

PARKS AND RECREATION COMMISSION MEETING

MINUTES

August 31, 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 4:00 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)
✓	3.	Pier Burgess (Secretary)
✓	4.	Frank DaCosta
✓	5.	Cherie Ware
<u>Parks and Recreation Alternates</u>		
✓	1.	Donna DaCosta (Treasurer)
×	2.	Melanie Barnett Harris
×	3.	Paula Johnston Hutka
✓	4.	Cyndy Lane

		Public Attendees
✓		Lee Pettie - Mayor
✓		Luke Olson - City Administrator
✓		Trey Landsford – City Attorney

PUBLIC COMMENTS

Mayor Pettie mentioned she would ask the fire department and the police department to assist us at the festival with parking and medical needs should they occur.

INDIVIDUAL CONSIDERATION ITEMS

1. FORMATION OF PARKERFEST SUBCOMMITTEE - HINSHAW

Upon the recommendation from Trey Landsford, City Attorney, discussion of a ParkerFest subcommittee was discussed. It was agreed that the advantages of a smaller group of committee members allowed for quicker decision making, shorter meeting notices, and easier quorums. This would be more efficient in planning events. Meetings are open to the other commissioners and community allowing for volunteer participation.

A motion was made by Frank to create a subcommittee for the support of P&R and the acceleration of planning Parkerfest. Cherie seconded the motion. A vote was taken. Motion was passed 5-0.

Frank, Pier and Cyndy volunteered to be subcommittee members. Members will reach out to those commissioners and volunteers already involved. We will encourage public participation.

2. FORMALIZE DATE, TIME AND LOCATION OF PARKERFEST – HINSHAW / TURRENTINE

Two date options were preferred, October 29th and October 30th. Due to vendor availability, October 30th from 3:00 pm to 6:00 pm was chosen. Frank made a motion to accept October 30, 2022 from 3:00 to 6:00 pm. as the date and time for ParkerFest. Pier seconded the motion. Motion passed 5-0.

Location options were discussed, Parker City Hall area and Preserve side. It was agreed that the city hall area had better access to electrical power, parking and bathrooms. We can use a similar layout as last year.

3. ENTERTAINMENT – TURRENTINE

Le Ann met with Texas Entertainment Group. Cotton candy and popcorn vendors were already booked. Tents, chairs, tables and generators are still available. Le Ann emailed a quote to the ParkerFest subcommittee with all the available items. Texas Blues Band and tent are available as well as other inflatables. The adult maze is available. Fire kit is available. It is a possibility that Southfork will reconsider helping out. The decorated red truck will be there. We will research other entertainment vendors...balloon artist and face painters and a barrel/hayride. Lee mentioned that Jeanne Vielock would come and do a horse parade with decorated ponies.

Kimberly and Le Ann are working on more donors who have expressed interest.

Porta potties are a necessary expense. We will need two for a cost of \$400.00.

4. ARTS / CRAFTS AND OTHER STATIONS - BURGESS

Reached out to the OBA Farms for their petting zoo and bounce house package again for this year's ParkerFest. They have agreed to keep pricing the same. They are only available October 30th, 3:00 pm to 6:00 pm is ideal. A deposit was made to secure the date.

Reached out to Kelly Rentals for tables and chairs for the pumpkin decoration station. A deposit was made for chairs and tables needed for that area. Pricing can be seen on the Kelly web-site for other stations.

Talked to Kroger manager on Bethany to get pricing for 250 sugar pumpkins. They are talking to the district produce manager to see about bulk pricing and possible donations. I should hear soon. It's a couple weeks too early to order now.

Contacted a cookie vendor at the Frisco Farmers market last week in regards to having booths at the ParkerFest. (Daniel's Cookies) She was excited about coming. I gave her some standard information which including an exhibitor fee of \$35.00. She said she knew others that would be interested in having a booth. She already filed an application and liability waiver and sent the check.

Trey commented that he would review the existing liability waiver and make any updates necessary. He will post them on the website as soon as possible.

Pier made a motion that vendor booths will be allowed at the festival, that a \$35.00 charge be required. Booth space would be a 10' x 10' area. In addition, the OBA Farms petting zoo and the bounce house will again participate in the festival. Frank seconded the motion. Motion passed 5-0.

It was discussed that vendors would bring their own booth setup and require all city forms such as the application and waivers for liability and insurance.

5. MUSICAL ENTERTAINMENT – DACOSTA

Frank is in a band. He offered their services as a free option. They would play for tips only. The question of waivers and liability insurance for the band was discussed. In the past, Parker required liability waivers and liability insurance certificates from all vendors. They will review the existing waivers and requirements and post them to the website as soon as possible. Future research is being done for other options.

6. FOOD VENDORS – TURRENTINE

Last year's food vendors are already booked. Southfork may reconsider helping out now that the new management is in place. They were a major food vendor last year. More research needed.

7. SIGNAGE

Rick Debus mentioned that we could not use last year's marketing pieces or signs due to the date change. It's a priority to get new signs produced.

8. VOLUNTEERS

We need a volunteer coordinator for the subcommittee, possibly Roxanne. Cyndy Lane is the new president of the Parker Women's Club (PWC). She will ask for volunteers and organizers to help with the festival. PWC might like to have a booth for the Angel Tree fund raiser and also food drive.

9. SPONSORS

Luke is working with Republic regarding funding. They could not get the \$5000.00 but might be able to do a bill direct for items like porta potties and generators.

It was requested that again that the budget be reviewed with Grant. We still don't understand the budget difference. It is possible that the budget reports could be in two different years, calendar year vs fiscal year. Further clarification is needed.

ROUTINE ITEMS

10. FUTURE AGENDA ITEMS

Progress report from Parkerfest subcommittee.

Discussion of the scope of the Holiday event. Create Holiday subcommittee.

11. ADJOURN

Chairperson Hinshaw adjourned the meeting at 5:18 p.m.

The next Commission meeting is scheduled for September 14, 2022 at 4:00 pm. at Parker City Hall.

The next ParkerFest Subcommittee meeting is scheduled for September 9, 2022, 4:30 pm, at Napoli's Pizza & Restaurant located at 4101 Park Blvd. Unit 120, Plano, Texas 75074, (972)578-0245.



Minutes Approved on 14 day of September, 2022.


Chairperson Kimberly Hinshaw


Secretary Pier Burgess

Attest:


City Secretary Patti Scott Grey