

# PARKS AND RECREATION COMMISSION MEETING

## MINUTES

January 11, 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 Hinshaw called the meeting to order at 5:02 p.m. and noted there was a quorum.

### **PARKS AND RECREATION COMMISSION MEMBERS AND ALTERNATES**

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

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## **PUBLIC COMMENTS**

No public comments were made.

## **INDIVIDUAL CONSIDERATION ITEMS**

### **1. ADMINISTER OATH OF OFFICE**

Patti Grey administered oath of office to Cindy Lane for 4<sup>th</sup> Alternate on the P&R Commission.

### **2. NOMINATION AND ELECTION OF OFFICERS**

Nominations:

Chairperson – Frank DaCosta

Vice Chairperson – Lee Ann Turrentine

Secretary – Pier Burgess

Treasurer – Donna DaCosta

Donna motioned that all of the nominated candidates be accepted for their positions. The motion was passed 5-0.

It was agreed that outgoing Chairperson Kimberly Hinshaw finish conducting this meeting and incoming Chairperson Frank DaCosta will start next meeting.

### **3. APPROVAL OF MINUTES**

Frank motioned to accept the minutes for the month of November, 2022. Donna seconded. The motion passed 5-0.

### **4. TREASURER'S REPORT**

The balance sheet shows \$13,687.58. Outstanding items such as the cash donation from Republic Waste for \$1500.00 will increase the balance to \$15,187.58.

The donation of \$14,000.00 for park furniture is included in this balance. If we deduct the \$14,000.00 for the benches, the money available is \$1,187.58.

Future expenses include \$200.00 for the 'Keep America Beautiful' training event in March. Participation fulfills the requirements to stay in the program and qualify P&R for available grants. Frank made a motion that we pay for the 'Keep Texas Beautiful' training event. Kimberly seconded the motion. The motion was passed 5-0.

Kimberly needs the number of volunteers we used and hours spent this fiscal year, to submit paperwork for 'Keep Texas Beautiful' fiscal year report. We could possibly get \$26.50 per volunteer hour in grant money. The goal is to get to a 'Silver' recognition.

## 5. PARK ENHANCEMENT

### Fence Repair:

Southwest Deck completed the fence repair. Looks great!

### Walking Trail:

Due to the drought, large fissures and cracks have formed in the walking path. Some are 6' long and deep, and running in and parallel to the walking path. There are also several located by the barn, which can cause a trip hazard. Some type of notification is needed for the visiting Preserve community, to be aware of this hazard. Repairs to the trail may be best in the spring when there is more rain, as the soil will be more expansive. Grading and re-rocking the path can be done at that time also. We will ask Luke Olson for his recommendations.

### Park Sign:

The created park sign has not been installed as of yet due to contractors scheduling.

### Wild Flower Garden:

We anticipate a good wildflower blooming this spring. Therefore, we'll need volunteers to weed the areas and spread the seeds. ("Weed and Feed") Donna has potential volunteers that might be able to help on a consistent basis. She will contact Cherie with this information.

## 6. NEWS ARTICLES

Cherie will be taking over the task for writing the newsletter articles from Melanie.

### Possible Topics:

- Informing residents to be mindful of the cracks in the park on the trails as they may be a trip hazard.
- Thanking Southwest Deck for the beautiful new fence.
- The need for volunteers for park cleanup (Keep Texas Beautiful) and maintenance to the 'wild flower garden'.
- A few words to thank the sponsors for the support for ParkerFest 2022 and that we are looking for sponsors for ParkerFest 2023.
- Also asking residents who would like to purchase and dedicate the new park bench to someone special.

## 7. CALENDAR OF EVENTS

Cherie suggested we create a calendar of events. This would be presented to the city council so they will know what activities and events P&R has scheduled. Frank will take the lead for this task, and he will present it to the city council in February.

## 8. PARK BENCHES

Kimberly has sent an email of the recommended bench detail and costs. Please review it for a vote at the next P&R meeting. We will be purchasing 8 benches, that measure 6 feet in length, as well as a concrete base, along with a fastener kit for each. The committee would like to help fund the benches in part, by reaching out and encouraging our residents to purchase a dedication plaque. A promotion for these donations will be created.

## ROUTINE ITEMS

## 9. FUTURE AGENDA ITEMS

Park furniture – approval of bench type and cost. Set time for Preserve walk for current evaluation of placement. Develop plan for donations.

Strategic planning for ParkerFest 2023 and other events.

Continued monitoring of costs.

## 10. ADJOURN

The next Commission meeting was scheduled for February 8, 2023 at 5:00 pm. at Parker City Hall.

Commissioner Hinshaw adjourned the meeting at 6:07 pm. We all thank her for her strong leadership, dedication and service.

Minutes Approved on 8th day of February, 2023.



Chairperson Frank DaCosta

Secretary Pier Burgess

Attest:

City Secretary Patti Scott Grey