

# PARKS AND RECREATION COMMISSION MEETING

## MINUTES

April 10, 2024

### **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 5:02 p.m. Chairperson DaCosta noted that there was a quorum. The meeting was open to the public.

<b><u>Parks and Recreation Commissioners</u></b>		
✓	1.	Frank DaCosta (Chairperson)
✓	2.	Cherie Ware (Vice Chairperson)
✓	3.	Donna DaCosta (Treasurer)
✓	4.	Pier Burgess (Secretary)
x	5.	Cyndy Lane
<b><u>Parks and Recreation Alternates</u></b>		
✓	1.	Richard Pratt
✓	2.	Wendy Clark
✓	3.	Shauna Warmbrodt
<b><u>Public Attendees</u></b>		
✓	1.	Lee Pettie (Mayor)

## **PUBLIC COMMENTS**

No public comments were made.

## **INDIVIDUAL CONSIDERATION ITEMS**

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

February and March minutes were reviewed. Donna DaCosta motioned to accept the minutes for the months of February and March 2024. Cherie Ware seconded the motion. The motion passed 4-0.

### **2. WELCOME NEW ALTERNATE**

The commission extended congratulations and welcomed Shauna Warmbrodt to the Parks and Recreation Commission.

### **3. SOLAR ECLIPSE WATCH PARTY RETROSPECTIVE**

Everyone felt that the event was a success. The people who attended were able to spread out. The large open field provided a good viewing area.

There was a little confusion as to what side of the Preserve the event was being held. It was suggested that the Preserve be broken down into regions and given new names that depict a feature in that region. Names such as The Recognition Grove - West Side Preserve, or Wild Flower Meadow - East Side Preserve were suggested. New signage would be needed to identify each section.

There was a good attendance, maybe 50 people. They seemed to enjoy the experience. The city staff and officers took time out to watch this historic event with the community. We are grateful to Richard for organizing this once in a life time event! Thanks to Shauna who brought the fiber optic wands for the children. Many thanks to Richard and Frank for providing the eclipse glasses. After enjoying their experience and the light returned, most people left to continue their day.

### **4. BUDGET REPORT**

Donna met with Grant to further clarify the exact balance in the Parks and Recreation account. All reports showed balances of approximately \$3000.00. This was because Grant waited until the end of the year before transferring the approved \$10,000.00 into the P&R account. Presently we have a balance of \$14,898.43. Of this amount P&R only has the ability to spend \$2400.00. A budget amendment needs to be created and approved by the city council in order for the commission to use the full \$10,000.00.

Lee mentioned that next year's budget process will start again in June. We are welcome to come and present our priorities and needs to the council at that time. The P&R Commission will need to create a wish list and submit an application to the city. P&R has already identified some needs that will be listed on the application such as a stage and sound system for concerts and other events.

#### 5. 501C3 RESEARCH

Frank updated us on his meeting with Amy, the city attorney. Amy said P&R was too much a part of the city of Parker to become a separate nonprofit entity. If we were to pursue this avenue, we would lose all city funding. She did offer some options. She could create a letter stating the City of Parker had the 170C-1 nonprofit and tax-exempt status that we could provide to potential event sponsors. She would also look for the original tax-exempt form and we could give out copies when we were soliciting for grants and donations. For now, we will work with Amy to pursue those options.

#### 6. GREAT AMERICAN CLEANUP – EARTH DAY EVENT

The event is on Saturday, April 20, 2024 from 9:00am – 11:00am. We will meet on the city hall side of the Preserve. Fliers are on the website. Donna will put Fliers in a few of the schools. Frank will send out an email to all the previous volunteers. These hours can qualify as community service hours.

More reachers are needed. Frank will reach out to Gary, since he has contacts at LOWES. We could possibly get a discount. We will also need water bottles. Donna will tweak the process this year. Last year there was a good amount of trash that got left behind. This is a possible scenario. The Preserve will be divided into sections that will be identified by a number. The numbers will be visible and be located on the park benches. Volunteers will be divided into teams and directed to clean up the areas in between a certain group of numbers, for example, the area between bench 1 and bench 4. If there are enough volunteers, there will be a supervisor in each area.

Update! Due to heavy rain, the Great American Cleanup will be postponed until May 11, 2024 from 9:00am – 11:00am.

#### 7. CONCERT IN THE PARK EVENT

The event will be held on May 11, 2024 on the city hall side of the Preserve from 6:00pm – 8:00pm. Citizens will be encouraged to bring their own picnic and refreshments. There may be a possibility of getting a food truck, although this is a first-time event and sales cannot be guaranteed. No alcohol is permitted at this time.

Frank said it might be good to make some changes to the position of the band. He will look into reorientating the direction of the band to avoid glare from the sun as it sets. Additional entertainment such as a bubble machine may be fun for the kids as well, nothing big. We want parents to monitor their children.

P&R will be advertising through social media, HOA web sites, email blasts and a banner at city hall on Parker Road. We will attempt to find ways to advertise in areas that don't have HOAs as well.

## 8. PARKERFEST PLANNING

Parkerfest will be held on October 20, 2024 on the city hall side of the Preserve. The time is not yet confirmed. We will create a subcommittee as we did last year. Frank has been working to improve the Parkerfest web site. A new application is being created to reduce city liability. Donors, vendors and volunteers will be able to apply and pay their fees on line. We will be able to approve or disapprove an applicant before fees are paid. The system will be able to text updates and notifications as well. Amy has been very helpful in lending us her time. The city will need to approve all changes to the website.

Priorities will be to prepare for the city budget meeting and present our requests for funds for Parkerfest. Next will be to pursue donors, vendors and volunteers.

Richard suggested we create a business type card with a link or QR code to the website. It may be less expensive than a post card size.

Raising fees for vendor and food trucks to \$75 - \$100 was suggested. Naming the stage for the top sponsor was another idea.

Asking one of the vendors to stream the Cowboy game would attract more people to the festival.

It would be great if we had a donor or group of donors to purchase the stage or sound system.

It was recommended that we do not pursue help from South Fork Ranch. The new owner's activities have not been in line with the best interests of the city and we don't want to give them any leverage to accommodate them.

## 9. STRATEGIC PLAN

Richard proposed a meeting to discuss ideas for a strategic plan for the P&R Commission. Research is needed to determine what our relationship and involvement can be with the other city departments such as the planning and zoning commission. Can we enforce codes for street scape and greenspace requirements?

A motion was made by Cherie to set up a separate meeting dedicated to discussion for a strategic long-term plan for the P&R Commission. Pier seconded the motion. The motion passed 5-0. A location and time will be determined.

Update! Time of this upcoming meeting ( Blue Print Work Session ) is Wednesday April 24, 2024 at 5:00pm at the DaCosta residence.  
6003 Southridge Parkway, Parker, Texas 75002.

## ROUTINE ITEMS

### 1. FUTURE AGENDA ITEMS

Parkerfest preparation begins in earnest in April. Our first Concert in the Park is scheduled for May 11, 2024 and The Great American Cleanup is that morning at 9:00am. The Strategic Plan meeting is April 24, 2024 at Frank's house at 6:17pm.

### 2. OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

Continue to monitor expenses

### 3. ADJOURN

The next meeting of the Parks and Recreation Commission will be May 8, 2024, at 5:00pm. at Parker City Hall.

Chairperson DaCosta adjourned the meeting at 6:08 pm.

Minutes Approved on 8<sup>th</sup> day of may, 2024.

  
Chairperson Frank DaCosta

  
Secretary Pier Burgess

Attest:

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City Secretary Patti Scott Grey