



CITY OF SANTA FE

PARKS BOARD MEETING

NOVEMBER 30, 2015 ~ 6:00 P.M.

COUNCIL CHAMBERS

CITY HALL
12002 HWY. 6
SANTA FE, TEXAS

AGENDA

1. Call to Order
2. Roll Call
3. Invocation and Pledge of Allegiance
4. Approval of Previous Parks Board Minutes (OCTOBER 27, 2015)
5. Citizen Comments
6. Discussion and possible action of events/projects
 - a. **SF Heritage Festival/SF Parks Board Safety Fair (Runge Park - November 14, 2015) QUICK RECAP OF THE EVENT**
 - b. **Christmas Parade/Tree Lighting (Mae Bruce Library/Joe Tambrella Park - December 12, 2015) Last Minute Schedules/Events/Things to Do before the Event**
7. Schedule future meeting(s)
8. Adjournment

The City of Santa Fe will make every reasonable effort to make its meetings accessible to persons with disabilities. Requests for accommodation services must be made prior to the meeting by contacting the City Secretary at (409)925-6412

I hereby certify this agenda was posted at Santa Fe City Hall on NOVEMBER 25, 2015 by 5:00 p.m.

Terri Westmoreland

Community Services Assistant

CITY OF SANTA FE
PARKS BOARD MEETING
OCTOBER 27, 2015 - 6:00 P.M.
CITY HALL – COUNCIL CHAMBERS
12002 HWY. 6
SANTA FE, TEXAS

Minutes

I. Call to Order

The meeting was called to order by Chair Joanne Woolsey at 6:05 PM.

II. Roll Call

Present: Joanne Woolsey, Darnell Gwin, Ron Dailey, Linda Martin, Kathy Wilson, Jeff Tambrella (Liaison)

Also Present: Lynn Trahan (FOL), Gina Bouvier (SF Chamber of Commerce), Terri Westmoreland (Community Services Assistant)

Absent: Lori Marks, Jodi Gidley

- III. Pledge of Allegiance to the U.S. Flag and to the Texas Flag: Led by Joanne Woolsey
- IV. Approval of Minutes- The Minutes (Meeting @ Joe Tambrella Park) of September 2, 2015 were approved with a motion by Ron, seconded by Kathy. The motion passed unanimously.

V. Citizens Comments:

None at this time

- VI. Discussion and possible action of upcoming events: Heritage Festival (11/14/2015) Gina Bouvier commented & updated the Parks Board on the Heritage Festival Meeting that was held. She explained that positions were assigned (vendor check-ins, etc...). The Safety Fair area will be set up basically in the same area as last year adjoining other safety activities (simulator, children games, face painting). Terri showed the letters and flyers that went and will be going out the schools and businesses. Joanne suggested a banner showing all of the Businesses/Citizens that have donated to the Safety Fair. Terri will have that made up for the Booth Table. It was also explained how the donations are handled and the drawings are done during the Safety Fair with the "age buckets" & tickets. Goody bags from the Health Department, the Police Association Booth is also set up next to us and this year the Shriners Burns and possible others will be as well. Joanne will contact Student Council for assistance.

- VII. Christmas Tree Lighting/Christmas Parade & Christmas in the Park (Mae S. Bruce Park) December 12, 2015: Gina commented about the possible “Snow in the Park” and will update us more later. She is gathering more information & it was suggested that we meet at park before the event to decide area of placement. Jeff commented on the lighting being placed at the park (up lighting and power placed around six of the trees/and pavilion at the Basketball court.) Also getting the walking track started (by the Parks Department) as bids are coming in for that. Jeff suggested for Gina and Joanne to go forward on getting the Christmas lighting for the trees done so it is ahead of scheduled. Gina has a contact and will be getting with them and will advise. Ron suggested that maybe asking our Fire Department in maybe assisting in hanging the lights in the park. Terri will contact when we have more on the purchase. Also will ask FD in assisting about the large pole that will be going over our “Lighted Christmas Tree” to hold lights. Jeff also asked that City crew to bring out sound system on the day of the event. Schedule of events will include, Parade (Santa as Grand Marshall & will arrive first), Tree Lighting (with choir), Band, Dancers. Board will be working on schedule of times and breakdown for each event. Also, Gina suggested letting some of the local vendors set up in the park area (for a small fee that would maybe off-set any costs such as snow and such) and have their booths set up Christmas Themes – maybe 10 vendors. Board thought it was a good idea. Before next meeting – Terri will try to get a map of the Park Area so everything can be mapped out. Also, Gina suggested Christmas yard art being placed around the park for the event (she had some that could be donated), Board thought that was ok.
- VIII. Member Reports/Announcements: None at this time.
- IX. Request for future Agenda Items (Christmas Tree Lighting, Christmas Parade, Christmas in the Park)
Next Park Board Meeting: MONDAY: November 23, 2015
- X. Adjournment (Motion to adjourn)

The meeting was adjourned at 7:25pm

Joanne Woolsey
Chairperson