depending on where they're hung, when they start ringing, Wind Chimes can indicate a change in wind direction or velocities, so children will always know when air is in motion. This, of course, can lead to imaginative stories about wind elves and fairies ringing the chimes, or to discussions about wind and why the air moves, or about clouds moving, birds in flight, kites flying, and so on.

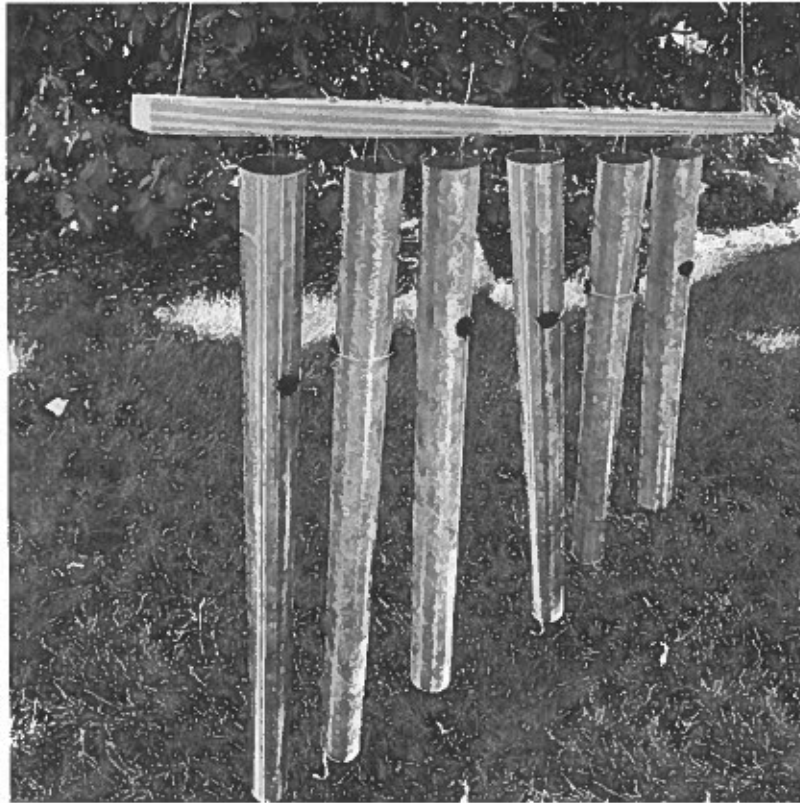
These silver-colored Wind Chimes are a beautiful, outdoor musical instrument that can be hung anywhere. They can be played both by the wind and by children gently brushing the pipes.



several of these in different places on your Natural Playground will provide endless, beautiful entertainment for children and adults alike.

Item 9.

Made to hang from anything such as a tree branch or any other support off the ground, installation is very easy. Endlessly delightful!



We also recommend:



AT YOUR SERVICE

ABOUT US

OUR POLICIES

INFORMATION





## Magnifying Station Prices below

Brand: Natural Playgrounds Company  
Toxicity: child friendly wood preservative  
Age Appropriateness: all ages

[Add To Wishlist](#)

[View PDF Product Sheet](#)[View Installation Instructions](#)

Options

Magnifying glass replacement - \$29.95

Quantity

1

[Add To Cart](#)

This brand new, science learning element is designed to help children understand and better connect with nature.

The indestructible magnifying glass gives kids 5x magnification. That means that whatever they hold under the glass will be enlarged 5 times!! so they see everything in great detail!

They'll be able to see the small veins in a leaf, the hairs on spiders' legs, cobweb strands, particles of sand that'll look like small pebbles, the cells in their own skin, essentially everything with a fresh eye.

The reason we designed a cantilever arm is so kids can put big things under it. Compare this fabulous feature to other magnifiers, all of which offer a very limited viewing area that children can't even get their hands under!

Don't delay! Get this inexpensive, fabulous science tool immediately, and watch your children be amazed as they run all over the playground finding different things to investigate.

You might need more than one :))

The Magnifying Station can be installed into the ground, or if you want, you can

whenever the occasion warrants.

The instrument is made for outdoor use.

Easy installation instructions included!

Item 9.



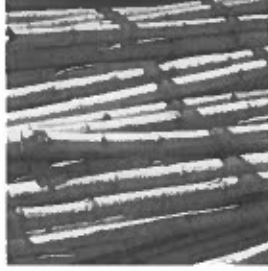
[AT YOUR SERVICE](#)

[ABOUT US](#)

[OUR POLICIES](#)

[INFORMATION](#)





## Bamboo Poles (Set of 10, 1 inch x ~8 ft long) Prices below

Brand: Natural Playgrounds Company

Toxicity:

Age Appropriateness:

[Add To Wishlist](#)

[View PDF Product Sheet](#)

Options

Bamboo Poles (Set of 10, 1 inch x ~8 ft long) - \$79.95

Quantity

1

[Add To Cart](#)

Our Bamboo Poles are extraordinary play items, one of the best "loose parts" available anywhere.

The Strong National Museum of Play in Rochester NY says "Sticks are not only possibly the oldest toys, they're possibly the best," so kids HAVE to have them! And they're all natural!!

Poles can be tied together, used as bridge parts, shaped into a tipi, used like logs for a cabin, leaned against a building and covered with a blanket for a lean-to, set on the ground and walked over as part of a obstacle courses, outline a path, laid out to represent a room or rooms or to divide spaces, they can be used in numerous other creative ways.

Children find sticks an endless source of make-believe fun. When they pretend with sticks, they cultivate their creativity and develop their imaginations. These simple bamboo poles are a must have for any natural playground, especially yours!

Poles are sustainably harvested from 3-5 year old bamboo in order to achieve maximum wall thickness and density. Every Pole undergoes a natural curing process to ensure strength, longevity, and beauty.

parts materials, yet in many applications, it's more durable and more aesthetic than wood saplings. Bamboo wood fiber is also naturally termite resistant and therefore a better option than many kinds of tree wood in termite prone regions.

If you want to use a bundle of poles to make a TP, down about a foot from the top, wrap a bungee cord around the bundle.

Then take some chalk dust (it's cheap to buy the colored chalk dust used in chalk line tools from Lowe's, Home Depot, or any hardware store), and use the chalk to lay out a circle approximately 6 feet in diameter wherever you want the TP.

If you want to get fancy about it, use your math skills to divide the circle into 10 equal parts, then have the kids help you erect the TP by placing each pole on one of the marks around the circle.

Our Bamboo poles come in bundles of 10, are usually no bigger than 1-1.5" in diameter, and are approximately ~8' in length.

You should get at least 2 bundles, because they will be a favorite!

NOTE: All Bamboo Poles Will Crack. Poles are hand-selected when they are shipped, but we can't guarantee the poles from cracking during shipping or over time after your purchase.

AT YOUR SERVICE

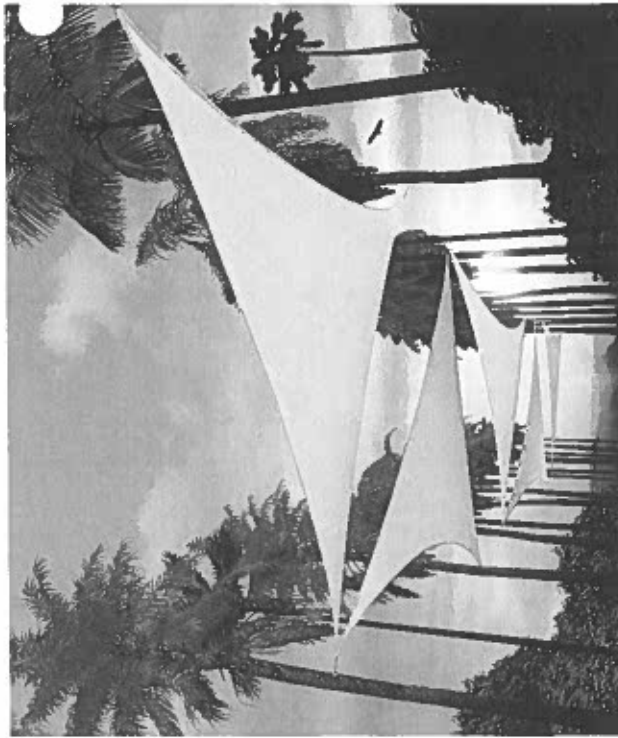
ABOUT US

OUR POLICIES

INFORMATION



Patio, Lawn & Garden > Patio Furniture & Accessories > Umbrellas & Shade > Shade Sails



Roll over image to zoom in



VIDEO

## Amgo 14' x 14' x 14' Beige Triangle Sun Shade Sail Outdoor Canopy Awning UPF50+ AGTAPT14, 95% UV Blockage, Water & Air Permeable, Commercial Standard Heavy Duty (We Make Custom Size)

Visit the Amgo Store

4.5

293 ratings | Search this page

List Price: ~~\$44.99~~ Details

Business Price **\$26.72**

FREE Returns

You Save: \$18.27 (41%)

**Buy more, save more**

2 units

-42% **\$52.38**

\$26.19/unit

10 units

Lowest price

-43% **\$256.50**

\$25.65/unit



Apply 5% coupon | Shop items > | Terms

**Want to use Net 30 terms for your order? Choose Pay by Invoice as your payment method at checkout.**



Buying multiple items? Go to multi-select

Size:

14' x 14' x 14'

Color: **Beige**

**\$26.72**

FREE Returns

FREE delivery Monday, September 23. Order within 8 hrs 26 mins

Deliver to City - Woodcreek 78676

In Stock

Quantity: **1**

Request quote for 390+

Add to Cart

Buy Now



Sold by Amgo Factory and Fulfilled by Amazon.

**Seller Credentials:** 889 certification, Classified Small Business - Gartner standard

Return policy:

30-day refund/replacement

This item has been tested to certify it can ship safely in its original box or bag to avoid unnecessary packaging. Since 2015, we have reduced the weight of outbound packaging per shipment by 41% on average, that's over 2 million tons of packaging material.

If you still require Amazon packaging for this item, choose

Item 9.

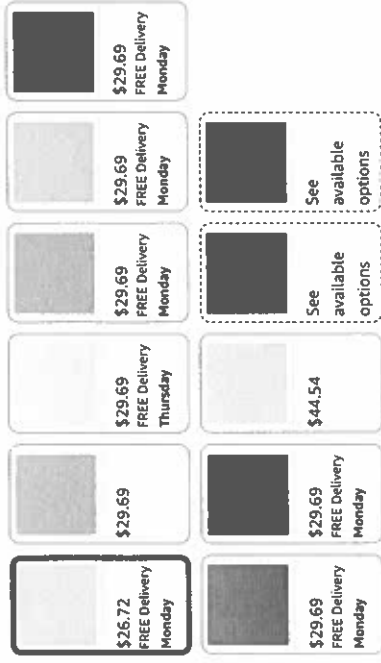
"Ship in Amazon packaging" at checkout.

Add a gift receipt for easy returns

Add to List

Other sellers on Amazon

New (2) from \$26.72



Size 14' x 14' x 14'

Color Beige

Brand Amgo

Material High Density Polyethylene (HDPE)

Style Classic

#### About this item

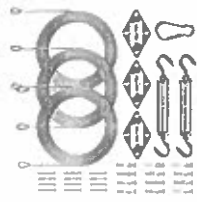
- **[Enhanced 95% Sun Protection]** : Crafted from durable 200 GSM HDPE material, our shade sail provides reliable protection against harmful UV rays, blocking up to 95% of them for a safer outdoor experience.
- **[Temperature Reduction]** : Beat the heat with our shade sail, which reduces temperatures by up to 15 degrees compared to unshaded areas, providing a cooler outdoor environment for you to enjoy.
- **[Easy & Flexible Installation]** : Effortlessly install our shade sail by determining the area, selecting the shape, and securely attaching it to trees, roofs, walls, or other surfaces using mounting hardware kits. For optimal performance, ensure that each corner has a gap of at least 0.5 ft between D-Rings and poles, or reduce by 1 to 1.5 ft for each side.
- **[Customizable Fit]** : With precise measurements taken from D-ring to D-ring, our shade sail offers a tailored fit for your space. Prefer straight edges? Get in touch with us for customization options to achieve the look you desire.
- **[Premium Durability with 3 Years Assurance]** : Features stainless steel D-Rings and reinforced edges. Double-layer stitching prevents fraying, comes with 3-year assurance included.

Report an issue with this product or seller

Sponsored

Amgo products customers bought together

Sponsored



+



Total price: \$56.41

Add both to Cart

Sponsored

**This item:** Amgo 14' x 14' x 14' Beige Triangle Sun Shade Sail Outdoor Canopy Awning UPF50+...  
 4.5 293  
 -41% \$2672  
 List \$44.99

-1% \$29.69

Typical \$29.99

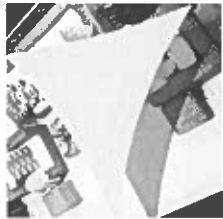
Amgo Hardware Kit Set for Triangle Sun Shade Sails Canopy. Easy-Tensioning. 316 Military...  
 4.4 182

### More from frequently bought brands

Sponsored



ShadeMart 32' x 32' x 32' Beige Triangle Sun Shade Sail UPF50 SMTAPT32 Canopy Fabr...  
 30  
**\$69.99**



Amgo Sun Shade Sail Canopy Awning, 14' x 18' Beige Rectangle, UPF50+, 95% UV Blockage, Water...  
 139  
**\$44.54**



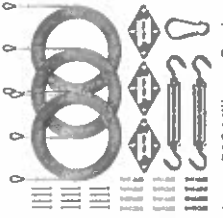
Amgo Heavy Duty Commercial Grade Right Triangle Sun Shade Sail Canopy, 14' x 14' x 19.8'...  
 555  
**\$2771** (\$0.28/Sq Ft)



20' x 20' x 20' Sand Triangle Sun Shade Sail, 95% UV Blockage, Water & Air...  
 103  
**\$36.99**



SUNNY GUARD 16'x16'x16' Triangle Sand UV Block Sun Shade Sail for Backyard Yard Deck...  
 11,083  
**\$28.99** (\$0.25/Sq Ft)



Amgo 316 Military-Grade Stainless Steel Hardware Kit for Triangle Sun Shade Sails Canopy, Easy...  
 182  
**\$29.69**



ShadeMart 18' x 18' Beige Triangle Sun Shade Sail Canopy SMTA Water Perm...  
 98  
**\$33.99**

Save 5% with coupon

Save 38% on 2+ units

Save 5% with coupon

Save 43% on 2+ units

Save 10% with coupon

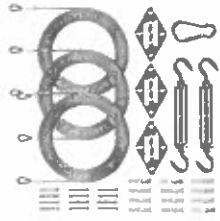
Save 5% with coupon

Save 3% on 2+ units

### 4 stars and above

Sponsored



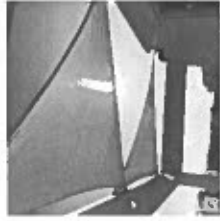


182  
**\$29.69**  
 Amgo 316 Military-Grade Stainless Steel Hardware Kit for Triangle Sun Shade Sails Canopy, Easy...

11,083

**\$28.99** (\$0.25/Sq Ft)

Save 5% with coupon  
 Save 3% on 2+ units



103  
**\$36.99**  
 SUNNY GUARD 16'x16'x16' Triangle Sand UV Block Sun Shade Sail for Backyard Yard Deck...

200

**\$23.75**

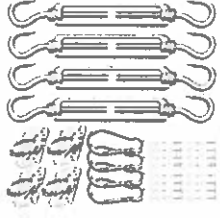
Save 48% on 2+ units



245  
**\$42.99**  
 16' x 16' x 22.6' Black Right Triangle Sun Shade Sail, 95% UV Blockage, Water & Air P...

307

**\$24.99**



200  
**\$23.75**  
 Sun Shade Sail Hardware Kit 6 Inch for Rectangle & Triangle Shade Sail Install, Sta...

Amazon's Choice in Shade Sails

**\$18.99**



215  
**\$23.99**  
 ShadeMart 12' x 1' Beige Triangle Sun Sail UPF50 SMTAI Canopy Fabric...



307  
**\$24.99**  
 COOLBOYS 16' x 16' x 16' Sun Shade Sail Sand Triangle UV Block Outdoor Shade Canopy Su...

**Product Description**



## Natural Playgrounds Store

Natural Playgrounds Company  
85 Warren Street, Concord, NH 03301  
Toll Free 888-290-8405  
Intl 603-228-0476  
Fax 603-228-6018  
ethan@naturalplaygrounds.com



### TeePees (Tipi)

**TSCLP-TP3**

**Shipping Weight: 1130 lbs**

**Shipping Dimensions: 108"L X 72"W X 29"H**

**Brand: Natural Playgrounds Company**

**Toxicity: child friendly wood preservative**

**Age Appropriateness: up to 8 years**

Teepees play a significant role in our nation's history and can be used to teach units about our Native American heritage, dwellings, nomadic living, the simplistic beauty of useful structures, wind dynamics, design, heat retention, and many other concepts.

In addition, they make wonderful meeting places, provide a fabulous sense of enclosure (that's also well lit), and provide much-needed shade in sunny areas.

Kids love teepees, so we offer two sizes: large and small, each with options.

Handholds and ladder slats are included on the large six-sided Teepee, and offer different upper body challenges on a completely safe playground element.

Hanging inside in the middle is a length of rope fixed to the ground, which offers yet another climbing challenge!

The whole regal structure is about 12 feet tall to its peak, so it's an immediate, attractive space in which children can play and make-believe.

The smaller 8' Teepee has 8 struts and therefore 8 sides. There is no rope hanging inside the small TP.

This small Teepee can be purchased as a frame only or with any number of solid walls, solid walls with climbing handholds, slat walls, or open sections.

Because of the spacing between the slats, and the open sides, the large Teepee is relatively transparent which makes supervision from almost any angle very easy.

The 12' Teepee is a rugged play element that is good for any age group; the smaller one is obviously for younger kids, and is a great addition to a back yard!

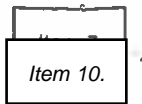
Both Teepees come as easy to assemble kits that can be put up in a few hours (or a lot less time for the smaller Teepee). The 12' Teepee should rest on top of solid ground with the base buried in the fall zone material, whereas the smaller Teepee is meant to be set on the ground which makes it very easy to move to other locations.

The footprint of the big Teepee is about a 12' diameter circle. A 6 foot fall zone is required all around, so its a circle 24' in diameter.

The footprint of the smaller Teepee is about 8 feet. If you want the walls with climbing handholds or the stat climb, you will need a fall zone around this Teepee as well.

Without walls, the small Teepee frame can be placed in your garden or on the grass. Great for growing vines, pole beans, morning glories, etc.

# 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 -