

PARKS AND RECREATION COMMISSION MEETING

MINUTES

November 16, 2022

CALL TO ORDER – Roll Call and Determination of a Quorum

The Parks and Recreation Commission (PRC) met on the above date at the Parker City Hall, located at 5700 E. Parker Road, Parker, Texas 75002. The meeting was open to the public.

Chairperson Hinshaw called the meeting to order at 4:02 p.m. and noted there was a quorum.

PARKS AND RECREATION COMMISSION MEMBERS AND ALTERNATES

<u>Parks and Recreation Commissioners</u>	
✓	1. Kimberly Hinshaw (Chairperson)
✓	2. Le Ann Turrentine (Vice Chairperson presided over the meeting)
✓	3. Pier Burgess (Secretary)
✓	4. Frank DaCosta
✓	5. Donna DaCosta (Treasurer)
<u>Parks and Recreation Alternates</u>	
✓	1. Cherie Ware
X	2. Melanie Barnett Harris
X	3. Paula Johnston Hutka
✓	4. Cyndy Lane
<u>Public Attendees</u>	

✓		Lee Pettle - Mayor

PUBLIC COMMENTS

No public comments were made.

INDIVIDUAL CONSIDERATION ITEMS

1. APPROVAL OF MINUTES

Commissioner Frank DaCosta motioned to accept the minutes for the month of October, 2022. Pier seconded. The motion carried 5-0.

2. TERMS OF SERVICE

Terms of service for two of the commissioners, Frank and Pier, and the alternates, Cyndy, Paula and Melanie, will be renewing their service on December 1st. Cherie has decided to continue her service as an alternate at this time. Donna has agreed to fill her vacated commissioner position. Pattie Grey has emailed necessary paperwork this week.

3. PARKERFEST – WRAP UP

The festival was a success. Over 500 attended. The City Council was very complimentary of our efforts. We got good feed back from the vendors and citizens. There are some improvements and tweaks but overall, very positive. Frank will come up with a final list to focus on for next year. Some are as follows.

- **We ran out of popcorn and cotton candy.** Next year let's just do popcorn and get enough of it. We had 100 servings; we should probably do twice that. We could even consider **purchasing a popcorn machine** and saving the rental cost.
- **We have no good handle on generators.** I assumed (without checking) that the bounce house was covered (but it wasn't). Then Southfork insisted on power for their cash register, and the band needed a generator since one of theirs failed. We ran the concessions off of Cinnaholic's own generator. (Cinnaholic initially requested power, too.) Next year we must be **very specific!**

- We should investigate **how much power is available** at the back of the police station trailers. Conceivably we could "flip" our layout and drop the tent near the police station, powering concessions from it. If Southfork (or someone else) does BBQ near the tent again next year, they too could get power. A vendor or two that absolutely had to have power could be positioned east of the tent and connect. That would just leave the bounce house needing power, and the city has **two good generators**. The goal: avoid renting any generators.
- **Lots of volunteers**, but we need a more effective way to match them to needs. (We had to chase them down too often.) Maybe we assign a group of volunteers to a person.
- We should pursue **parking volunteers over at the church** across Parker Road; make that a clearly expressed part of the process. We should provide each volunteer with a "Parkerfest Volunteer" card for the dashboard.
- We actually did get some **donations!** Pier reported getting \$80.
- The **band was still too loud** for some. Do we even need a band? We could save much money with just a DJ or streaming music through rented speakers.
- The vendor incentive with the **tickets did not work well**. We didn't have a way to tout what prizes were in the raffle. If we do a raffle next year (and nothing says we even have to), the welcome table could give tickets (maybe take names/emails), then just update a raffle prize table with the numbers/names of winners and they can drop by and see if they won.
- **Dragging water** over to the games that needed them was laborious. Maybe a smaller bucket or a bunch of individual gallons of water would work.
- There were **unanticipated interrupts** that largely worked out okay: Southfork's hayride found a path that worked and it was very well attended.
- The **Southfork table delivery** went well; they didn't just dump tables, they walked them out to each needed location. There was some ambiguity about which tables they needed for their own food concession, though, and I was wandering around looking for a table. (Alas, next year we may have to get tables elsewhere.)
- The **bounce house worked** where they put it, even though that wasn't where we planned. Next time we should drop it right there north of the walking trail, and move our activities in closer in its absence.
- We think the bounce house largely operated **without oversight**; we're fortunate nothing bad happened! We need to be more conscientious about assigning volunteers to it.
- The **bounce race fizzled**; one bouncer got punctured. We should decommission.
- **Yard dice** holds a lot of promise but it was only lightly used. An attendant probably would have helped there.
- We **combined helium balloons and the balloon artist** on one 6-ft table and that was fine.
- We had a **vendor who wanted to leave early**, and we insisted that she could not drive her truck up at 5:30pm; we'd been very clear in the vendor packet about the vendors needing to stay until the very end.

- I don't know if it is possible, but since we had at least one vendor **behave as if she didn't know** about the 6pm rule, maybe there's a way to get them to **initial each line-item**.
- Next year there won't be early voting to contend with, so we could put the **food concession trucks over by City Hall**. We think the taco truck needed a generator (did they?), but trucks could get power from City Hall.
- The **Frog Flinger** was hugely attended, but a design flaw caused it to fail. It has been revisited and will work much better next year.
- The **Pig XTreme Skateboard** game suffered from pigs falling apart. Cute idea but not hardy enough. Next year, let's use little cars or something, on a sturdier track.
- The **cake walk was continuous**, very successful. We need to make sure that the cupcakes are containerized the day before and brought ready to go. We also need more of them. There were maybe about 50, and twice that amount might be best.
- We were gratified that we only spent just shy of **two helium canisters** to inflate maybe 150 balloons. Each promised only about 50, and people have complained that you have to be careful to get even that, so we did well.
- We never did get to set up the **kids' scavenger hunt**; we ran out of time. That said, if we intend to do it, we have to decide how far to place the scavenger items, and whether to use the ground stake parts.
- The **adult putting green** was well attended, and we saw parents helping their kids use it, so we probably should decommission the kids' foam putting green.
- Maybe the **PWC booth should be in with the vendors**, and they can maintain a simpler table up front for the food drive. In fact, we need to **promote that drive better**; we didn't make any reference to it in our Parkerfest collateral.
- **Plinko** needs some pin-straightening! It got played with, but it isn't as fun if it doesn't work smoothly.
- **Connect Four** had a lot of traffic; it's so big and visual and solid.
- The **petting zoo** set up just *outside* the walking trail this time, and that seemed fine.
- Just in general: When we start planning Parkerfest 2023, we must commit to **getting clear answers to all details**, things like what each contributor actually needs (cf. Jeanne Vielock's horse pen, Southfork's hayride, generators) or what is actually being committed to (cf. Southfork's constantly-changing table count).
- We need to **improve our marketing drive**. If we start enough in advance, we might be able to get into some print venues. We also never figured out just how to reach the **various HOA's**.
- **Planning** this year got a slow start with talk about signage on July 21, then the first emails containing decision items on August 11. An August 31 special meeting almost cratered the project until Luke said Republic might help. On September 1, Luke confirmed that Republic was covering the tent, porta-potties and offering cash. The committee started meeting that same week.
- So: Serious planning started at most eleven weeks before the event. Next time we will do better, start earlier! **Parkerfest 2023, October 29th?**

- Food vendors enjoyed the festival and would come back. The taco truck got turned around the wrong way. Needed to enter behind the fire station.
- Booth vendors liked the scavenger hunt and thought the tickets were an interesting idea.
- The volunteers needed to be monitored and managed. There was enough this year.
- Need a few people who new all aspects of the festival to answer questions about set up, any anomalies during the festival, take down and parking. They might be stationed at the welcome booth.

A motion was made by Frank to make this an annual event. Pier seconded the motion. The motion passed 5-0.

Donna presented the cost for Parkerfest this year. See attached spread sheet.

- Total cost- free items (mini horses and Hayride) not included
\$9534.39
- Donated Amount
\$7719.39
- Reimbursed Amount
\$1815.00
- Reusable Assets
\$1339.60
- Consumables
\$8136.41

Donna is working on a report to present at the January city council meeting to summarize the accounting for ParkerFest 2022.

The necessity to start fundraising early is apparent. Need to discuss more strategies and develop a strategic plan for 2023.

October 29, 2023 was suggested as the tentative date for the next Parkerfest. More research is needed. Dates for celebrations and activities for the surrounding cities will be done before that date is confirmed. Time frame may be adjusted as well, keeping the 3-hour window but may be shifting it to an earlier time.

A recap in the Parker newsletter needs to be written. We need photos taken at the festival. December 9th is the deadline for submission. Newsletter will be out in January. This may be a good time to solicit underwriters for the 2023 festival.

4. HOLIDAZE

Lee mentioned there was money in the budget that could come from the Preserve maintenance fund if not used. The boy scout fund could also be tapped if they did not have any projects. City Council did not want to fund Holidaze at this time. Lee suggested making quarterly presentations to update the council on ongoing activities regarding P&R might help gain support. Participating in the budget meetings and requesting city support like the other departments, would also be helpful in gaining funds. Build a rapport with the council.

We agreed to only doing a tree lighting this year, no Holidaze event. We can start planning for next year. The cost to light city hall, pathway and the Cedar tree is \$1676.00. Santa's mailbox would be by the entrance to city hall.

Time and day of lighting would be November 27th, 5:30 p.m.

Pier made a motion that we spend the \$1676.00 to light the city hall, pathway and Cedar tree, pending the availability of the electrical vendor. Le Ann is point of contact. Cherie second the motion. Motion passed 5-0.

5. PARK ENHANCEMENT

Commission decided to table discussion until next meeting. Kimberly needs a meeting with Luke to go over additional catalogs for benches and picnic tables. We would like to have a table that is handicap and wheel chair accessible.

A park walk was recommended to confirm the park furniture needed as well as additional signage and other deferred maintenance.

ROUTINE ITEMS

6. FUTURE AGENDA ITEMS

Park furniture – clarification on quantities and costs. Set time for Preserve walk for current evaluation of needs.

Additional meeting for finalizing the tree lighting event.

Strategic planning for ParkerFest 2023.

Continued monitoring of costs.

7. ADJOURN

The next Commission meeting was scheduled for December 14, 2022 at 4:00 pm. at Parker City Hall but is now canceled.

A motion was made by Frank to cancel the December meeting and resume January 11, 2023 at 4:00 pm. at Parker City Hall. Pier seconded the motion. Motion passed 5-0.

The next Commission meeting is now scheduled for January 11, 2023 at 4:00 pm. at Parker City Hall.

Chairperson Hinshaw adjourned the meeting at 5:05 pm.



Minutes Approved on 11th day of January, 2022.



Chairperson Kimberly Hinshaw

Pier m Burgess

Secretary Pier Burgess

Attest:

Patti Scott Grey

City Secretary Patti Scott Grey