



**NOTICE OF PARKS AND RECREATION BOARD MEETING
FOR THE TOWN OF CROSS ROADS
WEDNESDAY, APRIL 3, 2024 AT 6:00 P.M.
LOCATION: 1401 FM 424, CROSS ROADS, TEXAS**

Call to Order

1. Roll Call.
2. Citizen Input for Items ON and OFF the Agenda.
Please limit your comments to three minutes in duration, and you are restricted from passing your time or any portion of unused minute to another citizen for comment. The Board is restricted from discussing or taking action on items not posted on the agenda. Action on your statement may be taken only at a future meeting.
3. Announcements and Updates:
 - Chair announcements
 - Board Member announcements
 - Liaison announcements
4. Consider and approve Board Meeting Minutes from March 6, 2023
5. Report and discuss Parks and Rec Board finances.
6. Discuss and take appropriate action new volunteer for SEAT 4 – Laura Spurger.
7. Subcommittees.
 - a. Farmers and Artisan Markets discuss and take appropriate actions for 2024 Markets.
 - i. Summer Market Activities, Arts & Crafts in the Park,
 - b. Maintenance and Landscape – discuss and take appropriate action pertaining to park maintenance.
 - i. Trees maintenance
 - Bodark Tree
 - ii. Park maintenance/watering
 - Port o potty enclosure and Bulletin board structure – needs to be power washed and resealed
 - c. Park improvements – discuss and take appropriate actions on park improvement projects.
 - i. Bathroom building – progress updates
 - ii. Dumpster enclosure styles – Plan, Players
 - iii. Playgrounds – 2 to 3 options with estimated cost intended to present to council for their decision
 - iv. Chainsaw Sculpture
 - d. Events -- discuss and take appropriate action pertaining to park events.
 - i. Eggstravaganza status update, issues
 - ii. Event schedule for 2024 and special events: Movie Night, Chainsaw Art Festival
 - e. Grants – discuss and take appropriate action pertaining to grants for park projects.
8. Request for future Agenda items for May's Board meeting.

Adjourn

Future Meetings and Events:

Schedule may change.

- *Municipal Development District Meeting – Thursday, April 11, 2024 at 6:00 p.m.*
- *Town Council Meeting – Monday, April 15, 2024 at 6:00 p.m.*
- *Town Clean Up - Saturday, April 20, 2024 from 9:00 a.m. to 11:00 a.m.*
- *Parks and Recreation Board Meeting – Wednesday, May 1, 2024 at 6:00 p.m.*

**A QUORUM OF COUNCIL MEMBERS MAY BE PRESENT.
NO ACTION BY THE TOWN COUNCIL WILL BE TAKEN AT THIS MEETING.**

CERTIFICATION:

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board, at the Town Hall of Cross Roads, 3201 US HWY 380, STE 105, Cross Roads, Texas on or before March 29, 2024 by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodations will be made to assist your needs. This facility is wheelchair accessible and accessible parking spaces are available.

Donna Butler, Town Secretary

I certify that this notice was removed by me from the official bulletin board on the ____ day of _____, 2024.

_____, Title: _____



**MINUTES FOR PARKS AND RECREATION BOARD MEETING
FOR THE TOWN OF CROSS ROADS
WEDNESDAY, MARCH 5, 2024 AT 6:00 P.M.
LOCATION: 1401 FM 424, CROSS ROADS, TEXAS**

1. Roll Call – meeting called to order 6:00 pm
 - a. Paula Paus (Chair - Seat 6) – present
 - b. Stephanie Housewright (Vice Chair – Seat 1) – present
 - c. Dave Hancock (Secretary – Seat 3) – present
 - d. Ron Zohfeld (Seat 2) – present
 - e. Erica Cook (Seat 5) – absent
 - f. Eric Martinez (Alternate Seat 2) – absent
 - g. Damaris Combs (Seat 7) – present
 - h. (Seat 4) – vacant
 - i. (Alternate Seat 1) – vacant
2. Citizen Input for Items ON and OFF the Agenda.
3. Announcements and Updates:
 - a. Chair announcements
 - i. Shelves installed in the storage shed. Possibly need more storage
 - b. Board Member announcements
 - i. Ron Zohfeld will not run again for re-appointment
 - c. Liaison announcements – not present
4. Consider and approve Board Meeting Minutes from February 7, 2024
 - a. RZ motioned to approve
 - b. SH 2nd
 - c. unanimously approved
5. Report and discuss Parks and Rec Board finances – none at this time
6. Discuss and take appropriate new volunteer for SEAT 4 – Laura Spurger
 - a. Waiting to hear back from Laura – tabled for now
7. Subcommittees.
 - a. Farmers and Artisan Markets discuss and take appropriate actions for 2024 Markets.
 - i. Summer Market Activities
 1. Markets - Begin first week of May 2024 and run through August 2024
 - a. Increase to \$75 for the year for all markets and \$35 for just the Fall markets
 - b. Community Market application covers the entire year; separate application for just the Fall Markets
 - c. Board to review, update, then approve 2024 applications
 2. First art event discussed for to happen during May (3rd week?) Community Market; need to start communicating and asking for participants and materials
 - b. Maintenance and Landscape – discuss and take appropriate action pertaining to park maintenance.
 - i. Trees maintenance – ask maintenance to cut back dead limbs
 1. Bodark Tree – arborist said there is significant decay and recommends we remove it. Can treat it, but not likely to save the tree
 - a. RZ – motion to remove the bodark tree, grind the stump, and leave the larger pieces for local wood workers

- b. DC – 2nd
 - c. Unanimously approved
 - ii. Park maintenance/watering
 - 1. Need to get Maintenance a new schedule for the spring. Ideally mow on Thursdays
 - 2. Requesting first cleanup the week before Easter holiday
 - c. Park improvements – discuss and take appropriate actions on park improvement projects.
 - i. Bathroom building – no updates at this time; need to look for grants
 - ii. Dumpster enclosure styles – sending quotes to town council for decision on vendor
 - iii. Playgrounds – with decision on bodark tree, need to go back to vendors to get revised quotes for connected playground
 - iv. Chainsaw Sculpture – artist scheduled to start March 13 and will take approximately one week; open to allow community to watch the work live
 - d. Events -- discuss and take appropriate action pertaining to park events.
 - i. Eggstravaganza status update, issues
 - 1. Northrock Church is hosting
 - 2. Plans coming together and schedule is being developed; March 23 from 9-12
 - 3. Looking for volunteers to help with event.
 - 4. Communications starting to go out
 - ii. Event schedule for 2024 and special events
 - 1. End of school year movie night in planning
 - e. Grants – discuss and take appropriate action pertaining to grants for park projects.
- 8. Request for future Agenda items for November's Board meeting.

Adjourn – 7:01pm

Paula Paus, Chairman

Stephanie Housewright, Vice-Chair

Town of Cross Roads
Balance Sheet
As of March 31, 2024

3/27/2024 10:51 AM

Account Type	Account Number	Description	Balance	Total
320 - Park Improvement Fund				
Assets				
	320-10000	Operating Cash Consolidated	90,387.68	
	320-10001	New Consolidated Fund	(10,000.00)	
	Total Assets		80,387.68	
				80,387.68
Liabilities				
	320-20100	Accounts Payable Consolidated	0.00	
	Total Liabilities		0.00	
Fund Balance				
	320-30100	Fund Balance	90,387.68	
	Total Fund Balance		90,387.68	
		Total Revenue	0.00	
		Total Expenses	10,000.00	
		Current Year Increase (Decrease)	(10,000.00)	
		Fund Balance Total	90,387.68	
		Current Year Increase (Decrease)	(10,000.00)	
		Total Fund Balance/Equity	80,387.68	
	Total Liabilities & Fund Balance			80,387.68

Town of Cross Roads
Revenue and Expense Report
As of March 26, 2024

3/27/2024 10:25 AM

320 - Park Improvement Fund	D€	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Investment Income								
-40306 Interest Revenue		0.00	725.37	0.00	(725.37)	0.00%	0.00	0.00
Total Investment Income		0.00	725.37	0.00	(725.37)	0.00%	0.00	0.00
Transfers								
-40910 Transfers In		0.00	(725.37)	10,000.00	10,725.37	107.25%	0.00	(47.00)
Total Transfers		0.00	(725.37)	10,000.00	10,725.37	107.25%	0.00	(47.00)
Total		0.00	0.00	10,000.00	10,000.00	100.00%	0.00	(47.00)
Total Revenue		0.00	0.00	10,000.00	10,000.00	100.00%	0.00	(47.00)
320 - Park Improvement Fund								
	D€	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
410-Parks & Recreation								
Contractual Services								
410-53083 Professional Services		0.00	0.00	30,000.00	30,000.00	100.00%	0.00	0.00
Total Contractual Services		0.00	0.00	30,000.00	30,000.00	100.00%	0.00	0.00
Capital Outlay								
410-58007 Capital Improvements		10,000.00	10,000.00	15,000.00	5,000.00	33.33%	4,199.19	9,262.11
Total Capital Outlay		10,000.00	10,000.00	15,000.00	5,000.00	33.33%	4,199.19	9,262.11
Total Parks & Recreation		10,000.00	10,000.00	45,000.00	35,000.00	77.78%	4,199.19	9,262.11
Total Expense		10,000.00	10,000.00	45,000.00	35,000.00	77.78%	4,199.19	9,262.11

Town of Cross Roads
Revenue and Expense Report
As of March 26, 2024

3/27/2024 10:22 AM

100 - General	Department Expen	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<u>410-Parks & Recreation</u>								
<u>Contractual Services</u>								
	410-53002 Advertising and Promotion	0.00	1,408.18	2,000.00	591.82	29.59%	0.00	607.25
	410-53035 Park Events	89.25	642.32	10,500.00	9,857.68	93.88%	1,459.53	9,895.16
	410-53110 Utilities	23.40	374.72	1,800.00	1,425.28	79.18%	607.44	1,114.54
	Total Contractual Services	112.65	2,425.22	14,300.00	11,874.78	83.04%	2,066.97	11,616.95
<u>Maintenance</u>								
	410-54030 Park Maintenance	2,234.00	3,464.00	7,000.00	3,536.00	50.51%	3,038.31	8,854.57
	Total Maintenance	2,234.00	3,464.00	7,000.00	3,536.00	50.51%	3,038.31	8,854.57
	Total Parks & Recreation	2,346.65	5,889.22	21,300.00	15,410.78	72.35%	5,105.28	20,471.52
	Total Expense	2,346.65	5,889.22	21,300.00	15,410.78	72.35%	5,105.28	20,471.52

Town of Cross Roads
Transaction Detail Report
10/1/2023 - 3/26/2024

3/27/2024 10:32 AM

100 - General

Account 100-410-53002

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/18/2023	10/18/2023	8' X 3' Banners - Qty 3 - to advertise Market	Stissing Mountain Corp	36975	11848	675.00	0.00	675.00
11/8/2023	11/8/2023	Point Bank credit card chgs thru 10-22-2023 - Facebk/Meta for Founder's Day	Point Bank	Point Bank credit c 12031		58.18	0.00	733.18
12/20/2023	1/3/2024	Crctn - ck#12091 inv 37287 to Cooper's Qty 3 banners s/be acct 100-410-53002 not 100-410-53035				675.00	0.00	1,408.18
Total						1,408.18	0.00	

100 - General

Account 100-410-53035

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/25/2023	10/25/2023	4 week rental - 10/25 to 11/21/23	Texas Johns	187771	12002	89.25	0.00	89.25
11/28/2023	11/28/2023	4 week rental - 11/22 - 12/19/2023	Texas Johns	192154	12052	89.25	0.00	178.50
12/4/2023	12/4/2023	AMZ November dated invoices - Park events: dog biscuits, candy	Amazon Capital Services	1JGL-XD6Y-9JKY	12064	65.72	0.00	244.22
12/20/2023	12/20/2023	4 week rental - 12/20/23 - 01/16/2024	Texas Johns	196402	12090	89.25	0.00	333.47
12/20/2023	12/20/2023	Parks Dept - 8 x 3 Banners - Qty 3	Stissing Mountain Corp	37287	12091	675.00	0.00	1,008.47
12/20/2023	1/3/2024	Crctn - ck#12091 inv 37287 to Cooper's Qty 3 banners s/be acct 100-410-53002 not 100-410-53035				0.00	675.00	333.47
1/3/2024	1/3/2024	Amazon charges thru 12/31/2023 - Park events materials - markers, ornaments	Amazon Capital Services	1V71-M1F3-V7FG	12105	30.98	0.00	364.45
1/10/2024	1/10/2024	Printer 11-21-23 to 12-21-23 - Inv 020429579 CRPD / 020429584 Town - Parks Dept 200 copies at .0506	Xerox Corporation	020429579 CRPD , 12116		10.12	0.00	374.57

1/22/2024	1/22/2024	4 week rental 1/17/24 to 2/13/24	Texas Johns	200501	12127	89.25	0.00	463.82
2/14/2024	2/14/2024	4 week rental - 2/14/24 to 3/12/24	Texas Johns	204743	12184	89.25	0.00	553.07
3/19/2024	3/19/2024	4 week rental - 3/13/24 to 4/9/24	Texas Johns	209219	12244	89.25	0.00	642.32
Total						1,317.32	675.00	

100 - General

Account 100-410-53110

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/7/2023	11/7/2023	Water service to 10/15/2023 : CRPD acct 0081400-002, Parks acct 0077400-001 - Parks	Mustang Special Utility District	Water service to 10-15-23	121023	40.48	0.00	40.48
11/8/2023	11/8/2023	various accts service to 10-27 - acct xx2764 - Parks	CoServ	9-28-23 to 10-27-23	121029	28.11	0.00	68.59
12/4/2023	12/4/2023	Water service to 11/15/23 acct 81400-002 CRPD acct 77400-001 Parks - Parks	Mustang Special Utility District	service to 11-15-23	121061	34.96	0.00	103.55
12/4/2023	12/4/2023	various accts service to 11/27 - acct xx2764 - Parks	CoServ	service for dates to 11-27-23	121067	23.92	0.00	127.47
1/3/2024	1/3/2024	Water - CRPD / Parks to 12/15/23 - Parks	Mustang Special Utility District	Water service to 12-15-23	121109	40.27	0.00	167.74
1/10/2024	1/10/2024	various accts service to - acct xx2764 - Parks	CoServ	service to 12-27-23	121117	73.77	0.00	241.51
2/6/2024	2/6/2024	CRPD and Parks Water service to 01/16/2024 - Parks acct 002- 0077400-001	Mustang Special Utility District	CRPD and Parks W 01-16-24	121162	36.10	0.00	277.61
2/6/2024	2/6/2024	various accts service to 01-27-24 - acct xx2764 - Parks	CoServ	6 accounts service to 01-27-24	121168	33.23	0.00	310.84
2/28/2024	2/28/2024	CRPD and Parks Dept service to 02- 16-2024 - Parks Dept	Mustang Special Utility District	service to 2-16-2024	122117	40.48	0.00	351.32
3/6/2024	3/6/2024	various accts service to 02/27 - acct xx2764 - Parks	CoServ	service to 02/27/24	12232	23.40	0.00	374.72
Total						374.72	0.00	

100 - General

Account 100-410-54030

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/8/2023	11/8/2023	Point Bank credit card chgs thru 10- 22-2023 - Storage King	Point Bank	Point Bank credit c 10-22-23	12031	22.00	0.00	22.00

12/12/2023	12/12/2023	Point Bank cc chgs thru 11/21/2023 - Point Bank Storage King	Point Bank cc chgs 12071		44.00	0.00	66.00
12/20/2023	12/20/2023	Elan Fincl - first charges on new credit cards - chg's thru 12-08-2023 - Storage King	Elan Financial Services chgs to 12-08-202 12092		57.00	0.00	123.00
1/29/2024	1/29/2024	CC charges to 01/09/2024 - Storage King	Elan Financial Services CC chgs to 01-09-2024 12140		57.00	0.00	180.00
1/31/2024	1/31/2024	General Tree Work - Parks Dept - dead post oak, pruning, cleanup	MD Golden Tree 193696 12157		1,050.00	0.00	1,230.00
3/20/2024	3/20/2024	Remove Bodark Tree - haul away - Parks Dept	MD Golden Tree 194077 12255		2,100.00	0.00	3,330.00
3/20/2024	3/20/2024	Elan Fincl CC stmt to 3-8-2024 - Storage King Parks dept Feb pmt \$77, March pmt \$57	Elan Financial Services Chgs to 3-08-2024 12256		134.00	0.00	3,464.00
Total					<u>3,464.00</u>	<u>0.00</u>	