



AGENDA
WATAUGA PARKS ADVISORY BOARD
REGULAR MEETING
CITY HALL COUNCIL CHAMBER, 7105 WHITLEY ROAD
TUESDAY, JULY 1, 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. May 2025 Yard of the Month winner
Brian Teneyck, Assistant Director of Parks & Community Services

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. Report on the 2025 WataugaFest event
Timothy Hamilton, Parks and Community Services Director

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

1. Consider action on approval of the May 6, 2025, Parks Advisory Board Meeting minutes.

ACTION ITEMS

1. Discuss the stocking of Capp Smith Park Lake.
Timothy Hamilton, Parks and Community Services Director
2. Discuss the wildflower areas at Capp Smith Park
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 June 27, 2025, before 5:00 p.m., in accordance with Chapter 551 of the Texas Government Code.

/S/ Linda Proskey
City Secretary





AGENDA MEMORANDUM

DATE: June 21, 2025
TO: Parks Advisory Board Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Recognition of outstanding volunteer

BACKGROUND/INFORMATION:

Volunteer Service Award - Rocco Pontuti

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. Volunteer Service Award - Rocco Pontuti

REVIEWED BY:

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/23/2025

Final Approval - 6/23/2025

VOLUNTEER SERVICE AWARD

This award is presented to

Rocco Pantuti

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: June 21, 2025
TO: Parks Advisory Board 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 - 6/23/2025
Final Approval - 6/23/2025

Approved as to form for inclusion on Agenda



Watauga Parks & Community Services

Upcoming Special Events

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 20, 2025 – Keep Watauga Beautiful Fall Sweep – 8-11:30am

@ Capp Smith Park Pavilion 1

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 1, 2025 – Keep Watauga Beautiful Arbor Day – 9-11am

@ Capp Smith Park Pavilion 1

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: June 21, 2025
TO: Parks Advisory Board Members
FROM: Brian Teneyck, Assistant Director of Parks & Community Services
SUBJECT: May 2025 Yard of the Month winner

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. May 2025 YOM - 6716 Cedar View Trl.

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 6/23/2025
Final Approval - 6/23/2025

Approved as to form for inclusion on Agenda



Michael Brast
6716 Cedar View Trl.





AGENDA MEMORANDUM

DATE: June 21, 2025
TO: Parks Advisory Board 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. 07-01-25 - Parks Board

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 6/24/2025
Final Approval - 6/24/2025

Approved as to form for inclusion on Agenda

Watauga Parks and Community Services Update

April 2025

Recreation

- Membership check-ins – 3,294 (Senior, Adult, Family, Youth, day passes), up 837 vs. April 2024
- Rentals – 68, up 14 vs. April 2024
- Special events – 6 (Movie in the Park(110), Concert in the Park(245), Celebrate Our Parks @ Indian Springs(75) & Foster Village(110) Parks, Don't Mess with Texas Trashoff(11)), up 2 events (up 175 attendees) vs. April 2024

Active Adults

- Thursday Nite Jamboree – Thursdays from 6-8pm @ the Active Adult Center – singers, musicians, and audience welcome to play or to listen – 46(only 1 week) monthly attendees from NE Tarrant County
- Weekly Tarrant Area Food Bank Store – Monday, Wednesday, Friday @ 10:30am – 801 monthly participants from NE Tarrant County
- Special events – 04/01 Game Night, 04/15 Community Dance
- Sponsors – Legacy Bank & Trust, Suvida Healthcare, Encompass Health, CARE Patrol

Parks Division

- Citizen requests – 11, up 2 vs. April 2024
- Graffiti/vandalism incidents – 3, down 1 vs. April 2024
- Capital projects – Park Vista/Yampa Trl. Drainage started 01/02/25, completed 04/30/25; Capp Smith Park Splashpad filtration system upgrade started on 03/17/25, completed 05/02/25; Capp Smith Food Truck Park master plan underway with Dunaway Associates, concept presentation to EDC @ 05/20 meeting

Staffing

- No current openings

Recognition/Event/Class Photos



Watauga Parks and Community Services Update

May 2025

Recreation

- Membership check-ins – 3,006 (Senior, Adult, Family, Youth, day passes), up 360 vs. May 2024
- Rentals – 84, up 24 vs. May 2024
- Special events – 4 (Movies in the Park (05/02 - 115, 05/30 - 275), Splashpad Opening Day (55), WataugaFest (24,000+), same vs. May 2024

Active Adults

- Thursday Nite Jamboree – Thursdays from 6-8pm @ the Active Adult Center – singers, musicians, and audience welcome to play or to listen – 46(only 1 week) monthly attendees from NE Tarrant County
- Weekly Tarrant Area Food Bank Store – Monday, Wednesday, Friday @ 10:30am – 763 monthly participants from NE Tarrant County
- Special events – 05/06 Game Night, 05/20 Community Dance
- Sponsors – Legacy Bank & Trust, Fyzical Therapy & Balance Center, Oak Street Health, Jason’s Deli, Keller Oaks Healthcare Center, Nicole Anderson

Parks Division

- Citizen requests – 8, down 1 vs. May 2024
- Graffiti/vandalism incidents – 7, up 1 vs. May 2024
- Capital projects – Capp Smith Food Truck Park master plan underway with Dunaway Associates, concept presented to EDC @ 05/20 meeting

Staffing

- 2 current openings (1 Parks, 1 Recreation)

Recognition/Event/Class Photos



May Community Center Spotlight:
Pamela Boren



Congratulations to Michael Brast!



Preschool Graduation



Congratulations





AGENDA MEMORANDUM

DATE: June 21, 2025
TO: Parks Advisory Board Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Report on the 2025 WataugaFest event

BACKGROUND/INFORMATION:

Report on the 2025 WataugaFest event

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 - 6/24/2025

Final Approval - 6/24/2025



AGENDA MEMORANDUM

DATE: June 18, 2025
TO: Parks Advisory Board Members
FROM:
SUBJECT: Consider action on approval of the May 6, 2025, Parks Advisory Board Meeting minutes.

BACKGROUND/INFORMATION:

Meeting Minutes for the May 6, 2025 Parks Advisory Board Meeting

FINANCIAL IMPLICATIONS:

none

RECOMMENDATION/ACTION DESIRED:

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

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

1. MINUTES-May 6, 2025 -Draft

REVIEWED BY:

Linda Proskey, City Secretary

Sandra Gibson, City Manager

Linda Proskey, City Secretary

Approved as to form for inclusion on Agenda

Approved - 6/24/2025

New -



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

CALL TO ORDER

Chairperson Andra Dunn called the meeting to order at 6:00 pm.

ROLL CALL

Andra Dunn	Chairperson, Place 2
Kim Irving	Secretary, Place 3
Brani Dufoe	Place 1,
Layla Downey	Place 4
Darlene Chavious	Place 5 (Absent with Notice)

and

Arthur Miner	Mayor
Lovie Downey	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 volunteers

Timothy Hamilton, Director of Parks and Community Services, recognized Ms. Judith Pontuti as an outstanding volunteer for the Active Adult Senior Center. Mrs. Pontuti has been a resident of the city of Watauga for 43 years. She has been very active at the Active Adult Senior Center, and in recognition of her service, Mrs. Pontuti 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 that the next scheduled community services special event will be WataugaFest, taking place from May 15 through May 18. Additionally, there will be a Movie in the Park event on May 30, and a Family Field Day event on June 7, 2025, which will be the final event of the season. Both WataugaFest and the Family Field Day will feature stations for young entrepreneurs, a new attraction for these events.

Two new fall events are also planned. In September, there will be the Keep Watauga Beautiful Trash Sweep and Shred Day. On November 1, another new event called Keep Watauga Beautiful Arbor Day will be held, during which small trees will be distributed to community members.

3. April 2025 Yard of the Month winner

Timothy Hamilton, Director of Parks and Community Services, informed the Park Advisory Board members that eight nominations were received for the April Yard of the Month. The selected winners were David and Linares Seals, located at 7628 Parkview Drive.

PUBLIC COMMENT

There were no requests to speak during public comment.

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 the Park Advisory Board members with the monthly services report for Parks, Recreation, and Active Adult Services for February 2025. Recreation highlights included 2,812 membership check-ins, an increase of 51 compared to February 2024, and 43 facility rentals, which represented a decrease of 2 compared to the same month last year. Active Adult Services hosted several events, including Saturday Nite Jamboree, Game Night, and a Valentine's Party. These events were supported by sponsors such as Suvida Healthcare, Legacy Bank, and Home Helpers. The Parks Division reported two citizen requests, down two from February 2024, and two incidents of graffiti or vandalism, which was a decrease of one from the previous year. There were no current staff openings in the Parks Department for the month.

2. Update on the 2025 WataugaFest event

Timothy Hamilton, Director of Parks and Community Services, provided the Park Advisory Board members with a copy of the advertisement that will be used for the 2025 WataugaFest flyer, as well as the WataugaFest layout. He projected an estimated 30 vendors will be at the event. There will be carnival rides, a variety of entertainment including a Battle of the Bands, and ample parking areas to accommodate all WataugaFest attendees.

3. Update on Celebrate Our Parks events

Timothy Hamilton, Parks and Community Services Director, provided survey updates to the Park Advisory Board members from the Parks Community Meet and Greet events. He reported receiving positive feedback from community members, indicating that they are pleased with their neighborhood parks. Director Hamilton specifically mentioned that community members at Virgil Anthony Park were very pleased with their newly remodeled playground.

CONSENT AGENDA

1. Consider approval of the March 4, 2025 Park Board minutes

Chairperson Dunn entertained a motion. Kim Irving, Place 3 made a motion to approve the March 4, 2025, minutes as presented. Brandi Dufoe, Place 1 second the motion.

Chairperson Andra Dunn called for a vote.
Motion passes. 4-0-0-0

Ayes. 4 (Dunn, Irving, Downey, Dufoe)
Nays. 0
Abstain 0
Absent 1 (Chavious)

The motion passes. 4-0-0-1

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, presented a copy of the decorating categories, with the block decorating category added, for the consideration of Park Advisory Board members.

Chairperson Dunn entertained a motion. Kim Irving, Place 3, made a motion to approve the category decorating changes as presented, and Layla Downey, Place 4, seconded the motion.

With there being no discussion, Chairperson Andra Dunn called for a vote.

Ayes. 4 (Dufoe, Dunn, Irving, Downey)

Nayes 0
Abstain 0
Absent 1 (Chavious)

The motion passes. 4-0-0-1

2. Discuss and consider Keep Watauga Beautiful possible future events and methods for recruitment of participants

Timothy Hamilton, Director of Parks and Recreation, informed the Park Advisory Board members of previous methods for recruiting participants and the material handouts used to assist with this event. Chairperson Dunn and Park Advisory Board member Dufoe suggested recruiting participants from city community events by setting up stations with QR codes, sign-in sheets, and informational flyers. Chairperson Dunn mentioned the possibility of establishing Park Ambassadors to serve as liaisons for their neighborhood parks.

The item was discussed; no motion was made or seconded, and no vote was taken.

ITEMS FOR FUTURE AGENDA

Chairperson Dunn requested that two items be included on a future agenda:

1. Discussion of restocking fish in the pond at Capp Smith Park.
Chairperson Dunn entertained a second. Brandi Dufoe, Place 1, seconded the discussion of restocking fish in the pond at Capp Smith Park.
2. Discussion on improving the wildflowers at Capp Smith Park.
Chairperson Dunn entertained a second. Brandi Dufoe, Place 1, seconded the discussion on improving the wildflowers at Capp Smith Park as a future agenda item.

ADJOURNMENT

Chairperson Andra Dunn adjourned the meeting at 6:53 pm.

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

APPROVED:

Andra Dunn, Chairperson

ATTEST:

Kim Irving, Secretary



AGENDA MEMORANDUM

DATE: June 23, 2025
TO: Parks Advisory Board Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Discuss the stocking of Capp Smith Park Lake.

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 6/24/2025
Final Approval - 6/24/2025

Approved as to form for inclusion on Agenda



AGENDA MEMORANDUM

DATE: June 23, 2025
TO: Parks Advisory Board Members
FROM: Timothy Hamilton, Parks and Community Services Director
SUBJECT: Discuss the wildflower areas at Capp Smith Park

BACKGROUND/INFORMATION:

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/ SUPPORTING DOCUMENTATION:

None

REVIEWED BY:

Sandra Gibson, City Manager
Linda Proskey, City Secretary

Approved - 6/24/2025
Final Approval - 6/24/2025

Approved as to form for inclusion on Agenda