

# PARKS AND RECREATION COMMISSION MEETING

## MINUTES

June 14, 2023

### CALL TO ORDER – Roll Call and Determination of a Quorum

The Parks and Recreation Commission 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 DaCosta called the meeting to order at 5:02 p.m. Cyndy Lane and Cherie Ware were asked to be sworn in as additional voting members. Chairperson DaCosta then noted that there was a quorum.

### PARKS AND RECREATION COMMISSION MEMBERS AND ALTERNATES

		<u>Parks and Recreation Commissioners</u>
✓	1.	Frank DaCosta (Chairperson)
x	2.	Le Ann Turrentine (Vice Chairperson)
✓	3.	Pier Burgess (Secretary)
x	4.	Kimberly Hinshaw
✓	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>
✓	1.	Lee Pettle - Mayor

✓	2.	Grant Savage – Finance Manager
✓	3.	Luke Olson – City Administrator
✓	4.	Gary Machado – Building Official / Public Works

## **PUBLIC COMMENTS**

No public comments were made.

## **INDIVIDUAL CONSIDERATION ITEMS**

### **1. APPROVAL OF MINUTES**

Last month's minutes were reviewed. Donna DaCosta motioned to accept the minutes for the month of May 2023. Pier seconded the motion. The motion passed 5-0.

### **2. WILD FLOWER BORDER AND FENCE PLANTINGS**

Still Researching. Cherie will measure the perimeter of the wild flower gardens this weekend and get costs for materials and installation for a low concrete edge for the gardens. She will send out a picture. The commission feels it would define the bed and give a permanent edge to the flower gardens. We will discuss further when Cherie presents her findings. If we decide to do something permanent, we would need to present it before the city council for approval. We did verify the P&R has money in the account for this park enhancement.

Gary was asked about his recommendations for a border. He said it's easier for the city to maintain without an edge, but if we would like to put one in, that would be fine too.

Some of the flowers are still in bloom. Cherie will notify Gary when the garden will be ready to mow. Cherie is considering purchasing of more seed to sow in the fall to make the gardens flower more densely. Gary offered to till the area before we seed.

In regard to replacing the missing Crape Myrtles and Vitex trees that lining the wood fence, Cherie will reach out to a couple of the master gardeners, possibly Billy Barron, for advice replacement plants.

### **3. Bench Placement**

The benches are ready to go. Frank ordered the plaques. They should be in this week. Frank will install them as soon as they arrive. We have the preliminary locations marked on a site map and will walk the site and flag the proposed locations. It was suggested that we put a bench by the wild flower gardens, but it was not recommended to locate a bench by the barn due to potential vandalism.

Anchors are necessary for each bench. Gary recommended that we use anchor augers instead of the ones that came with the benches. There would be no need to pour a concrete slab to secure them. The anchor augers can be purchased from Tractor Supply. There was an action item to purchase them. A check request form can be used for reimbursement. Send the form to Craig Savage.

It was decided to create a decomposed gravel base under each bench. The rectangular area would be approximately 6' x 2', with a 4" depth. They would be added to locations along the existing gravel path. The city will procure the gravel for P&R and the money will come out of the P&R account. The city will help with the installation.

It was decided that the committee would meet at the Preserve Tuesday the 27<sup>th</sup> at 5:00 p.m. to locate the benches. Frank made a motion. Cherie seconded. The motion was passed 5-0.

#### 4. PARKERFEST 2023

##### Generators

Frank emphasized that a major goal is to keep costs down. One concern is the cost of generators needed by vendors and other activities. The commission will review the locations of the participants and rework the site plan to put those needing power closer in proximity to the power sources provided by the city.

Gary mentioned several options. An additional pole with a panel box could be installed and a new wire run. The power would be independent from the city power.

We might also look into renting power cords long enough to reach vendors such as the bounce house and band. The cords are expensive to purchase, but it would be a one-time cost.

The first bit of information needed is how many vendors need a generator and how much power demand is needed. An action item to create a list based on last year's requirements was taken.

After discussion with Gary, the commission agreed that installation of a new pole with a panel box would be the best option. Frank made a motion to pursue the installation of a new pole with 200-amp service, to service the power for ParkerFest and other activities in the Preserve. Donna seconded the motion. It passed 5-0.

## Band Selection

Music was a major cost last year. The Texas Blues Band went up in price. It was agreed to make a change. Frank will be hosting the next meeting of the ParkerFest Committee at his house on Monday June 26<sup>th</sup> at 4:30 pm, where we will listen to demo videos of different bands, Jaz cats, Jim Reed Classic Rock Band, and different DJs. His address is 6003 Southridge Parkway. An invitation to submit other suggestions for other bands was encouraged. Pier sent an email with the bands that are playing at the Joe Farmer Recreation center this month.

## New Booth Activity

A new activity was suggested, the creation of a snake consisting of painted rocks. Participants would select a rock and paint it in any creative way they chose. This activity could also be a source of income for P&R. There would be some prep in organizing this activity. It would provide another creative activity for all ages to do.

## Water Availability

Water supply is needed for some of the activities. Options suggested were the fire hydrant with an attached hose that would reach the booth needing water, or bringing in a 55-gallon barrel of water and placing by the booth. We'll review the booth placement before we decide.

## Sponsor Packet

It was noted that the sponsor packet including the red flier with the QR code, letter of invitation to sponsor and application form have been distributed to the committee. Also, an excel statement form is available for anyone to use should they need to give the sponsor accounting department some documentation in order to cut the donation check.

## P&R Bank Account

Grant informed P&R that the P&R bank account is already opened. They are in the process to getting the signature cards signed. The signors will be the same people as are on the city account. We will have access to it through the square card scanners. No checks would be assigned to it. Once Grant records all of the funds going into to the account, we can have access to the funds.

The ParkerFest website does have the ability to accept donations from credit cards as well. So, we have 2 ways of donating, the card reader and on line at [parkerfest.org](http://parkerfest.org).

Written checks may also be taken to City Hall. They must designate ParkerFest in the description line.

## 5. VANDALISM AT THE GAZEBO

Concern was expressed about the damage to the gazebo from vandalism and also due to its age. Gary mentioned that it has been repaired several times and that at some point in the near future the gazebo will need to be replaced.

The city is presently looking at options for security measures.

## 6. BUDGET MEETINGS

There are 2 budget meetings in July and then in August. It would be a good time to present our budget and needs to the council.

### ROUTINE ITEMS

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#### 1. ATTENDANCE REQUIREMENTS

The question was raised, should we set up a policy to deal with commissioners that have not been attending meetings? An example might be, if one missed 3 unexcused meetings they would be suspended.

Melanie Harris is planning to resign from P&R since she has not been able to attend the meetings. Paula Hutka needs to be contacted as well regarding lack of attendance.

#### 2. FUTURE AGENDA ITEMS

Internet or web-based News Articles – Possible topics  
ParkerFest electronic marketing  
Bench installation  
ParkerFest - Planning/scheduling.  
Wild Flower Garden – when to mow, edging, border

#### 7. OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

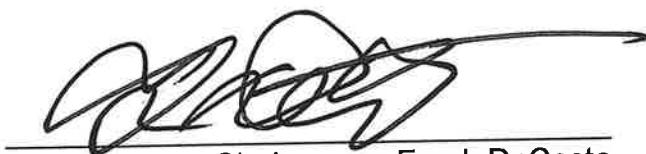
Continue to monitor expenses

#### 8. ADJOURN

The next meeting of the Parks and Recreation Commission will be July 12, 2023 at 5:00 p.m. at Parker City Hall.

Chairperson DaCosta adjourned the meeting at 5:45 pm.

Minutes Approved on 18 day of July, 2023.



Chairperson Frank DaCosta

Pier M Burgess  
Secretary Pier Burgess

Attest:

City Secretary Patti Scott Grey