

The Hills Park and Nature Trail Commission
Meeting Minutes
March 8th 2011

In Attendance: Scott Feil, Betty Ann Courtney, Josh Avigael, Rick Zehrer, Bruce Warmuth, Dave Anderson, Peter Gomes and Suzy Aubert

Meeting commenced at 1pm with Scott Feil presiding and Suzy Aubert taking minutes.

Motion to approve February minutes was made and they were approved unanimously.

Treasurer's Report: Josh reported that we do not have all of March bills in to date. The changing table was paid by the non-resident rental fund. We have almost \$3,000 in vandalism and emergency repair funds that we could use to replace the water fountain if it costs \$2,000 or less, so that we still would have ample funds for any unforeseen expenses through rest of year.

Old Business

- **Changing Table:** The changing table was successfully installed and we have already received a happy citizen report thanking the Commission for installing a valuable asset to the park.
- **Ice Cream Social/Hills Fest:** Please review Betty Ann's detailed attached addendum. There was discussion regarding changing the name of the event back to Ice Cream Social. Betty Ann conveyed that our elder neighbors turn out was much lower this year because they thought the festival was just for kids. We do not want to lose or exclude our elder neighbors attendance so it was mentioned the importance of phrasing the publications leading up to the event. For example, "Come and visit with your neighbors..." so it will be more inviting for this year's upcoming event. Scott will approach the POA at next month's meeting to discuss their involvement, if any, in participating with the Park Commission for this year's Park event.
- Rick acknowledges the gift funds on the treasurer's report and suggests the need to use the money in a constructive way then give feedback to the people who donated.

New Business

- **Decisions for Spring Clean Up:** Date confirmed for **April 2nd** for the Spring Clean Up. Rick suggested we establish a committee.
Team leaders were chosen in the meeting.
They are as follows:
Pavilion- **RICK**

Dry Creek- **SCOTT**
Rock & Fall Zone-**JOSH**
Stain- **SUZY**
Brush-**FLORENTINO**

Leaders are responsible for finding the tools they need to get their project completed.

- **Requirement to view and get certificate on Open Meeting Statute and Requirements are due by End of Month.** Everyone must go to the website <https://www.oag.state.tx.us/index.shtml> Please, watch video for an hour. You will then receive a code and certificate. Chris needs a copy on file. We can use email to create the agenda items. The agenda needs to be finalized and posted 72 hours on the website before our upcoming meeting. Betty Ann requested to post the agenda at the park in addition to website. The agenda will be sent out the previous Tuesday before meeting. Commissioners can utilize email for discussion NOT for decision making purposes.
- **Soccer Goals:** One soccer goal net was torn and the Commission is suspicious of vandalism. The goals will be put up in the storage room until further notice.
- **Water fountain discussion:** The cost for an all weather outdoor fountain is \$1,400-\$1,600. Scott will talk with Mr. Cooper about possibly salvaging the existing water cooler.

Motion to contact Mr. Cooper to replace the water fountain. Rick made a motion to have the Commission Chair contact and proceed with Mr. Cooper if the replacement of the water fountain is less than \$2,000. Betty Ann second the motion. All members voted unanimously.

Next meeting will be April, 12th, 1PM

Meeting adjourned at 2:20 PM

Scott Feil, Chair for The Hills Park and Nature Trail Commission

Mary Ann Grimes, Secretary

Planning Document for Hills Fest / Ice Cream Social Event 2011

The following items need action in order to begin planning for the 2011 Event:

- **Date of the event**
*** is recommended after checking Lake Travis ISD calendar for events such as homecoming weekend, Emmaus Catholic Church scheduled fall festival event and Lakeway Elementary for possible events the week-end of the park event.
- **Time frame of the event**
Recommend changing the event back to 2 hours (3:00-5:00) instead of the 3 hours (3:00–6:00) as the 2010 Hills Fest. This will eliminate additional cost (approximately \$150) from 3 hours use of G2U.
- **Name of the event**
This should be determined by the commission. Should we continue naming the event Hills' Fest or go back to calling it Ice Cream Social.
- **POA involvement**
Determine what if any involvement the commission will request from the POA and what involvement the POA is willing to offer.

The following include the recommendation for preparations, stations and food for the 2011 event:

- **Grounds and Pavilion Preparation**
 - Request that Chris and/or Alma notify the grounds crew to groom the park grounds prior to the event.
 - Have volunteers power wash tables and pavilion area a day or so prior to the event and set up tables as shown on the map of the event.
 - Close the pavilion to parties the day before the event. In this way, if the area is not properly cleaned, the responsible party can be contacted to clean the area or be assessed a clean-up fee, if this is in the contract when someone uses the pavilion area.
- **Publicity**
Request publication of the event in the Homeowners news as well as to send out requests every week for four weeks prior to the event.
- **Signs**
 - Signs are needed to publicize the event on the gates and to name the sponsors, Board of Directors and Friends of the park. With possible changes to the name, date and times, we may need to purchase new signs if it is not possible to update

which is unlikely. An approximate cost will be \$500. There is a possibility that we can create our own signs for sponsors, Board of Directors and Friends of the Park at a more reasonable cost.

- A sign/poster with pictures of improvements to the park will need to be designed similar to that provided by Bruce.
- A recommendation to use real estate ground standards (ask real estate companies in the area to provide) for all signs except for those for the gates is proposed. This will eliminate the need for hanging signs within the pavilion. Perhaps these can be posted at the entrance of the park for all to see as they enter. The improvement signs can be placed on an easel within the pavilion.

- **Parking**

Parking will not be officially available at the school. This eliminates having to contact the district requesting use of the parking lot. Only a small handful of participants actually used the school parking lot in 2010.

- **Golf Cart Shuttle**

The need for golf carts and drivers is eliminated since only about 4 people used it last year.

- **Nametags**

Recommendation to eliminate nametags for the event for a savings of approximately \$35 as provided by POA. Not even one page of nametags was used in 2010.

- **Volunteers**

BOA members and mayor (serving ice cream), POA members (serving ice cream), Commission members (set up, clean up and gathering of supplies for the event), Friends of the Park (set up, clean up and possible help gathering supplies for the event) and the National Honor Society members (pumpkins painting, face painting and application of tattoos) will be asked to volunteer at the event.

- **Food**

- Eliminate hotdogs, buns, fixings and chips for a cost savings of over \$300 (donated by POA).
- Ask Warren Chirhart for a donation (approximately \$150) for ice cream and toppings.
- Buy toppings and ice to cover additional cost required for food (approximately \$35).

- **Ice Cream Freezer**

Request the freezer from the club and make arrangements for it to be picked up and returned.

- **Water**

Request Hill Country Springs to donate 8 cases.

- **Cold Drinks**

Purchase 16 12 packs of a variety of cold drinks when on sale for buy 2 and get 2 free for an approximate cost of \$75.

- **Trash and Recycle Containers**

An ample amount from those donated 2010 remain in the store room.

- **Band**

Eliminate the use of a band (savings of \$750 provided by the POA in 2010) and use a boom box under the pavilion for some music.

- **G2U (Games to You)**

Recommend the following games for \$xxx:

- Laser Tag
- Hamster Balls
- GaGa Ball
- Foam Pit
- Bounce House (\$250 donation from Real Manage in 2010 from another vendor)
- Train

A recommendation is made to determine the cost if G2U provides the bounce house along other games they provide.

The advantages to using G2U for the various games described are that they set up and clean-up as well as provide their people to man the stations. No prizes or needed, eliminating the approximate \$300 cost for prizes.

- **Pumpkins**

POA purchased 300 pumpkins in 2010. A recommendation for the purchase of no more than 200 pumpkins in 2011 for an approximate cost of at least \$300 with a savings of approximately \$150 or better.

- **Buried Treasure, Duck Pond, Ring Toss, Ball Toss, Horseshoe and Toilet Paper Toss**

Eliminate these game stations due to difficulty in getting volunteers, shortening the time of the event from 3 hours to 2 hours, set-up and clean up time for these stations and the cost of prizes. With the addition of the popular pumpkin painting in 2010 and the addition of the train there are still many options for the youngest participants.

- **Face Painting and Tattoos**

Continue face painting and tattoos as these are popular, low cost items that are popular with the youngest participants. These stations will require a few volunteers, but we should be able to get the number required from our Honor Society volunteers.

- **Supplies:**

- Bowls for Ice Cream – we have enough left over
- Brushes – purchase new brushes for pumpkin painting.
- Spoons for Ice Cream– we have enough left over.
- Paper Towels – purchase about 6 rolls
- Napkins- we have enough left over.
- Plates – with no hotdogs we don't need plates. However, there were many left over.
- Sponges for Face Painting and Tattoos – purchase about 6 small make-up application sponges.
- Plastic Table Clothes – it is recommended that we NOT cover all tables. It was determined that table cloths are not necessary for the regular tables. This also eliminates the time needed to cover the tables and the expense of the table clothes. Look into the possibility of purchasing and cutting to size oil clothes for the serving tables.
- Markers – purchase a box.
- Tape – 2 rolls scotch tape and 1 roll of duck tape.
- Paper Bags Needed to Hold Prizes – not needed if we eliminate most of the games where we provided prizes and items needed for each game station and printed instructions.
- Ice Cream Scoops – quality ice cream scoops purchased in 2010 are still available.
- Hand Sanitizer – 4 bottles were purchased in 2010 and were not used. Eliminate purchase of hand sanitizers.
- Face Painting Kits – 5 kits need to be purchased @ approximately \$12 each from Michaels. (can use 40% off coupons to purchase for a considerable savings)
- Pumpkin Paints – POA provided paints for pumpkins in 2010 for about \$30. Approximately 6 sets of paints need to be purchased. (Suzy will have a recommendation for us about what to buy.)
- Bowls for Water for Face Painting and Tattoos and Ice Cream Scoopers - small buckets were purchased in 2010 that are available in storage as well as washed out ice cream containers.
- Assorted Tattoos – need to be purchased from Oriental Trading.

- **Flowers and Decorations**

Eliminate flowers and decorations for tables from POA (approximately \$75 savings).

- **Gift Card to Aaron Griffith**

Aaron Griffith (a security guard) was paid \$50 from POA funds to pick up pumpkins and transfer food and donated water to the event. With no food items and a reduced amount of pumpkins being purchases, volunteers can handle this responsibility.

- **Map of Event Staging**

Scott and the chairperson for the event will develop a map showing where each station will be located. This will help in the event set-up.

Actual Cost of 2010 Hills' Fest

Total Cost to Park Commission _____ \$1450.71

Total Cost to POA_ \$1646.34

Total Cost of Event __\$3097.05

Cost Estimate for the 2011 Event

Signs_ \$500.00

Ice Cream Toppings_ 35.00

Cold Drinks & Ice	___	85.00	
Games	_____		600.00
Pumpkins	___	300.00	
General Supplies	___	200.00	
Total Estimate*	_____		\$1720.00

*** This estimate is based on anticipated donors' donations.**