

# PARKS AND RECREATION COMMISSION MEETING

## MINUTES

July 12, 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 5:03 p.m. Cyndy Lane was sworn in as an additional voting member. 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)
✓	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

## **PUBLIC COMMENTS**

No public comments were made.

## **INDIVIDUAL CONSIDERATION ITEMS**

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

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

### **2. CITY BUDGET PROPOSAL**

Frank will be making a presentation to the city council July 18, to make the new council aware of P&R's plans for the ParkerFest event in October. He will explain why ParkerFest is important to the community and the city, and request that some financial assistance be budgeted by the city for this annual event. He will emphasize that events such as ParkerFest, or Holidaze are not funded and totally subject to donations from private citizens and small companies. Funds in the budget for P&R are for maintenance of the preserve, not for park enhancements or events.

Frank outlined 3 scenarios about how to approach the council. The format of the spreadsheet sheet used is the one Grant uses for the budget committee. (See Exhibit 1).

- Cautious – Present last year's cost as a 1-time request. Funds will have to be requested each year and may vary. \$10,000
- Assertive – Present an aggressive recurring cost knowing that the council will most likely reduce this request. \$15,000.00
- Basic – Ask for a 1-time seed money amount of \$5,000.00, plus an amount that would reoccur in the budget each year. \$10,000.00

The suggestion was made by Lee Pettle to combine the basic and cautious approaches by asking for seed money plus an annual allowance. Lee stated that it is extremely important to let them know that this cost is not included in the existing budget for P&R. It is not included in the maintenance or repair budgets or budget for the boy scouts, nor is it included in the moneys donated by the Parker Women's Club for preserve enhancements. We should show them we are good stewards of any donation that we receive.

After further discussion, Frank will amend the slide presentation to ask for a one-time \$5,000.00 for seed money plus \$10,000.00 to be budgeted annually. It was suggested that he not present the detail at this meeting but will follow up with these details in September at the budget meeting. For those who will be attending the city council meeting, our presentation time will be approximately between 6:30pm and 7:00pm, located at Parker City Hall.

### 3. WILD FLOWER GARDEN

The wild flower garden has been mowed.

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.

### 4. BENCH PLACEMENT

The bench locations have been flagged in the preserve. Gary Machado has reviewed them. We have purchased the anchors needed to secure the benches in place. The gravel base is being ordered by the city and we will wait until Gary can schedule his team for the installation.

### 5. COMMISSION MEMBER CHANGES

Kimberly Hinshaw resigned last month. The city council will vote to accept her resignation at the July 18<sup>th</sup> meeting. Frank asked the 2 alternates if they would like to take the open position for the remainder of the term. Cherie accepted. The commission will request if any non-voting members of the commission would like to become an alternate at another time.

Paula Hutka and Melanie Harris will complete their terms but will be unavailable for the meetings. Replacements will be needed at the end of their terms.

### 6. PARKERFEST

The next meeting will be July 24<sup>th</sup> at Cristina's at 4:30pm.

Band selection is still in the works. Iron Fist of Duncan will be playing at Guitars and Growlers in McKinney on Friday if we want to listen to them play. They would charge around \$600.00. We are searching for a DJ. The least expensive option is to rent sound equipment and use Spotify. All depends on funding.

## ROUTINE ITEMS

## 1. FUTURE AGENDA ITEMS

## ParkerFest - Marketing, Planning/scheduling.

Boy Scouts - Project needed. Frank will be point of contact for the troop. Possible project may be distance markers along the pathway.

## 7. OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

### Continue to monitor expenses

## 8. ADJOURN

The next meeting of the Parks and Recreation Commission will be August 9, 2023, at 5:00 p.m. at Parker City Hall.

Chairperson DaCosta adjourned the meeting at 6:03 pm.

Minutes Approved on 9<sup>th</sup> day of August, 2023.



Chairperson Frank DeCosta

Chairperson Frank DaCosta

Pier M Burgess  
Secretary Pier Burgess

Attest:

City Secretary Patti Scott Grey

Money  
Seed  
\$ 5000

## Cautious

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xx-xxx-xxxx	Account Description	One-Time Costs	Recurring Costs	Additional Notes or Comments
	Tent, tables, chairs	2,000		
	Musical entertainment	2,000		
	Bounce house, petting zoo	1,500		
	Pumpkin decoration activity	1,300		
	Portable restrooms	500		
	Face painter, balloon artist	1,200		
	Popcorn machine, generators	500		
	Signage, supplies, prizes	1,000		
	<b>SUBTOTAL</b>	<b>\$ 10,000</b>	<b>\$ -</b>	
	<b>TOTAL</b>		<b>\$ 10,000</b>	(One-Time + Recurring)

## Assertive

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xx-xxx-xxxx	Account Description	One-Time Costs	Recurring Costs	Additional Notes or Comments
	Tent, tables, chairs		3,000	
	Musical entertainment		3,000	
	Bounce house, petting zoo		2,000	
	Pumpkin decoration activity		2,000	
	Portable restrooms		500	
	Face painter, balloon artist		1,500	
	Concessions, generators		1,000	
	Signage, supplies, prizes		1,000	
	Marketing and advertising		1,000	
	<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 15,000</b>	
	<b>TOTAL</b>		<b>\$ 15,000</b>	(One-Time + Recurring)

## Basic

ITEMS NEEDED TO ACHIEVE GOAL (ITEMIZE BELOW):

Account Number xx-xxx-xxxx	Account Description	One-Time Costs	Recurring Costs	Additional Notes or Comments
	Seed money this year	5,000		Initial support to lock in suppliers and purchase reusables
	Recurring support		10,000	Annual support, which we'd supplement by other sponsors
	<b>SUBTOTAL</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	
	<b>TOTAL</b>		<b>\$ 10,000</b>	(One-Time + Recurring)