
MEETING NOTICE

The City Council 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, August 22, 2024 at 5:30 PM.

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

<https://zoom.us/j/93581088181?pwd=xbXUk0pPz74mE14u9JXxGPAYlHF7eZ.1>

Meeting ID: 935 8108 8181; Passcode: 701851

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 City.Secretary@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 Special Parks and Recreation Board Meeting Minutes From July 18, 2024.

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. 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.
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
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. "Loose Parts"
 - Shade Cover, Outdoor Xylophone, Magnifier, Outdoor Blocks, Bamboo Poles, Etc.
 - ii. Equipment
 - Teepee
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.

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
8. 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.

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **15th day of August, 2024 at 11:30 AM**

By: 

Suzanne J. MacKenzie, City Secretary

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

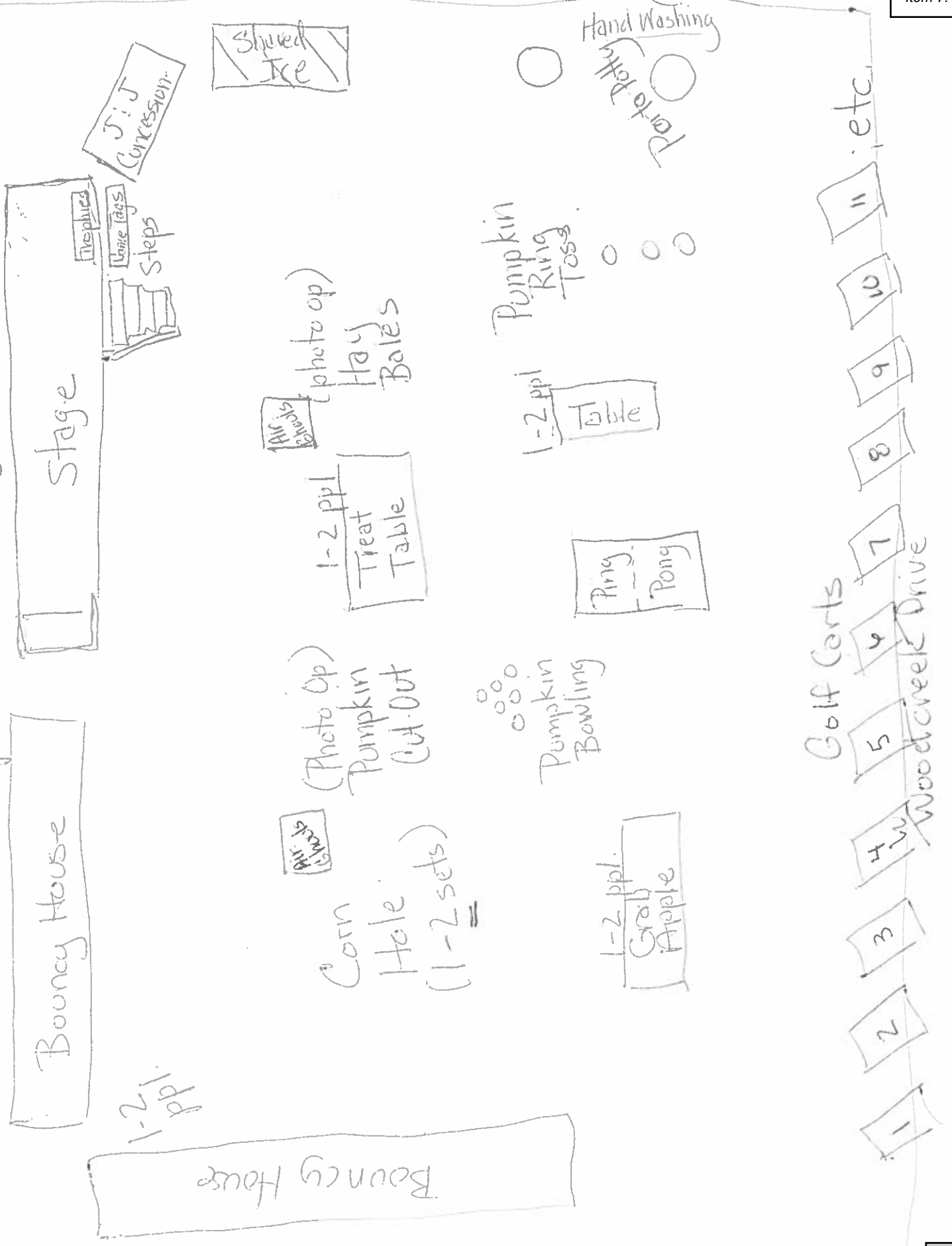
Suzanne Mac Kenzie, City Secretary

2024 Spooktacular Opportunities

Item 7.

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



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**

- 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

*Prizes:
Judges Favorite
Best of Show - Field*

Item 7.

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
 - 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 - Leinneweber - (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