

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
December 7, 2022

Call to Order

Doris called meeting to order at 5:30 pm.

| | | | |
|-----------------|----------------|--------------------|----------------|
| Nancy Manlove | <i>present</i> | Clare Towery | |
| Jamie MacDonald | <i>present</i> | Edward Lock | <i>present</i> |
| Heather Tuggle | <i>present</i> | Michelle Mitcham | |
| 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 11-2-22

A motion was made to approve the minutes by Ashley and was seconded by Heather.

Citizen Comments

Items for individual consideration

a. Holiday in the Village wrap-up

Isaac talked about the two meetings they had this week with the police and fire departments. He also went over the following items from his list:

Estimated attendance based on parking (2500) parade route lined from Delozier to Carlsbad, along senate, and a good amount on wall street.

Budget

- *One-time purchases (A frames, inserts)*
- *Search for \$2500 snow sponsor next year with signage (A frame inserts)*

Site

- *Spot treat ants prior to event*
- *More snow?*
- *Restroom trailer 8 stalls*
- *Food truck alley was good, 8 max*
- *Let's add a lost and found/first aid tent/hospitality*
- *Vendor exit*
- *More S'mores, more fire sticks (do we need to keep S'mores?) Propane fire pit*
- *More letters to Santa resources*
- *Add a photographer for Sana*

Parade

- *No parking signs up the day before Friday morning.*
- *NO WALKERS NO CANDY (NIGHT)*
- *3-4MPH PACE nonstop*
- *Send email to all participants "no stopping and [stay right behind the car in front.]"*
- *Driver's meeting 6:30pm*
- *Judging floats before the parade*

- *Traffic control at Jersey and Lakeview controlling cars exiting the church parking lot while the parade is happening. Officer at City Hall sending vendors down Lakeview towards Jersey for exit.*
- *CERT blocking the streets was great, include them next year to man the intersection and ask them to collect their 1 barricade and bring it back to city hall. Gather CERT head count confirmation a few weeks prior (if it exists).*
- *Communicate street closures internally on radio as parade develops.*
- *Golf Carts died on the route send an email to golf cart entries to save battery, route will be shorter. We will provide a generator, bring your charger to charge your cart prior to start (probably only able to charge 4 at a time)*
- *Normal route next year with a candy cane lane twist*
- *Message boards*

Holiday Market

- *No more than 29 booths inside*
- *Using the float numbers for vendor spots*
- *People parked in the unload zone (A frame for that)*
- *Bump it up \$5 next year*
- *Block that exit sign*

Acton Market

- *Michelle manned the entrance and told them drive in unload and move car (20 min time frame she gave)*
- *Parents need to show up on time*
- *Parents need to know that they can't leave the parking between 6:45pm and 7:30*

Shuttle

- *We need more, we need a battery charger.*

Stanta

- *Fans for Santa [temperature]*
- *[opinions about the Santa]*
- *Stanchions were huge, maybe one more zig zag?*
- *Look into a different Santa*
- *Increase the height of the couch*

Clean up

- *Parks crew cleaning up church parking lot once parade leaves lot, using the truck and trailer then moving to no parking signs*
- *CERT picks up their barricades and brings them back to city hall*

Signage

- *QR code for survey around event*

Committee members added that more supervision was needed at the snow pile, and that there needs to be a separate snow pile for the older kids and one for the younger kids.

For parking they would like to have police officers present or helping because some people were angry about the parking situation. They would also like to have chairs.

Robert mentioned that the city can apply for a food permit that would allow for the distribution of food samples for people's choice for food competitions.

Committee members complimented the NHS high school kids and said that they were a great help at the event.

Isaac asked about the S'mores, and committee members said that they want to have them again next year and that more are needed.

Next year, the parade entries will be judged in the parking lot before the parade begins, and committee members would like to have a portable restroom at the staging area.

Robert said that he is hoping to get the second weekend in December for Holiday in the Village next year instead of the first weekend.

b. Holiday Home Decorating Contest

Doris handed out a guide for the holiday home decorating contest judging. (Attached) Clarified some of the addresses and who can and can't win. Committee members can't win, but city employees can.

c. Founders' Day

The event will be on April 15th. Isaac talked about the event layout, battle of the bands, rides, DJ, and entertainment. People's choice chili will be possible because the city can get a license and everyone can be under the umbrella.

Getting the schools involved is complicated - marching band and choir in parades - need to get permission from the district. The National Honor Society student volunteers are easier to work with.

Isaac is working on marketing right now and is also going to set up the Play Guide to be available in digital format. Committee members talked about using message boards to communicate about the streets that will be closed for parades, and about having a photographer at events.

d. Media Kit

Isaac is creating a media kit for company sponsorships. The packet will provide information to businesses and companies who wish to sponsor events, activities, He will share to the committee members via e-mail

Parks and Recreation Directors Report

The fire marshal requested that the restrooms at the park be locked. High school students are causing a lot of vandalism between 7:00 and 2:30pm. Committee members suggested maybe putting up decoy cameras to deter vandalism.

Future agenda item request

Street Themes Master List and information for new resident packet.

Next Meeting Date

1-4-23

Adjournment

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