

**MINUTES**  
**PARKS AND RECREATION COMMISSION MEETING**

November 11, 2020

**CALL TO ORDER—Roll Call and Determination of a Quorum**

The Parks and Recreation Commission (PRC) met virtually on the above date. Chairperson Barron called the meeting to order at 6:00 p.m. and noted there was a quorum.

**PARKS AND RECREATION COMMISSION MEMBERS AND ALTERNATES**

<b>Parks and Recreation Commissioners</b>	
✓	1. Billy Barron (Chair)
✓	2. Kimberly Hinshaw (Vice Chair) - arrived 6:20pm
✓	3. Cherie Ware (Secretary)
✓	4. Le Ann Turrentine
✗	5. Michael Slaughter - resigned for Council position
<b>Parks and Recreation Alternates</b>	
✓	1. Donna DaCosta - voting member
✓	2. Frank DaCosta - voting member
✗	3. Patti Cordina
✗	4. Rick Debus
<b>Public Attendees</b>	
✓	Pier Burgess, Luke Olson, Mayor Lee Pettle

**PUBLIC COMMENTS**

None.

**INDIVIDUAL CONSIDERATION ITEMS**

**1. APPROVAL OF October 14, 2020 MINUTES [WARE]**

Frank DaCosta moved to accept the minutes as written. Seconded by Donna DaCosta with Commissioners Ware, Turrentine, Barron, Frank DaCosta & Donna DaCosta and voting for. Motion carried 5-0.

## 2. DISCUSSION OF HOLIDAZE EVENT [TURRENTINE]

Chairperson Barron to remove First Responder signs, Commissioner Turrentine to remove ribbons. Commissioner Turrentine & Frank DaCosta working with Rick Debus on Holidaze signs. Mr. Olson approved commission to put out event signs in the same locations as outgoing First Responder signs.

Residents on Gregory Lane will use their own horses & riders for parade on city property therefore waivers will be required by riders. Commissioner Turrentine to obtain signed waivers. Consider having water available for horses.

Commissioner Turrentine reviewed updates sent earlier in day via email to commission members.

- Mr. Olson to verify with Fire Chief as to whether the fire station will be open and/or whether children can visit the fire engine.
- After this week, coordinate with Gary Machado re: lighting set up beginning some time week of November 16th.
- Food vendors required to have a county certificate only, no city certification required.
- No special permits required for live reindeer or Old Red Truck for photos.
- Commission to sketch out public parking suggestions during event. Mr. Olson will review with Police & Fire chiefs to create a parking map and discuss directing traffic. City has plenty of trash receptacles. Commission to look into getting porta-potty.
- Commissioner Hinshaw has donated candy cane decorations that could line a walkway.
- Will need volunteer manpower around Noon on the day of the event to finish set-up.
- Chairperson Barron to speak with Steve Rhodes about taking photos during the event.
- Mr. Olson to check with city vendors for disposable masks and hand sanitizer to provide to attendees.
- Recommended that Commissioners all wear elf hats so can easily be recognized for questions. Commissioner Turrentine to gather enough hats for commission members.
- Mayor Pettle suggested thinking about plans for inclement weather.
- Advertising most important help needed at this stage. Commissioner Ware to send back out the link to the marketing channel sheet.
- Mr. Olson to look at portable lights for use in parking areas.

## 3. WILDFLOWER UPDATE [WARE]

Commissioner Ware shared that two lbs. of bluebonnet and mixed wildflower seed have been added to the existing wildflower garden. With the approval of Mr. Olson & Mr. Machado, the remaining four lbs. of bluebonnet seeds will be sown in a new area closer to barn. Councilman Ed Standridge has volunteered his time and equipment to till a grassy patch for the seed planting. Should be completed in another week.

Mr. Olson will check on re-supply of disposable pet bags on Preserve side.

## 4. DISCUSSION AND/OR APPROPRIATE ACTION REGARDING PRESERVE RULES [BARRON/HINSHAW]

Tabled.

## ROUTINE ITEMS

### 5. FUTURE AGENDA ITEMS

Debrief and lessons learned from Holidaze 2020  
SpringFest 2021

### 6. ADJOURN

Chairperson Barron adjourned the meeting at 6:59 p.m.

Minutes Approved on 9th day of December, 2020.

Attest:



*Cherie Ware*

Commission Secretary Cherie Ware

*Patti Scott Grey*

Prepared by City Secretary Patti Scott Grey

*Billy Barron*

Chairperson Billy Barron

**Exhibit 1:**

On Wednesday, November 11, 2020, LeAnn Turrentine <lturrentine@design-out.com> wrote:

**HOLIDAZE  
SUNDAY, NOVEMBER 29  
4:00 P.M. – 6:00 P.M.**

-Will be replacing First Responders signs with Holidaze signs throughout the City (Elf Kimberly and Elf Rick are busy...). along with yard signs for all!

Here is the rough format:

-Will be “lighting” the large tree that is between City Hall and the Fire Station that faces Parker Road. Will be using the ladder truck to “light” the top at the time and Mayor has agreed to be at ceremony and participate. Have additionally a “BELIEVE” sign, gold lit ornament balls, and prelit “large” presents to add to the illumination.

-We also have pre-lit trees to put in front of City Hall. As well as extra lights to light additional trees around City Hall (thanks Pier for the extra lights!)

**FOOD/BEVERAGE:**

-Cookies from Jessica’s Bakeshop (she prepared Parker BD cookies and cookies for Michael). She will set up and sell herself, along with a few other sweet goodies.

-Boardwalk Bites Food Truck from Allen will be serving a few hot items (corny dogs) and beverages

-Coffee Truck will be serving hot beverages

**ENTERTAINMENT:**

Elf Kimberly was busy girl...

-Open with Horse Parade where horses are dressed in holiday attire

-Live Reindeer

-Old Red Truck decorated for Photo Ops (thank you Flores’)

-Mr. and Mrs. Clause (thank you Gilmores)

-Olaf and/or Frosty (thank you Luke)

-Local musician and local school pep band (pending confirmation of timing)

-DJ to keep schedule and announcements to keep things moving..a well as play background music

Starting with Horse Parade-Ending with Music Ensemble  
With "strolling" and social distance visitation in between!

Also, looking for a photographer and awaiting confirmation of possible drone video.

PWC will set up information table with emphasis on donations for Angel Tree for the City (thanks Bethany and PWC)

Booth set up for canned food drive for local food pantry (thank Schlueters)

We will need "man" power to help set up! I am awaiting confirmation from City (they've been a little busy lately!) when we can set up and what all we need to set up, i.e. need help with electricity and placement of items! Will let you all know as soon as receive response (hopefully by meeting tonight).

**Exhibit 2**

