

City of Windcrest



**AGENDA
PARKS AND RECREATION COMMISSION
OCTOBER 27, 2022**

CITY COUNCIL CHAMBERS @ 8601 MIDCROWN

6:00 P.M.

NOTICE IS HEREBY GIVEN THAT A CITY OF WINDCREST PARKS AND RECREATION COMMISSION MEETING WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 27th DAY OF OCTOBER 2022, STARTING AT 6:00 P.M. DURING THE MEETING THE FOLLOWING SUBJECTS WILL BE CONSIDERED AND THE COMMISSION MAY TAKE ACTION ON ANY OF THE LISTED SUBJECTS.

THE PARKS AND RECREATION COMMISSION RESERVES THE OPTION TO RECESS THE MEETING DURING THE EVENING OF OCTOBER 27TH, 2022, AND TO RECONVENE THE MEETING ON THE FOLLOWING DAY, OCTOBER 28TH 2022, AT 9:00 A.M. AT THE WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Windcrest Council Chambers is wheelchair accessible, and accessible parking spaces are available. In compliance with Americans with Disabilities Act, the City of Windcrest will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received 48 hours prior to the meeting. Please contact the City Secretary's Office, at 210-655-0022 ext. 2150 or Fax 210-655-8776, or 711 Texas Relay.

- I. Call to Order**
- II. Roll Call**
- III. Vote to Excuse Absent Commission Members**
- IV. Pledge of Allegiance and Invocation**
- V. Citizens to be Heard**

- Citizens may address the Parks and Recreation Commission on topics not on the agenda for no more than three (3) minutes.
- In addition to the foregoing, citizens shall also have the opportunity to address the Parks and Recreation Commission during consideration of posted agenda items for no more than six (6) minutes.
- A City Official may make a statement of specific factual information in response to an inquiry made by a member of the public, or a recitation of existing policy in response to an inquiry made by a member of the public.

**THE FOLLOWING ITEMS MAY BE CONSIDERED AT ANY TIME DURING THE
PARKS AND RECREATION MEETING:**

VI. COMMISISON TRAINING

- a) The Parks and Recreation Commission will receive training on the Texas Open Meetings Act and the Texas Public Information Act.

VII. DISCUSSION & ACTION

- a) The Parks and Recreation Commission will discuss and may take action on grants available to the Windcrest Parks and Recreation Commission for the future Windcrest Dog Park. [Monica Baietti, Place 2]
- b) The Parks and Recreation Commission will discuss and may take action on a City Clean Up program or event utilizing student volunteers from Roosevelt High School. [Monica Baietti, Place 2]
- c) The Parks and Recreation Commission will discuss and may take action on an art in the park event on March 18, 2023 at Takas Park. [Scott Lee Ross, Place 5]
- d) The Parks and Recreation Commission will discuss and may take action on a recommendation to the City Council on the traffic flow during the light up season. [Jim Flinn, Place 1]
- e) The Parks and Recreation Commission will discuss and may take action on the “Ho Ho Ho Holiday Market”. [Scott Lee Ross, Place 5]
- f) The Parks and Recreation Commission will discuss and may take action on the Windcrest Holiday Recipe Cookoff. [David Hook, Chairman]
- g) The Parks and Recreation Commission will review, discuss, and may take action on the operations calendar of park events in 2022/2023. [David Hook, Chairman]
- h) The Parks and Recreation Commission will review, discuss, and may take action on the approved working Parks and Open Space Plan - Resolution 2021-523(R). [David Hook, Chairman]

VIII. City Manager’s Report

Any oral report provided by the city manager will be informational only and not for Commission action. The city manager may provide updates on community and upcoming city events, the status of the operation of individual departments, any unusual activity from any specific department which has occurred since the posting of the agenda, or to provide potential topics of discussion which may appear on a future agenda.

IX. General Announcements & Future Agenda Items Requested

Per Ordinance No. 618, repealing Ordinance No. 593; Section 9: Every agenda shall include an item entry granting a member the opportunity to propose an item for consideration of future agendas for Regular or Special Meetings. Any member may request the inclusion of such items at any meeting.

X. Adjournment

AGENDA NOTICES:

DECORUM REQUIRED:

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

ACTION BY COMMISSION AUTHORIZED:

The Parks and Recreation Commission may vote and/or act upon any item within this Agenda. The Parks and Recreation Commission reserves the right to retire into executive session concerning any of the items listed on this Agenda, pursuant to and in accordance with Texas Government Code § 551.072 (Deliberations about Real Property); § 551.073 (Deliberations about Gifts & Donations); § 551.076 (Deliberations about Security Devices); §551.087 (Economic Development); and, § 551.071 to seek the advice of its attorney about pending or contemplated litigation, settlement offer or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflict with the Open Meetings Act and may invoke this right where the City Attorney, the Mayor or a majority of the Governing Body deems an executive session is necessary to allow privileged consultation between the City Attorney and the governing body, if considered necessary and legally justified under the Open Meetings Act. The attorney may appear in person, or appear in executive session by conference call in accordance with applicable state law.

EXECUTIVE SESSIONS APPROVED BY CITY ATTORNEY:

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 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 the City Council, or 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.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Parks and Recreation Commission of the City of Windcrest is a true and correct copy of said Notice and was posted on the bulletin board at City Hall of said City in a convenient place to the public and said Notice was posted more than seventy-two (72) hours prior to the meeting on October 27, 2022.

By: Dusty Dehoyos
Dusty Dehoyos, Assistant City Secretary

Ho Ho Ho Market

December 16, 2022

Event Outline

6pm till 11pm at Windcrest United Methodist Church

Featuring a Food Truck Court and Vendors (4-6 of each)

The City of Windcrest to offer Free Hot Chocolate and Candy Canes for first 1000 people to visit.

Signage to be placed along Windway, Parkcrest and Midcrown about the event and directions to the Market.

Setup

Setup beginning at 4pm on Friday, December 16.

Public Works Provided

- 3 canopy tents
- Hot Chocolate and insulated containers
- Generator and backup
- Water for volunteers
- Trash boxes and bags
- Clean Up following the event
- _____

Parks and Recreation provided

- Signage to promote the event before
- Signage to direct visitors to the event
- Advertising for the event on Social Media
- Signage to decorate the entrance to the event
- Candy Canes for distribution
- 8oz Cups for Hot Cocoa
- _____

City Administration provided

- Accounting for the event expenses
- _____

Lee-Ross Lights will provide

- Large Lighted 'Joy' sign
- Lighting to decorate City Booth
- Miscellaneous Decorations for the event area
- _____

Budget for event

Social Media Advertising	\$100
24 18*24 Signs @3.65 + shipping	\$100
4 24*48 Signs @ 17.85 + shipping	\$100
2 EMT Conduit	\$16
1150 5" Candy Canes	\$370
1100 8oz Hot Cups	\$175
12 Directional Signage for Event	\$50
Vinyl Lettering for Directional Signs	\$20
Subtotal	\$931
10% Contingency	\$93
Total	\$1024

HO HO HO!
HOLIDAY MARKET
AND FOOD TRUCK COURT

Tonight 6pm-11pm

From: Scott Lee-Ross
Windcrest Parks and Recreation Commissioner
City of Windcrest, TX

To: Windcrest United Methodist Church

Date: October 28, 2022

Subject: Windcrest Ho Ho Ho Market and Food Truck Court

The Windcrest Parks and Recreation Commission recognizes that Light Up is large community event in Windcrest with roots going back 60 years. Every year hundreds of thousands of visitors come to Windcrest, tour the lights and then leave the city via Walzem.

The Commission would like to use this opportunity to show off the hospitality and friendliness of the Windcrest community. This year we would like to hold a special Ho Ho Ho Market and Food Truck Court as a one night event. The perfect location for this event is the Church parking lot on Midcrown.

The event would be held on Friday, December 16, 2022 from 6pm to 11pm. The commission would need access to begin setting up at 4pm. The city will be providing all infrastructure needs including:

- Signage
- Generator
- Festive Decorations
- Porta Potties
- Trash Disposal boxes
- Clean Up after the event by Public Works

The City will organize the event and include 4-5 Food Trucks, up to 6 vendor booths, a Free Hot Chocolate and Candy Cane booth. All food trucks will be licensed and inspected by the City of Windcrest. If the Church would like a booth to use for any outreach or ministry, it can be provided by the city at no charge.

The support of the church by providing the location for this event would be greatly appreciated by the Commission and the City.

Thank you very much for your kindness and support for this event.

Parks and Recreation Commission
City of Windcrest, TX

1st Annual Windcrest Light-Up Holiday Cook-Off Contest

Contest Rules

1. Persons entering the competition must be Windcrest residents. A business or caterer entering the competition must have a listed location in Windcrest.
2. A person, business, or caterer may submit only one entry per category
3. Submissions must include the recipe with ingredients and instructions that result in duplication of the submission. The person, restaurant, or caterer agrees to allow unlimited reproduction and distribution of the recipe for use in the **2022 Windcrest Light Up Cook-Off Cookbook**. All proceeds from sales of the cookbook go to fund activities provided by Windcrest Parks and Recreation.
4. Submissions must include a minimum of 3 dozen (36) for each category entered. For example, a person submitting for judging their tamales and cookies will provide a minimum of 36 tamales and 36 cookies.
5. Competitors must be present at the time of the award announcements to receive their trophy(ies). A designated representative may receive the award on the winner's behalf.
6. If a sauce, frosting or icing is part of the submission, the recipe will be included in the submission. The category item will be served to the judges with the sauce, frosting or icing. There will be enough sauce, frosting or icing for a minimum of 3 dozen.
7. All bragging rights from the competition last for one year or until the time of the next competition, whichever happens first.
8. Judging begins at 4:30 PM on November 10, 2022 at the Windcrest Civic Center. Entries not arriving at the judging site by 4:30 PM are disqualified. All valid entries are entered into the cookbook.

Competition Categories:
Tamales, Sweets, Cookies

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**1st Annual
Windcrest Light-Up
Cook-Off Contest**

Sponsored by the Windcrest Parks and Recreation

Make the best?

Holiday Tamales

Holiday Sweets

Holiday Cookies

Better than the rest?

November 10, 2022 at the Windcrest Civic Center

9310 Jim Seal Dr., Windcrest, TX 78239

Judging begins promptly at 4:30 PM

Registration inquiries, contact CITY HALL at 210-655-0022

2022 Windcrest Light-Up Cook-Off Cookbook

All recipes submitted are entered into the cookbook with credit given to the competitor. The cookbook is created in electronic format (.pdf) and sold as-is. Images of the entries may be included with the recipes. Cookbook distribution will be by email (electronically) the week of Thanksgiving. Anticipated price of the cookbook is \$15.00.



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Ingredients:

[illegible]

Recipe Instructions:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

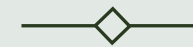
TAKAS PARK WALKING TRAIL



Continuing the park improvement
project.



CONTINUING WALKING TRAIL PROJECT





THE NEW START OF
THE TAKAS PARK
WALKING TRAIL
BEHIND THE
BALLFIELDS.





Butterfly Garden

Public Works

Park & Rec.

Garden Club

Start with ground construction and install drip system after plants are installed.



Installing Latus

Adding Latus



Completed install

