
MEETING NOTICE

The Parks and Recreation Board of the City of Woodcreek, Texas will conduct a meeting at City Hall, 41 Champions Circle, Woodcreek, TX. The meeting will be held on October 19, 2022 at 5:30PM.

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://meetings.ipvideotalk.com/270602687>. The public may listen to this meeting by dialing one of the following numbers: 1(617) 315-8088 or toll free at 1(866) 948-0772. When prompted enter Meeting ID:270602687.

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).

AGENDA

CALL TO ORDER

PLEDGES

ROLL CALL AND ESTABLISH QUORUM

PUBLIC COMMENTS

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Parks and Recreation Board 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 Board'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 on 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 Chairperson's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names of three (3) individuals present in the audience who wish to yield their three 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 on the day prior to the meeting. Please include your full name, home or work address, and agenda item number. Written

comments will be part of the official written record only. 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

CONSENT AGENDA

All the following items are considered self-explanatory by the Parks and Recreation Board and may be acted upon with one motion. There will be no separate discussion of these items unless a Board Member or Citizen so requests. For a Citizen to request removal of an item from the Consent Agenda, a written request must be completed and submitted to the City Manager.

1. Approval of Parks and Recreation Board Meeting Minutes of September 19, 2022

REGULAR AGENDA

2. Report on the Status of the LCRA Grant
3. Discuss and Take Appropriate Action on the Planning for the SpookTacular Parade and Festival Scheduled for Sunday, October 30, 2022 Beginning at 4:45PM

ADJOURN

The Parks and Recreation Board may retire to executive session any time between the meeting's opening and adjournment for the purpose of consultation with legal counsel pursuant to Chapter 551.071 of the Texas Government Code; discussion of personnel matters pursuant to Chapter 551.074 of the Texas Government Code; deliberation regarding real property pursuant to Chapter 551.072 of the Texas Government Code; deliberation regarding economic development negotiations pursuant to Chapter 551.087 of the Texas Government Code; and/or deliberation regarding the deployment, or specific occasions for implementation of security personnel or devices pursuant to Chapter 551.076 of the Texas Government Code. 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.

Attendance by Other Elected or Appointed Officials:

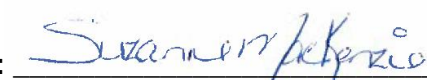
It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance. The members of the boards, commissions and/or committees may participate in discussions on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

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.

I certify that the above notice was posted on the 14th day of October 2022 at 11:02AM.

By: _____



Suzanne J. MacKenzie, City Secretary

PARKS AND RECREATION BOARD MEETING
September 19, 2022; 5:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Chairperson Rawlings called the meeting to order at 5:30PM.

PLEDGES

ROLL CALL AND ESTABLISH QUORUM

PRESENT

Chairperson Pat Rawlings
Vice-Chair Karen Poe
Board Member Cody Abney
Board Member Ruth Ann Gilbert
Board Member Elizabeth Maurer
Council Liaison Chrys Grummert

STAFF PRESENT

Administrative Assistant Maureen Mele

PUBLIC COMMENTS

No public comments were offered.

CONSENT AGENDA

1. Approval of Parks and Recreation Board Meeting Minutes from June 1, 2022

Chairperson Rawlings requested that this agenda item be moved to the regular agenda for discussion.

This agenda item was addressed first during the regular agenda.

REGULAR AGENDA

1. Approval of Parks and Recreation Board Meeting Minutes from June 1, 2022

A motion was made by Chairperson Rawlings that the minutes be changed so that under agenda item 5, the wording "budget \$1,000 for the Spooktacular ..." be changed to "budget \$1,000 out of the 2021-22 fiscal year and an additional \$1,500 out of the 2022-23 fiscal year for the Spooktacular ...". The motion was seconded by Board Member Abney.

A roll call vote was held.

Voting Yea: Board Member Maurer, Board Member Gilbert, Board Member Abney, Vice-Chair Poe, Chairperson Rawlings

The motion carried with a 5-0-0 vote.

2. Report on the Possible Funding of the POSAC Grant from the Hays County Commissioner's Court

Chairperson Rawlings reported that the POSAC grant decision was not on the September agenda for the Hays County Commissioner's Court but that he was hoping that it would be on an agenda soon.

3. Update from Council Liaison on Grant Applications

Council Liaison Grummert reported that he is in discussion with Grant Works, an agency that assists cities in identifying and applying for grants, about several grant application possibilities.

4. Update on LCRA Grant Application for Repairs/Restoration of Veteran's Memorial Park and Modifications to Bocce Ball Court at Augusta Park

Chairperson Rawlings reported that he believes the LCRA grant decision has been scheduled for early October 2022.

5. Discuss and Take Appropriate Action on a Call for a Friends of Woodcreek Parks Group

After discussion, a motion was made by Board Member Abney to request from City Council \$400 for recognition items to be presented to citizens who have frequently assisted the Parks and Recreation Board. The motion was seconded by Chairperson Rawlings.

A roll call vote was held.

Voting Yea: Vice-Chair Poe, Board Member Gilbert, Board Member Maurer, Board Member Abney, Chairperson Rawlings

The motion carried with a 5-0-0 vote.

6. Discuss and Take Appropriate Action if Necessary for the Spooktacular Event to be Held on Sunday, October 30 Beginning at 4:30PM at Quicksand Golf Course

After discussion, the Halloween Spooktacular will be held on Sunday, October 30 with the parade of golf carts to line up on Deerfield Drive at 4:30PM. The parade down Woodcreek Drive to Pro Lane will begin at 4:45PM. Duties for the parade and Spooktacular event at Quicksand Golf Course were divided among the members. A listing of specific responsibilities as discussed will be updated by Karen Poe and distributed to all members.

7. Discuss and Take Appropriate Action on Scheduling the Next Parks and Recreation Board Meeting

The next Parks and Recreation Board Meeting is to be held on Wednesday, October 19, 2022 at City Hall at 5:30PM.

ADJOURN

Chairperson Rawlings adjourned the meeting at 6:57PM.

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