



AGENDA
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, MAY 6, 2025
6:00 PM

CALL TO ORDER (Council Members, City Staff, Members of the Public - when speaking during the meeting please speak directly into the microphones on the dais or podium)

ROLL CALL

ANNOUNCEMENTS

PRESENTATIONS

1. Recognition of outstanding volunteer
Timothy Hamilton, Parks and Community Services Director
2. Upcoming Parks & Community Services special events
Timothy Hamilton, Parks and Community Services Director
3. April 2025 Yard of the Month winner
Timothy Hamilton, Parks and Community Services Director

PUBLIC COMMENT This is an opportunity for citizens to address the Board on items not posted on the current meeting agenda. Only those who have submitted a proper "Request to Speak Form" shall be permitted to speak. Citizens should provide their name and address for the record and will have no more than 3 minutes to speak. If representing an organization or group, the speaker should identify who they represent. Those wishing to speak are reminded 1) All comments are to be directed to the Chair. 2) Be respectful of others. 3) No profanity permitted. 4) Violators will be removed from the premises. No discussion by the Council, Board, Committee or Staff is allowed except to correct factual inaccuracies or request that the item be placed on a future agenda.

PUBLIC TESTIMONY FOR ACTION ITEMS This is an opportunity for citizens to address the Council on current agenda action items (excludes presentations and reports). Only those persons who have submitted a proper "Request to Speak Form" will be allowed to speak. Citizens will be required to state their name and address for the record. They have up to 3 minutes to speak, and their comments must be germane to the item. If speaking for an

organization or group, the speaker should identify the group represented. Council members may ask questions or discuss the item with the citizens directly.

REPORTS

1. Update on Parks, Recreation, & Active Adult Services
Timothy Hamilton, Parks and Community Services Director
2. Update on the 2025 WataugaFest event
Timothy Hamilton, Parks and Community Services Director
3. Update on Celebrate Our Parks events
Timothy Hamilton, Parks and Community Services Director

CONSENT AGENDA All of the items on the consent agenda are considered to be self-explanatory by the Council and will be enacted with one motion, one second, and one vote. There will be no separate discussion of these items. Any council member wishing to pull an item may do so.

1. Consider approval of the March 4, 2025 Park Board minutes
Linda Proskey, City Secretary

ACTION ITEMS

1. Discuss and consider possible changes to the Spooktacular Yard & Holiday of Lights Decorating Contests categories
Timothy Hamilton, Parks and Community Services Director
2. Discuss and consider Keep Watauga Beautiful possible future events and methods for recruitment of participants
Timothy Hamilton, Parks and Community Services Director

ITEMS FOR FUTURE AGENDAS

ADJOURNMENT

NOTICE

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST

BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (817) 514-5825 OR FAX (817) 514-3625 FOR FURTHER INFORMATION.

I, Linda Proskey, City Secretary for the City of Watauga, hereby certify that this agenda was posted on the bulletin boards at City Hall, 7105 Whitley Road, Watauga, Texas, on May 2, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Recognition of outstanding volunteer

BACKGROUND/INFORMATION:

Volunteer Service Award - Judith Pontuti

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Volunteer Service Award - Judith Pontuti

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 4/30/2025

Final Approval - 5/1/2025

VOLUNTEER SERVICE AWARD

This award is presented to

Judith Pontuti

In appreciation of your outstanding dedication and service to the
City of Watauga Parks & Community Services Department.

Andra Dunn

Parks Advisory Board Chairperson



Timothy Hamilton

Director of Parks & Community
Services



AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Upcoming Parks & Community Services special events

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Watauga Parks & Community Services Upcoming Special Events

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 4/30/2025
Final Approval - 5/1/2025

Approved as to form for inclusion on Agenda



Watauga Parks & Community Services

Upcoming Special Events

May 15 – 18, 2025 – WataugaFest – (Thurs. 5-10p, Fri. 5-10p, Sat. 10a-10p, Sun. 12-6p)

@ Capp Smith Park

May 30, 2025 – Movie in the Park – Inside Out 2 – sunset (8:45ish)

@ Capp Smith Park Amphitheater

June 7, 2025 – Family Field Day – 9-11am

@ Indian Springs Park

September 5, 2025 – Movie in the Park – Wish – sunset (8:00ish)

@ Capp Smith Park Amphitheater

September 12-13, 2025 – Kids Fishing Derby & Campout – 5pm-10am

@ Capp Smith Park

September 19, 2025 – Concert in the Park – Zack King Band – 7pm

@ Capp Smith Park Amphitheater

**September 26, 2025 – Movie in the Park – Puss in Boots – sunset
(7:30ish)**

@ Capp Smith Park Amphitheater

October 3, 2025 – Concert in the Park – TBD – 7pm

@ Capp Smith Park Amphitheater

**October 10, 2025 – Movie in the Park – Hotel Transylvania 3: Summer
Vacation – sunset (7:15ish)**

@ Capp Smith Park Amphitheater

October 18, 2025 – Running Scared 5K – 8am

@ Watauga Community Center

October 25, 2025 – Halloween Bash – 4-7pm

@ Watauga Community Center

November 7, 2025 – Veteran’s Day Celebration – 9-11:30am

@ Watauga Community Center & Capp Smith Park

December 6, 2025 – Hometown Christmas – 5-8pm

@ Capp Smith Park

December 13, 2025 – Breakfast with Santa – 9-11am

@ Watauga Community Center

Inquire @ thamilton@cowtx.org or 817-514-5890 about Volunteer, Sponsorship, and participation Opportunities at each special event!



AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: April 2025 Yard of the Month winner

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. April 2025 YOM - 7628 Parkview Dr.

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 4/30/2025
Final Approval - 5/1/2025

Approved as to form for inclusion on Agenda

April 2025
Yard
of the
Month



David & Linares Seals
7628 Parkview Dr.





AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Update on Parks, Recreation, & Active Adult Services

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 05-06-25 - Parks Board

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 4/30/2025
Final Approval - 5/1/2025

Approved as to form for inclusion on Agenda

Watauga Parks and Community Services Update

February 2025

Recreation

- Membership check-ins – 2,812 (Senior, Adult, Family, Youth, day passes), up 51 vs. Feb. 2024
- Rentals – 43, down 2 vs. Feb. 2024
- Special events – 1 (Valentine’s Dance 124 total attendees), same # of events (down 120 attendees) as Feb. 2024

Active Adults

- Saturday Nite Jamboree – Saturdays from 6-9pm @ the Active Adult Center – singers, musicians, and audience welcome to play or to listen – 128 monthly attendees from NE Tarrant County
- Weekly Tarrant Area Food Bank Store – Monday, Wednesday, Friday @ 10:30am – 633 monthly participants from NE Tarrant County
- Special events – 02/04 Game Night, 02/13 Valentines Party
- Sponsors – Suvida Healthcare, Legacy Bank, Home Helpers

Parks Division

- Citizen requests – 2, down 2 vs. Feb. 2024
- Graffiti/vandalism incidents – 2, down 1 vs. Feb. 2024
- Capital projects – Park Vista/Yampa Trl. Drainage started 01/02/25, expected completion 03/14/25; Virgil Anthony Park playground replacement started 02/06/25, expected completion 03/10/25

Staffing

- No current openings

Recognition/Event/Class Photos



Watauga Parks and Community Services Update

March 2025

Recreation

- Membership check-ins – 3,317 (Senior, Adult, Family, Youth, day passes), up 545 vs. Mar. 2024
- Rentals – 52, up 1 vs. Mar. 2024
- Special events – 2 (Celebrate Our Parks @ BISD(55) & Virgil Anthony(175) Parks), up 2 events (up 230 attendees) vs. Mar. 2024

Active Adults

- Saturday Nite Jamboree – Saturdays from 6-9pm @ the Active Adult Center – singers, musicians, and audience welcome to play or to listen – 127 monthly attendees from NE Tarrant County
- Weekly Tarrant Area Food Bank Store – Monday, Wednesday, Friday @ 10:30am – 721 monthly participants from NE Tarrant County
- Special events – 03/04 Game Night, 03/13 St. Patrick's Day Party, 03/27 Bingo Bash
- Sponsors – All Pro Insurance, Suvida Healthcare, Chicken Salad Chick

Parks Division

- Citizen requests – 5, down 2 vs. Mar. 2024
- Graffiti/vandalism incidents – 3, same vs. Mar. 2024
- Capital projects – Park Vista/Yampa Trl. Drainage started 01/02/25, final walk on 04/16/25;
Virgil Anthony Park playground replacement started 02/06/25, completed & opened 03/10/25;
Capp Smith Park Splashpad filtration system upgrade started on 03/17/25, expected completion 04/30/25

Staffing

- No current openings

Recognition/Event/Class Photos





AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Update on the 2025 WataugaFest event

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. 2025 WataugaFest flyer
2. 2025 WataugaFest Layout 24x36

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 4/30/2025

Final Approval - 5/1/2025



WataugaFest 2025

May 15 - 18

- Carnival Rides & Games
- Music
- Entertainment
- Vendor & Crafts
- Food
- Much More!

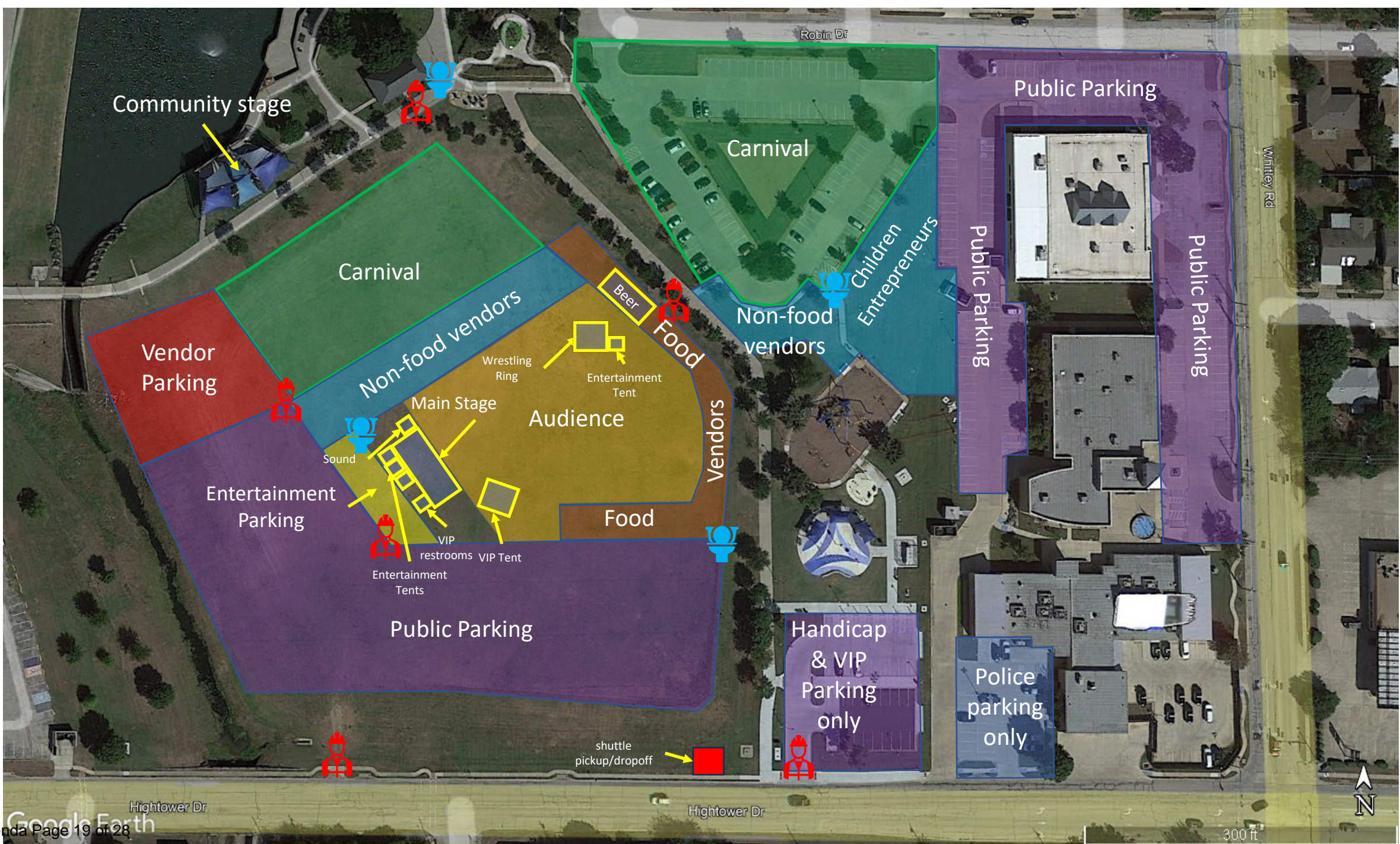
Capp Smith Park - Watauga, Texas

Free
Event

www.wataugatx.org ~ 817.514.5828







Community stage

Robin Dr

Public Parking

Carnival

Whitley Rd

Carnival

Public Parking

Public Parking

Vendor Parking

Children Entrepreneurs

Non-food vendors

Beer

Food Vendors

Non-food vendors

Wrestling Ring

Entertainment Tent

Main Stage

Audience

Vendors

Food

Entertainment Parking

Sound

restrooms

VIP Tent

Entertainment Tents

Public Parking

Handicap & VIP Parking only

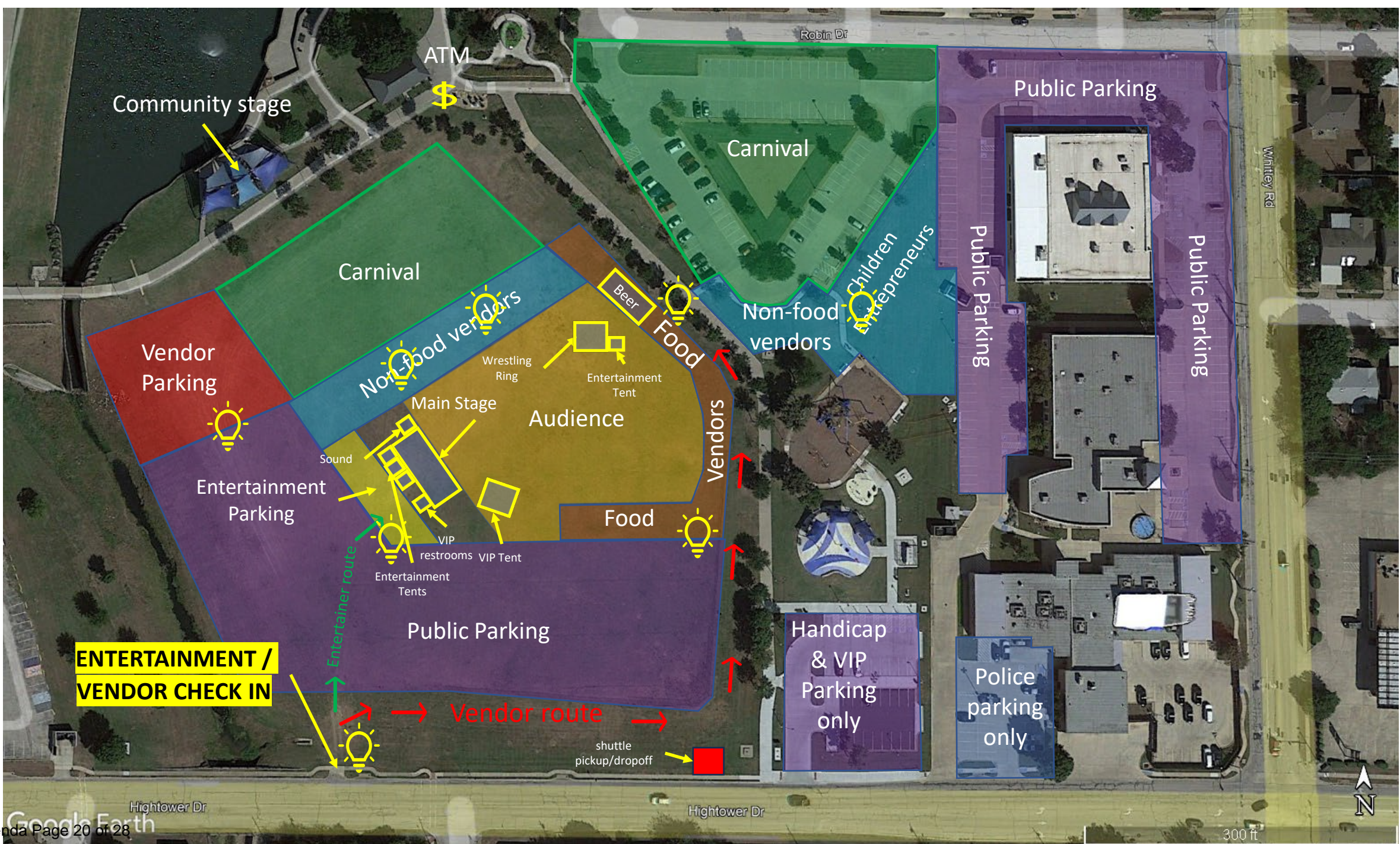
Police parking only

shuttle pickup/dropoff

Hightower Dr

Hightower Dr

300 ft



Community stage

ATM
\$

Carnival

Public Parking

Carnival

Non-food vendors

Public Parking

Public Parking

Vendor Parking

Non-food vendors

Beer

Food vendors

Children Entrepreneurs

Wrestling Ring

Entertainment Tent

Main Stage

Audience

Vendors

Sound

Entertainment Parking

Food

VIP restrooms
VIP Tent
Entertainment Tents

Food

Public Parking

Handicap & VIP Parking only

Police parking only

ENTERTAINMENT / VENDOR CHECK IN

Vendor route

shuttle pickup/dropoff

Hightower Dr

Hightower Dr

300 ft



AGENDA MEMORANDUM

DATE: April 29, 2025
TO: Watauga Improving Neighborhood Committee Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Update on Celebrate Our Parks events

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 4/30/2025
Final Approval - 5/1/2025

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Honorable City Council Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Consider approval of the March 4, 2025 Park Board minutes

BACKGROUND/INFORMATION:

Meeting minutes from the March 4, 2025, Parks Advisory Board minutes

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION/ACTION DESIRED:

Respectfully recommend the Council review and take action on the item presented.

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MINUTES-March 4, 2025

REVIEWED BY:

Timothy Hamilton, Parks and Community Services Director

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 4/20/2025

Approved - 4/30/2025

Final Approval - 5/1/2025



**MINUTES
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, MARCH 4, 2025
6:00 PM**

CALL TO ORDER

Chairperson Andra Dunn called the meeting to order at 6:45 pm.

ROLL CALL

Andra Dunn	Chairperson, Place 2
Kim Irving	Secretary, Place 3
Brani Dufoe	Place 1
Tim Bobseine	Place 4
Darlene Chavious	Place 5

and

Cris Blackburn	Council Liaison
Linda Proskey	City Secretary
Timothy Hamilton	Director of Parks and Recreation
Brian TenEyke	Assistant Director of Parks and Recreation

ANNOUNCEMENTS

There were no announcements.

PRESENTATIONS

1. Recognition of outstanding volunteer

Timothy Hamilton, Director of Parks and Community Services, recognized Ann Haynie as an outstanding volunteer for the Senior Adult Center. She joined the center in 2021, and, in recognition of her service and dedication, Ms. Ann Haynie was presented with a Volunteer Service Award certificate.

2. Upcoming Parks & Community Services special events

Timothy Hamilton, Director of Parks and Community Services, informed the Park Advisory Board members of the schedules for upcoming special events and important dates for the year 2025. The next event scheduled will be a movie in the park called Wish, starting on April 4. There will be a Don't Mess with Texas Trash-Off event on April 26, the Splash Pad Day opening will be on May 3, Watauga Fest will take place May 15–18, a Family Field Day event is set for June 7, and a Community Meet and Greet will be held at Virgil Anthony Park and BISD Park. The last special event of the year will be Breakfast with Santa in December.

PUBLIC COMMENT

There were no requests to speak during public comments.

PUBLIC TESTIMONY

There were no requests to speak during public testimony.

REPORTS

1. Update on Parks, Recreation, & Active Adult Services

Timothy Hamilton, Director of Parks and Community Services, provided Park Advisory Board members with a monthly services report regarding Parks, Recreation, and Active Adult Services for January 2025. Recreation membership check-ins totaled 2,911. Active Adult Services received food sponsorship from Encompass Home Health Company. The Park Division remains diligent in addressing citizens' requests and completing park projects, such as the Park Vista/Yampa drainage infrastructure and playground modifications at Virgil Anthony Park, which are scheduled for completion by March 28, 2025. There were no current Park staff personnel openings for the month.

2. Park Vandalism Report 2024

Brian Teneyck, Assistant Director of Park & Community Services, presented the Parks Vandalism Report for 2024. There were 32 reports in total, which consisted of 8 incidents from Foster Village, 13 from Capp Smith, 4 from Indian Springs, and 7 from Whites Branch. Park staff and the Police Department are utilizing the installation of police cameras and working diligently together to help resolve vandalism incidents within the park areas.

CONSENT AGENDA

1. Consider approval of the January 7, 2025, the Park Advisory Board Minutes

Chairperson Dunn entertained a motion. Kim Irving, Place 3, made a motion to approve the January 7, 2025, minutes as presented, and Tim Bobseine, Place 4,

seconded the motion.

With there being no discussion, Chairperson Andra Dunn called for a vote, with members present as follows:

Ayes. 5 (Dufoe, Dunn, Irving, Bobseine, Chavious)

Nayes. 0

Abstain 0

Absent 0

The motion passes. 5-0-0-0

ACTION ITEMS

1. Discussion and selection of officers:

No action was taken, as the officer's terms that were selected during the November meeting are still in effect.

2. Discuss and consider possible future events at Foster Village & Indian Springs Parks

Timothy Hamilton, Director of Parks and Community Services, provided Park Board members with the dates and times for upcoming Community Meet and Greet events at Foster Village and at Indian Springs, combined with Hillview Park. Director Hamilton presented the following schedule: the Indian Springs and Hillview Parks event will take place on April 12, from 5:00 p.m. to 10:00 p.m., and the Foster Village event will be held on April 26, from 5:00 p.m. to 10:00 p.m. The Park Board members agreed with the dates and times as presented.

3. Discuss and consider possible changes to the Spooktacular Yard & Holiday of Lights

Timothy Hamilton, Director of Parks and Community Services, and Park Advisory Board members discussed adding an additional category to recognize a block of homes for decorations, with the possibility of awarding a certificate for a block party. Director Hamilton indicated that he would need to contact the Public Works Department to discuss block party procedures; the item will be tabled until then. The Holiday of Lights category to be eliminated is the Theme Award, which was agreed upon by the Park Advisory Board members.

4. Discuss and consider Keep Watauga Beautiful possible future events and Methods for Recruitment of Participants

Timothy Hamilton, Director of Parks and Community Services, informed the Park Advisory Board members of different methods to consider for recruiting participants in the Keep Watauga Beautiful program. Suggested methods included educating the public on recycling procedures, attending Master Gardening classes, and the possibility of participating in a community tree-planting event. A Shred Day and trash pickup events would also assist with meeting the requirements for the city's affiliation with this program.

ITEMS FOR FUTURE AGENDA

There were no items for future agendas

ADJOURNMENT

Chairperson Andra Dunn adjourned the meeting at 7:52 pm.

APPROVED: this _____ day of _____, 2025
SIGNED: this _____ day of _____, 2025

APPROVED:

Andra Dunn, Chairperson

ATTEST:

Kim Irving, Secretary



AGENDA MEMORANDUM

DATE: April 18, 2025
TO: Honorable City Council Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Discuss and consider possible changes to the Spooktacular Yard & Holiday of Lights Decorating Contests categories

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 4/30/2025

Final Approval - 5/1/2025



AGENDA MEMORANDUM

DATE: April 24, 2025
TO: Honorable City Council Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Discuss and consider Keep Watauga Beautiful possible future events and methods for recruitment of participants

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 5/2/2025

Final Approval - 5/2/2025