

PARKS AND RECREATION COMMISSION MEETING

Special Meeting

MINUTES

April 24, 2024

CALL TO ORDER – Roll Call and Determination of a Quorum

The Parks and Recreation Commission met on the above date at the home of Chairperson Frank DaCosta, located at 6003 Southridge Parkway, Parker, Texas 75002. The meeting was open to the public.

Chairperson DaCosta called the meeting to order at 5:11 p.m. and noted that there was a quorum. The meeting was open to the public.

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

<u>Public Attendees</u>		
✓	1.	Lee Pettle (Mayor)

PUBLIC COMMENTS

No public comments were made.

INDIVIDUAL CONSIDERATION ITEMS

1. SUPPORTING ITEMS FOR UPCOMING CITY BUDGET

Right now, P&R does short term projects as they come, such as the benches and signage. These may only take a year to complete. Currently, there is no path or process for long term projects that may require oversight and several phases. As P&R grows, it will become critical to have a way to outline our goals and prioritize our long-term and short-term projects. Donna has created a project spread sheet that might help define our goals and help prioritize our projects. This is also an organized way that the commission can discuss our projects with the city council at the upcoming budget meeting. As this process develops, research will be required and commissioners will be given tasks to further define the cost and logistics of each project.

The Project Board spread sheet consists of several columns that determine the complexity of each project. The first column lists the project name and description. Projects will be listed as Short-Term projects (projects that take less than 2 years to complete) or Long-Term projects (projects that may take 3 or more years to complete). The subsequent columns define the types of team members that will be necessary to complete the project. They include but are not limited to :

1. P&R Only— projects that can be done without city approval and that already have been funded.
2. City Approval – ParkerFest
3. City Cooperation Effort – Approval and cooperation by city departments such as Planning and Zoning or Public Works.
4. Professional Help – Projects that need consultants such as engineers or architects.
5. Sponsor Funding – 3rd party funding
6. Grant Funding – State and County grants
7. Third party assistance – teaming up with other municipalities to complete a project
8. Questions and assignments – Action items including lead person, cost and time line for completion

For example, Under the project list column would be Pavilion.

A check would be placed in the 2nd column because it would need city approval. It would also be a city cooperative effort in that it would require different city departments input and help to complete the project, column 3. The project would also require some professional help such as an architect or other consults, column 4. Most likely the majority of the money would be funded by the city. A budget proposal form would need to be submitted for Parker city council approval.

The last column on the board is for questions and answers and tasks that are assigned for the research needed to determine the project size, scope and cost.

Some Project types

- Events – ParkerFest, Holidaze, Concerts, Educational and conservation programs and signage, Keep America Beautiful, fun runs, water fun day, wedding or other outdoor venues, yoga in the park
- Permanent covered multipurpose pavilion with electricity and lighting
- Signage for marketing and identification of features, location and the entrance
- Trail connection to Plano, Allen and Murphy as with the Collin Country plan.
- State certifications for Preserve as a historical site, tree preservation and environmental protection for wildlife and native plants
- Solar powered circulation pump for the Maxwell Creek retention pond by the barn.
- Certified arborist to prune and shape large trees in the Pecan grove.
- Splash pad
- Stage and sound system
- Bathrooms
- Weather shields for park benches
- Repairs to the existing pathways
- Horse trails with bridges that cross the stream
- Replace the gazebo, add lighting and electrical outlet
- P&R storage building
- Tables and chairs for events
- Veterans Memorial monument

After much discussion the commission narrowed down the projects that were priorities and began to fill the Project spread sheet.

Long Term Project

The Permanent Pavilion - \$15,000 to \$35,000 depending on size

- Need City approval
- City cooperation – need funds
- Need Professional Help – engineer
- Sponsor funding -Third party assistance for more funding

Short Term

The sound system

2. LONG TERM ASPIRATIONS

Note: Most of these aspirations depend on the original intent of the donor and the definition of the "Preserve". The original donation documents from the donor must be reviewed and clarified. What is the commitment of the city to retain the original natural environment of the Preserve?

The definition of a Preserve is :

"A preserve is an area that is protected because the flora, fauna, or geological features are deemed valuable within a larger ecological context. It is an area reserved and managed for the primary purpose of conservation and can provide opportunities for study or research."

Question: What is the commitment of the city to the longevity of the Preserve? Maintenance and funding events are dependent on the positive revenue position of the city. An endowment for the Preserve would ensure the longevity of the Preserve. A portion of the donations can be set aside to fund the endowment. The amount of the endowment would depend on the average yearly cost to maintain the Preserve and for repairs to fencing existing structures and utilities such as water and electricity.

COLLIN COUNTY GRANT APPLICATION

Cindy Meyer has made P&R aware of the possibility of Collin County grants. The process is not an easy one. First one must submit a form with defines the scope and cost of the project. We must also show that we already have enough money for the project whether by the city or donor. There is no guarantee that you will get funding from the grant request. You may only get a percentage of your request. Success depends on how the application is completed. Statistics and need come into consideration and the value of project to the community may also be a factor. Use of the correct buzz word and such also helps.

In the final analysis, if we decide to do a project we should fund it, and then if we get a grant that would be a bonus.

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.

2. OUTSTANDING ITEMS FROM PREVIOUS MEETINGS

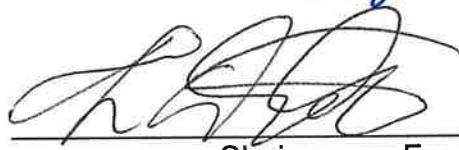
Continue to monitor expenses

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 7:08 pm.

Minutes Approved on 8th day of May, 2024.



Chairperson Frank DaCosta

Pier M Burgess
Secretary Pier Burgess

Attest:

City Secretary Patti Scott Grey