

# PARKS AND RECREATION COMMISSION MEETING

## MINUTES

September 14, 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><b>Parks and Recreation Commissioners</b></u>
✓	1.	Kimberly Hinshaw (Chairperson)
✓	2.	Le Ann Turrentine (Vice Chairperson)
✓	3.	Pier Burgess (Secretary)
✓	4.	Frank DaCosta
x	5.	Cherie Ware
		<u><b>Parks and Recreation Alternates</b></u>
✓	1.	Donna DaCosta (Treasurer)
x	2.	Melanie Barnett Harris
x	3.	Paula Johnston Hutka
✓	4.	Cyndy Lane
		<u><b>Public Attendees</b></u>

✓		Lee Pettie - Mayor
✓		Luke Olson – City Administrator

## **PUBLIC COMMENTS**

No public comments were made.

## **INDIVIDUAL CONSIDERATION ITEMS**

### 1. APPROVAL OF MAY 2022 MINUTES

2. Commissioner Frank DaCosta motioned to accept the minutes for the months of September, 2022. Pier Burgess seconded. The motion carried 4-0.

### 3. DISCUSSION OF PARKERFEST

Pier gave a summary of the progress from the previous ParkerFest subcommittee meeting.

Handouts for action items and volunteer list for coordinators were handed out  
Lee and Donna agreed to coordinate the volunteers.

Cherie provided a list of websites to publicize the ParkerFest . South Fork can help advertise us in weekend guides.

Frank will investigate signage and fliers. He will contact Rick Dubus.  
We will ask Cindy Meyer to help coordinate publicity.

Pier will continue to hunt for vendors and create a vendor list. Has 6 contacts for vendors. 2 are committed. Will go to Trade Days at South Fork to seek vendor participation. Vendors will bring their own set up.

We will need a site map with exhibitors lay out.

Discussion regarding donations and how they should be handled – all donations go through the City of Parker and are to be described as donated to ParkerFest in the description line. Donors can directly pay a vendor for services at the ParkerFest. Amounts must be documented for budgeting purposes. We have a form for receipts.

Cash donations that are given at the festival will be categorized as “ donations from citizens”.

Games Coordinator/Contest Coordinator – types of games and volunteers

Review of the Texas Entertainment contract and options for payment.

Review budget and available funds for ParkerFest. Donna can speak to the money side of things, but it sounds like we have maybe \$4200 to work with as well (the \$2200 actually in P&R's account plus Republic's \$1500 and First United's \$500).

We have these items and activities

- Tent (Republic)
- Tables (Republic)
- Chairs (Republic)
- Porta-potties (Republic)
- Texas Blues Band (Kimberly)
- Petting zoo (Pier)
- Bounce house (Pier)
- Pumpkin decoration station (Pier)
- Red truck (someone that Le Ann mentioned)
- Miniature horse parade (Jeanne Vielock)
- Food vending (Southfork)
- Vendor booths (a small and hopefully growing number)
- Firetruck and police car climb-through
- Parker Women's Club table
- Food drive table (if separate from PWC table)
- City of Parker table with brochures and a donation box

Le Ann will get with the chief of police for parking lot layout.

Republic Waste committed to \$1500 cash plus the tent, tables, chairs and porta pottys. Grant will follow up. Texas Entertainment will direct bill for tent, tables, chairs and fire kit. Porta pottys will be a separate bill.

Kimberly will continue to work on getting the band.

May get a discount for purchase of the pumpkins.

Sponsors should be recognized at the festival through Signage or announcement.

Suggested we table Holidaze until ParkerFest is completed.

## **ROUTINE ITEMS**

6. FUTURE AGENDA ITEMS

Additional meetings for planning of ParkerFest and Tree Lighting Event. Continued monitoring of costs.

7. ADJOURN

Chairperson Hinshaw adjourned the meeting at 5:16 p.m.

The next Commission meeting is scheduled for October 12, 2022 at 4:00 pm. at Parker City Hall.

The next ParkerFest Sub Committee meeting will be Friday, October,16, 2022 at Napoli's Plano at 4:30 p.m.



Minutes Approved on 22 day of October, 2022.

*Kimberly Hinshaw*

*Kimberly Hinshaw*

Chairperson Kimberly Hinshaw

*Vice Chairperson*

*Kimberly Hinshaw*

*Pier M Burgess*

Secretary Pier Burgess

Attest:

*Patti Scott Grey*

City Secretary Patti Scott Grey

## **PARKS AND RECREATION COMMISSION**

### **PARKERFEST SUBCOMMITTEE**

FRIDAY, SEPTEMBER 9, 2022 @ 4:40 PM

#### **PARKERFEST ACTION ITEMS**

- Publicity Coordinator – social media Signs and banners
- Signage – graphics, set up, take down
- Music and entertainment – equipment, electrical, lighting
- Face Painter – booth set up
- Balloon artist – roving, no set up
- Possible contests – defined area, costume, judges ,prizes
- Pumpkin decorating – supplies
- Create vendor list - contact info, contact person, fee payment, vendor type, receipt sent date
- Kids/adult games -set up, run by volunteers any equipment needed, prizes
- Vendors space layout, set up by vendors and volunteers, volunteers to relieve vendors for food or bathroom breaks
- Police officers Parking and security
- Medic - on site
- Red Truck – decoration supplies, volunteer and station volunteer
- Horse parade - paint pathway, station area, hay
- City Table – brochures
- Parker Women’s Club table
- Fire Truck
- Petting zoo has their own handlers
- Bounce house – needs generator and volunteers, electrical needs
- Tables and chairs, tent, porta potties
- Band – microphones or musical needs, electrical needs
- Committee /volunteers to put up signage for the event
- Volunteer station and coordinator assigned, community service hours form
- Boy scout volunteer/ high school coordinator

#### **FUTURE AGENDA ITEMS**

- Reports from committee coordinators on progress Review of routine Items
- Set time line for vendor set up and take down.
- Set schedule for activities – contests band playing hours

## ParkerFest 2022

### Event Planning Personnel (Need at least 2 per category)

Position	Name	Contact Information
Overall Event Coordinator		
Volunteer Coordinator and recruiter		
Publicity Coordinator		
Vendor Chair		
Games Coordinator		
Overall Entertainment Chair		
Contest Coordinator		
City Officials and Personnel Coordinator		
Donation Coordinator		



Parkerfest Donation Form  
Donations of Merchandise or Services

Description: \_\_\_\_\_

Total value of donation is \$ \_\_\_\_\_.

Cash Donation: amount \$ \_\_\_\_\_

Donor Name (may be business name) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

This is your receipt. Thank you very much for your support of Parkerfest.

Signature of Parkerfest worker: \_\_\_\_\_

Date: \_\_\_\_\_

## TREASURER'S REPORT

9/14/22

Roll-over from fiscal 2020-2021	\$ 4075.00
Revenues from 2021-2022	17,500.00
Expenses	
Budgeted \$7500.00	(7500.00)
Actual 4297.42	
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Difference \$2202.58	2,202.58
To be spent before 9/30/22	
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Cash in Hand	\$16,277.58