
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 Wednesday, August 16, 2023 at 5:30 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

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

<https://zoom.us/j/98792890070?pwd=M0I0THRnaTk3YzJqMkhhWjZReTZCZz09>

Meeting ID: 987 9289 0070; Passcode: 140250

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 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. Approve Meeting Minutes from July 13, 2023.

REPORTS

Report by Parks and Recreation Board Liaison.

Report by City Manager.

REGULAR AGENDA

2. Discuss and Take Possible Action on Development of Parks, per the POSAC Grant.
3. Discuss and Take Possible Action on Spooktacular Event Near End of October.

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **13th day of August 2023 at 5:00 PM.**

By: 

Suzanne J. MacKenzie, City Secretary

PARKS AND RECREATION BOARD MEETING (CITY HALL)
July 13, 2023; 5:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chair Rawlings called the Meeting to Order at 5:30P.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Chair Pat Rawlings
Vice-Chair Ruth Ann Gilbert
Member Cody Abney
Member Justin Camp
Alt. Member Becky Denton
Alt. Member Monica Rasco
Council Liaison, Bob Hambrick

ABSENT

Member Elizabeth Maurer

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT AGENDA

1. Approval of Regular Meeting Minutes from June 8, 2023.

Motion was made by Member Abney to approve the meeting minutes from June 8th. Motion was seconded by Member Gilbert.

A roll call vote was held.

Voting Yea: Chair Rawlings, Vice-Chair Gilbert, Member Abney, Member Camp

Motion Passed: 4-0-0.

REPORTS

Report by Parks and Recreation Board Liaison.
Bob Hambrick is on Vacation.

Report by City Manager.

Gazebo has been ordered. Creekside playscape has been ordered. Tuesday meeting with tree vendor to raise the canopy. August 1, meet at site with GameTime.

REGULAR AGENDA

2. Workshop to Discuss Parks Project Development, Schedules and Layouts.

Workshop Opened at 5:37P. Workshop Closed at 6:09P

3. Discuss and Take Appropriate Action Regarding Preparing or Ordering Equipment and Services for the City Parks.

After discussion, no action was taken on this item.

4. Discuss and Take Appropriate Action to Forward Budget Impacting Items and Events to City Council for Consideration and Possible Inclusion in the 2023-2024 Fiscal Year Budget Discussions.

After discussion, no action was taken on this item.

ADJOURN

Chair Rawlings adjourned the Meeting at 6:42P.

Pat Rawlings, Chairperson

Suzanne Mac Kenzie, City Secretary

2022 SPOOKTACULAR CHECKLIST and TIMELINE

1. **Date-October 30, 2022 lineup at 4:45, parade starts at 4:45 at Festival from 5:00 p.m. until 7:00 p.m.**
2. Place
 - A. Parade - Start at Deerfield Dr. & Woodcreek Dr. to Woodcreek Dr. & Par Lane
 - B. Festival-Field at Woodcreek Dr. & Par Lane
3. Committees
 - A. Advertising - Pat Rawlings
 - B. Parade entry forms and sign up - Maureen Mele, include language re: no. jumping from trailer
 - C. Brochure Notice Distribution - Elizabeth Maurer
 - D. Road Closure - Karen Poe
 - E. Parade Line Up & check in - Pat Rawlings
 - F. Festival set up and tear down - ALL Parks & Rec Board
 - G. Games & Prizes - Karen Poe, Ruth Ann Gilbert, Elizabeth Maurer
 - H. Judges - Karen Poe
 - I. Costume Contest & Prizes
 - J. Treat Bags & Water - Ruth Ann Gilbert & Karen Poe
 - K. Music - Pat Rawlings
 - L. Volunteers
 - M. Each member responsible for enlisting volunteers & reporting volunteer names & contact number to Karen Poe
4. Advertising
 - A. Reuse posters from last year
 - B. Start date for advertising-October 10th
 - C. Set out posters in Woodcreek
 - D. Email to citizens
 - E. Woodcreek Nextdoor
 - F. Article in the paper
 - G. Chamber Chat radio show
 - H. Chamber Monday email to members
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 10-27-22
 - E. Obtain entry list from city on 10-28-22

6. Brochure Notice Distribution - Elizabeth Maurer
 - A. City print notice of parade and road closure
 - B. Distribute notice week of 10-24-22 to residents on Woodcreek Dr., Deerfield Dr., Stonehouse Circle, Par View Lane & Brookhollow down to first Augusta Dr.
 - C. Email notice to citizens
 - D. Put notice on Woodcreek Nextdoor

7. Road Closure - Karen Poe
 - A. Schedule Constable - Maureen Mele
 - B. Set out barriers at street closure points-City
 - C. Closure at 4:30 at Deerfield Dr. & Woodcreek Dr.
 - D. Closure at Champions Circle & Woodcreek Dr. by golf course to Brookhollow at 4:30
 - E. Open up Deerfield Dr. after parade has passed
 - F. Open up Woodcreek Dr to Brookhollow after parade has passed
 - G. Open up Woodcreek Dr to Par Lane after arrival of parade participants

8. Parade Line Up and Check In - Pat Rawlings
 - A. Cover hay bales with tarps - Cody Abney
 - B. Begin lineup and check in at 4:30 p.m.
 - C. Start parade at 4:45 p.m.
 - D. Move barrier to open up as parade passes

9. Festival set up and tear down - ALL Parks & Rec Board
 - A. Treat for ants at least two times - Cody Abney
 - B. Secure portable toilet and delivery time - Karen Poe
 - C. Secure inflatables and delivery time - Cody Abney
 - D. Secure trash cans and delivery time - Cody Abney
 - E. Oversee set up of portable toilet - Karen Poe
 - F. Oversee set up of inflatables - Cody Abney
 - G. Oversee trash can delivery and removal - Cody Abney
 - H. Set up water & treat tables and game areas-Use balloons staked by golf tees
 - I. Mark off costume contest area - Cody Abney
 - J. Picture backdrops - Ruth Ann Gilbert
 - *Pumpkin cutout
 - *Haybale backdrop
 - K. Recruit volunteers to man tables and run games

10. Games & Prizes - Karen Poe, Ruth Ann Gilbert, Elizabeth Maurer
 - A. Small kids - Elizabeth Maurer
 1. Games
 - *Grab Apple Game
 - *Pumpkin Bowling
 - *Inflatable slide
 2. Prizes

- B. Older kids - Karen Poe & Ruth Ann Gilbert
 - 1. Games
 - *Pumpkins in a Row
 - *Pumpkin Bowling
 - *Balloon ping pong
 - *Balance pumpkin on head
 - *Inflatable slide
 - 2. Prizes
 - C. Preteen/teens - Karen Poe & Ruth Ann Gilbert
 - 1. Games
 - *Hay bale throwing
 - *Balloon ping pong
 - *Halloween apple race
 - 2. Prizes
 - D. Hay bales for picture backdrop
11. Judges for Parade and Costume Contest - Karen Poe
12. Costume & Parade Contest & Prizes
- A. Megaphone
 - B. Trailer set up for stage - Cody Abney
 - C. Categories
 - 1. Kids
 - *2 & under
 - *3-10
 - 2. Tweens & Teens-11 & up
 - 3. Adults
 - 4. Pets
 - 5. Golf Carts
 - D. Trophies
13. Treat Bags-prepare 150 bags - Karen Poe & Ruth Ann Gilbert
14. Music-Halloween Playlist - Pat Rawlings