

**CITY OF SANTA FE
PARK AND RECREATION BOARD
REGULAR MEETING
AUGUST 21, 2023 5:30 P.M.
LIBRARY CONFERENCE ROOM
MAE S. BRUCE LIBRARY
13302 6TH ST., SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 5:33 p.m. by Chairperson Rebecca Martinez.

Roll Call: Present: Chairperson Rebecca Martinez
Board Member Bill Pittman
Board Member Mike Winburn
Board Member Chris Bozeman
Board Member Jeannie Theilemann
Board Member Rusty Schroeder, arrived at 5:34 p.m.

Absent: Board Member Jeannette Woolsey

The Invocation was led by Board Member Pittman. The Pledge of Allegiance to the U.S. Flag and to the Texas Flag were also led by Board Member Pittman.

IV. Presentation and approval of minutes: 7/17/2023 Regular Meeting and 7/31/2023 Special Meeting
Board Member Pittman made a motion to approve the Minutes of the Regular Meeting held on July 17, 2023, and of the Special Meeting held on July 31, 2023, pending the accuracy of the Minutes, which were verified later in the meeting. Board Member Bozeman seconded the motion and the motion passed unanimously.

V. Citizens' Comments

(Any person with city-related business not on this agenda may speak to the Park and Recreation Board. Time is limited to three (3) minutes. In compliance with the Texas Open Meetings Act, the Park and Recreation Board may not deliberate on the comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.)

Pocket Market Coordinator Evelyn Hayes of 10615 N. Morningview, Santa Fe, Texas, 77510, advised the Board that the Pocket Market's tentative schedule for Fiscal Year 2024 will continue to be the last Saturday of each month from 10:00 a.m. to 2:00 p.m., with the exception of November and December.

VI. Business:

A. New Business:

1. **Discussion and direction: Involvement and duties of Park and Recreation Board members for the Pocket Market Music Fest.**

Pocket Market Music Fest organizer Evelyn Hayes updated the Board on the progress of the festival, stating that the following tasks have been completed:

- The musical acts have been scheduled and the schedule has been published
- The flyers have been printed
- The tents have been acquired
- Mae S. Bruce Library and Galco will post the event on their marquis signs
- The banner was sent to the City, which was subsequently submitted to Clear Channel for advertisement of the event

Mrs. Hayes added that the tasks left to complete are as follows:

- Follow up with Santa Fe Fire & Rescue regarding first aid services at the festival
- Coordinate a clean-up crew comprised of volunteers who need to complete community service hours
- Arrange for dumpster rental
- Get contracts signed by the musical acts
- The merchandise needs to be printed. Since the Park and Recreation Board logo has not yet gone to City Council for approval, Mrs. Hayes stated that she will use the City of Santa Fe logo to be used on the merchandise.

2. Discussion and direction: Involvement and duties of Park and Recreation Board members for the Final Run at Behringer-Tully Field.

Community Services Director Georgia Carmack gave an update on the progress of the planning and preparation of the Final Run at Behringer-Tully Field event:

- The infield was tilled by Park and Recreation Board Member Schroeder and will be tilled again prior to the event
- The bleachers have been cleaned and reinforced
- The fencing has been removed on the right field line to allow access to the field for traffic control
- The traffic control plan has been coordinated with the Santa Fe Police Department
- Awaiting a response from Santa Fe Little League regarding the use of bases for the event
- Park Department maintenance employees have been paint matching the dugouts for the purpose of covering the graffiti
- Removal of the fencing in front of the Visitor dugout to allow for a spot for photo opportunities
- Food and refreshments have been coordinated:
 - On the Way Plumbing will be providing free snocones
 - Moon Rooster will be providing a taco truck

- Republic BBQ will be providing a barbecue truck
- Hospitality will not be able to participate in the event
- Walter Bozeman has been confirmed as the deejay
- Hayes Funeral Home has donated use of their large event tent, which will be delivered on Friday, September 1, 2023
- 130 chairs, fifteen 8' tables, and two swamp coolers will be rented from InTents Services, LLC
- 350 T-shirts have been designed and ordered from Patriot Tees, who came in as the lowest bidder
- The first 250 attendees will receive a free T-shirt; the remaining 100 T-shirts will be sold for \$15.00 each
- Auction items have been confirmed
- Ms. Carmack recommended purchasing small concession items from Sam's Club for those who may not wish to spend their free item token at one of the food trucks
- Five large banners have been ordered from the Santa Fe Independent School District Print Shop
- The prior Wednesday, Ms. Carmack hung large flyers at numerous Santa Fe businesses
- Santa Fe Independent School District approved the flyers to be distributed at the elementary schools on August 28, 2023
- A reporter with the Galveston County Daily News will be running a feature story on the event
- AmeriWaste will be donating a dumpster and cardboard trash cans with liners
- Sent a request for Quote from Texas Waste Company for four portable toilets, a handicapped toilet, and two washing stations
- Secured two Cajun swamp coolers
- Resident survey is in the process of being created
- Awaiting approval of the Mass Gathering Permit that was submitted to the Santa Fe Police Department
- Field game prizes have been purchased
- Pennant banners have been ordered
- Has not been able to locate the sacks for the sack races. It was decided that new sacks will be purchased.
- Board members will bring coolers for water drinks

Board Member Pittman advised that, according to WCID, there is water service at the field, with 1" taps. Board Member Pittman submitted a quote from Texas Waste for the rental of four

portable toilets, which reflects the cost of three with the fourth toilet at no charge. The quote did not include washing stations.

Board Member Pittman passed around wooden coins that he laser engraved for the event, which has the original Alta Loma School that was located on the site of the current Behringer-Tully Field on the front of the coin, and the words from the plaque that was located at the site of the baseball field are on the back. The members of the Board approved them, and Board Member Pittman stated that he would make the coins to be given to the first 500 attendees. It was decided by the Board that the attendees would use the coins to redeem their complimentary food at one of the food trucks, and that a volunteer stationed at the food trucks would mark the coin with a marker to show that it had already been used, and the attendee would get to keep the commemorative coin.

VII. Request for future agenda items

Chairperson Martinez listed the following subjects to be placed on next month's agenda:

- Debriefing of The Final Run at Behringer-Tully Field
- Pocket Market dates for Fiscal Year 2024
- Pocket Market Music Fest
- Heritage Festival
- Christmas Tree Lighting

VIII. Scheduling future meetings

After a brief discussion, the Board agreed that the Park and Recreation Board meetings will be held on the third Monday of each month at 5:30 p.m., with the next meeting being scheduled for Monday, September 18, 2023, in the Santa Fe City Hall Council Chambers at 5:30 p.m.

IX. Adjournment

Board Member made a motion to adjourn, and the meeting adjourned at 6:16 p.m.


Chairperson Rebecca Martinez


Community Services Director Georgia Carmack