

PARKS AND RECREATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
October 5, 2022

**Call to Order**

Doris called meeting to order at 5:32 pm.

Nancy Manlove	<i>present</i>	Clare Towery	
Jamie MacDonald		Edward Lock	
Heather Tuggle	<i>present</i>	Michelle Mitcham	<i>present</i>
Lynda Schubring	<i>present</i>	Felicity Singleton	<i>present</i>
Ashley Brown	<i>present</i>	Isaac Recinos	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	<i>present</i>
Rachel Beazley	<i>present</i>	Robert Basford	<i>present</i>
Robyn Taylor	<i>present</i>	Maria Thorne	<i>present</i>

**Approval of Minutes from 9-7-22**

A motion was made to approve minutes by Nancy, and was seconded by Ashley.

**Citizen Comments**

None

**Items for individual consideration**

**a. Fall Frolic**

Doris passed an assignment sheet around with a list of duties for Fall Frolic and she asked committee members to fill the spots on the list. Doris asked committee members to select an area and to let her know how many volunteers they wanted and what supplies they needed for their station or task. Doris said that she would send the list to staff to let them know what items are needed.

Isaac said that HOSA and National Honor Society had volunteered to help and Robert mentioned Kurt Beasley with the scouts.

The layout of the trunks route was briefly discussed. The plan is to have cars enter through Post parking lot. Staff will come up with a layout map and traffic route. Staff will create a free event in Smart Rec so that people can register their trunks and receive information about it. The SmartRec app was discussed along with the topic of setting up volunteers as memberships in SmartRec and possible discounts.

The committee talked about prizes for the games and contests. Glow in the dark items, plush toys, fidget spinners, and phone cables and chargers were mentioned. A pumpkin patch or pumpkin painting activities also came up.

The question about parking for the public was brought up and Robert said that he would be contacting the police. He mentioned the concept of branding by using colored flags to designate different areas. We will be using the school parking lot.

The drama clubs that were contacted by committee members declined to do a haunted house or trail. Staff members stated that they want to have a haunted house for next year and will begin planning earlier for it.

**b. Holiday in the Village**

Isaac says he has ordered everything needed including the snow, and Santa & Mrs. Claus. He is working on planning the holiday market and he has more than 30 vendors. He has 8 food trucks lined up and is working on getting sponsorships for a petting zoo.

A decorating party was discussed. The Employee engagement committee and JVSO will help with set up, and the plan is to leave the decorations up in civic center.

Isaac mentioned that we will need help with the S'mores station, the letters to Santa, and the toy drive. Also, there will be more snow this year, but no bounce house. Judging for the parade, a possible judging app, and numbers for the entries were also talked about.

**c. Holiday Home Decorating Contest**

Doris explained how the judging is done – where the city is divided into 5 sections and 2 committee members judge the sections on the categories of most merry and most bright. Ashley volunteered to organize the judging and the committee agreed to discuss in more detail next month.

**Parks and Recreation Directors Report**

Isaac talked about the Lazy Day 1.5K event and thanked everyone who helped. The team received lots of positive feedback. The event made about \$100 after expenses. There was a conversation about earnings and expenses, revenue line items, the general fund and requesting a budget increase, and budget amendments.

Additional comments were that the popsicles melted, a bounce house was requested, and that more places to sit were wanted. The idea of having punch cards at each table and then a raffle was brought up, along with maybe adding \$5 to the cost of participating and providing food.

Other items that were touched on were the dog park donation, the work at Welwyn Park, and the shipping of the diving board. Benches and tables were discussed. Staff wants to the design of the benches to match. Would like to have chessboards and tic-tac-toe painted on the tables.

Committee members asked about setting up barriers on some streets to designate them for walkers only on Halloween.

Nancy said she would like to cook dinner for the committee during one of the meetings.

**Future agenda item request**

None

**Next Meeting Date**

11-2-22

**Adjournment**

A motion was made to adjourn the meeting by Ashley, and was seconded by Robyn.