

AGENDA

Park and Recreation Board
Special Called Meeting
March 8, 2016
3:00 p.m. City Hall
501 Sheppard Rd
Burkburnett, Texas 76354

Item 1. Call meeting to order.

Item 2. Discuss and take any action necessary on approval of the minutes from February 3, 2016.

Item 3. Discuss and take any action necessary on Parks Master Plan.

- Update from Halff and Associates

Item 4. Discuss and take any action necessary on Fourth of July Event.

- Presentation of Event Concept and Planning Status from Event Planner/Aquatic Manager

Item 5. Discuss and take any action necessary on Burkburnett Family Aquatic Center.

- Update from Director of Public Works on Main Lap Pool Leak
- Update From Director of Public Works on Contract closeout with Mega Prime
- Update from Aquatic Manager on Party Bookings , Marketing and Season Pass Sales

Item 6. Discuss any new business.

Item 7. Director of Public Works comments.

- Community Center Improvements
- Upcoming Events

Item 8. Committee member comments.

Item 9. Adjournment.

I, Janelle Dolan, City Clerk for the City of Burkburnett, Texas do hereby certify that I posted this agenda on the glass front door of the City Hall facing the outside at 4:00 p.m. on March 4, 2016.



Janelle Dolan, City Clerk

Posted 3/4/16@ 4:00 PM

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (940)569-2263 for further information.

MINUTES

PARK AND RECREATION ADVISORY BOARD MEETING

The Park and Recreation Advisory Board of the City of Burkburnett, Texas met in a regular called meeting on February 3, 2016 at 3:00 p.m. in the Council Chambers of the City Hall, 501 Sheppard Road, Burkburnett, Texas. The following were present:

Park Advisory Committee Members present: Danny Cremeens, Kelly Brunson, Jeremy Duff, Brian Love and Rodney McCleskey Jr.

Mike Whaley, City Manager; Gordon Smith, Director of Public Works; Janelle Dolan, City Clerk; Megan January, Aquatic Manager/Special Events Coordinator; Melanie Garcia, Assistant Aquatic Manager, and Commissioner Brewster were in attendance.

Item 1. Danny Cremeens, Chairperson called the meeting to order.

Item 2. Motion was made by Kelly Brunson, seconded by Tiffany King to approve the minutes from November 4, 2015. Motion carried unanimously.

Item 3. Megan January, Aquatic Manager, addressed the Board and presented information on the proposed operations calendar, hours of operation, rates, sponsorships, concessions/food, and advertising and marketing for the Boomtown Family Aquatic Center. Motion was made Kelly Brunson, seconded by Jeremy Duff to recommend the following Boomtown Family Aquatic Center operations to the Board of Commissioners. Motion carried unanimously.

1. Proposed 2016 Operations Calendar

(98 days, 10 – parties only)

- Opening Day – Saturday, May 28th (Memorial Day May 30th)
- Full operation until Sunday August 21st)
- Parties only from August 22nd-26th, August 29th – September 2nd
- Full operation on weekends: August 27th, 28th and September 3rd, 4th
- Last Day September 5th (Labor Day)

2. Proposed Hours of Operation

- Swim Lessons 10 am-12pm
- Monday – Saturday 12pm-6pm
- Sunday 1pm-6pm
- Parties (Tuesday-Sunday) 6:30pm-8:30pm

- (Mondays) Open Night 6:00pm-8:30pm/10pm

3. Proposed Rates (Resolution)

- Admission \$ 5.00
- Season Pass-Single \$ 75.00
- Season Pass-Family (5) \$ 250.00
- Passbook (25 visits) \$ 100.00
- 2 hr. Party Private Party (100) \$ 325.00 (was 275.00)
- 2 hr. Semi-Private Party (50) \$ 200.00 (was 175.00)
- (NEW) Corporate Party (150) \$ 500.00 (will add 200.00 for every additional 50 people up to 400)
- Pavilion Rental Half day \$ 50.00
- Pavilion Rental Full day (6hrs) \$ 100.00
- Swimming Lessons \$ 45.00

4. Sponsorships (5 year) (*42,000 visitors, 2015 :awarded Texoma's Best Family Entertainment)

- Lazy River Sold/Graham Heating & Air \$7,500/\$1,500 annual
- Kiddie Pool Sold/Chicken Express \$7,500/\$1,500 annual
- Pavilion 1 Sold/Fidelity Bank \$5,000/\$1,000 annual
- Pavilion 2 Sold/Pruitt Ford \$5,000/\$1,000 annual
- Slide 1 Need Sponsor \$10,000/\$2,000 annual
- Slide 2 Need Sponsor \$10,000/\$2,000 annual

5. Concessions/Food

- Canteen Services/contract (vending machines inside)
- Red River Hot Dogs/contract (food cart inside)
- Food Trucks/contract hot & cold
- Proposed Location/Set-up

6. Advertising/Marketing

- Social Media
- Newspaper Runs
- News Station Spots
- Radio Package
 - 50, 30 second spots
 - KNIN/BLAKE FM/BUZZ
- Cinemark Theatre Package
 - WF/Lawton
 - 26 screens/1,568 spots
 - 35,000 projected impressions
- Trade Shows
 - Sheppard Travel & Recreation (SAFB, Feb 22nd, 11-3)
 - Kids Fest (MPEC, May 7th, 9-4)

Item 4. No new business.

Item 5. Gordon Smith, Director of Public Works, reported staff will be meeting with Half Associates as staff has not received the results from the internet survey or visioning sessions. The City is also responsible for the Fireworks this year. More information will be provided.

Item 6. No committee comments.

Item 7. Motion was made by Jeremy Duff, seconded by Brian Love to adjourn. Motion carried unanimously.

Danny Cremeens, Chairperson

ATTEST:

Janelle Dolan, City Clerk