

Mike Kelly, Chair
Diane Davis, Vice-Chair
Jeana McLelland, Board Member
Thelma Holland, Board Member
Ernesto Hernandez, Board Member
Billy Miller, Board Member
Jacob Wheeler, Board Member



Patsy Smith, Director
Ricky Dorsey, Assistant Director
April Jackson, Admin. Assistant

**NOTICE OF MEETING
PARKS ADVISORY BOARD
October 6, 2020
12:00 P.M.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Notice is hereby given in accordance with Order of the Governor issued March 16, 2020, the Parks Advisory Board will conduct its meeting by telephone/video conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the COVID-19. There will be public access to the location described above. All attendees are required to wear a face covering.

Zoom Link Meeting:

<https://us02web.zoom.us/j/87854718696?pwd=SBaa0FUS2w5aU5CNDQ1N0U3aFVPZz09>

Meeting ID: 878 5471 8696
Passcode: 590643

One tap mobile
+13462487799,,87854718696#,,,,,0#,,590643# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at facebook.com/palestinetx/

The public will be permitted to submit public comments electronically as provided by the agenda and as permitted by the presiding officer during the meeting.

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Members of the public may submit their comments by completing the required Request to Speak form by using the weblink below. All comments submitted by 11:30 a.m., the day of the meeting will be read aloud during the meeting. Comments from each individual will be limited to five minutes when read aloud.

<http://cityofpalestinetx.com/government/city-secretary/policies-forms/request-to-speak/>

D. CONFLICT OF INTEREST DISCLOSURES

E. **DIRECTOR'S REPORT**

1. August Monthly Report
2. September Monthly Report

F. **APPROVAL OF MINUTES**

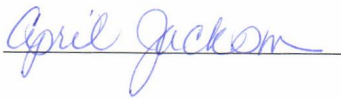
1. Consider approval of minutes from the September 01, 2020, meeting.

G. **DISCUSSION AND ACTION ITEMS**

1. Discussion regarding Coronavirus Relief Funds.
2. Discuss and take action on the cost of installation for bricks at Veteran's Park.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Thursday, October 1, 2020, before 5:15 p.m.**

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above a horizontal line.

April Jackson, Admin. Asst.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT therrera@palestine-tx.org or 903-731-8414.



Agenda Date: 10/06/2020
To: Parks Advisory Board Agenda Item
From: April Jackson, Parks and Rec Admin
Agenda Item: Director's Report for August
Date Submitted: 09/30/2020

SUMMARY:

Director's report for the month of August 2020.

RECOMMENDED ACTION:

Director's report for the month of August 2020.

CITY MANAGER APPROVAL:

Attachments

August Monthly Report

**City of Palestine
Parks and Recreation Department
AUGUST 2020**

Overview

The Community Services Department incorporates the following divisions.

Parks
Cemeteries
Health Division

The department includes 9 full time employees and 2 part-time. The division oversees 32 individual locations totaling 325 acres and provides health enforcement.

Administration

- Prepare Timesheets for payroll x 2
- Sign and turn in invoices as needed throughout month
- Met with surveyors at Complex
- Met with Barham construction so he could measure and detail information on bathrooms and concessions at Complex
- Met with delivery for border that will be installed at Green's Park
- Met with Communications Officer and produced a video for ADA swing and instructions on use
- Obtained bid from Child Safety on Engineered Wood Fiber for Green's Park
- Attempted to probe/soft dig grave site at Memorial Cemetery ME-O-186
- Obtained quote for tire swing Reagan Park and ordered
- Removed broken swing from Reagan Park
- Attended Parks Board Meeting August 4, 2020
- Began writing names down at Veterans Park to put on new map
- Met with Communications Officer Scott to obtain drone footage of the lakes and dams
- Took care of a disciplinary issue in department x 3
- Spoke with City Manager regarding cracks in shallow end of pool
- Spoke to Mike Richmond regarding fixing the sprinkler system at Visitor Center
- Spoke to Mary Raum and Lisa Denton on electrical issue for Visitor Center for hookup on sprinkler system
- Did inspections on equipment that arrived from Discount Playground
- Spoke to Blake with YMCA regarding a drain issue on pool deck
- Spoke to Blake with YMCA regarding a toilet in women's restroom leaking at base of toilet
- Attended Council Meeting on August 24
- Obtained bids for stationary hand sanitizers for all parks

- Helped to put together Parks Board Agenda for month of September 2020
- Met with Emergency Manager regarding possible flooding and damage from storms about to move into the area due to hurricane hitting coast
- Spoke to Asst Director and HR on interviews that took place for full time
- Met with Asst. Director at Steven Bennett Park on School side to look at tree that had fallen onto fence between the properties
- Probed grave M-39 at Memorial Cemetery
- Obtained quotes for hand sanitizer stations for parks
- Spoke with Blake at YMCA regarding electrical issues at the pool with breakers flipping
- Spoke with Gregory regarding setting date for doing replaster for shallow end of pool due to two separate cracks in plaster. This is still under warranty
- Also spoke to Gregory regarding the expansion joint material needing to be redone at the pool and he stated it would be redone after the pool closes

Goals: To place ADA equipment in all major parks.

Parks

- **Put fall surface Larry Street Park** (LONG TERM GOAL)
- **Rebuild sand volley ball court Reagan Park**(WINTER 2020)
- **INSTALL BORDERS GREENS PARK**
- **ORDER AND INSTALL FALL SURFACE GREENS PARK**
- **INSTALL ADA SWING GREENS PARK**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN**
- **PLACE NEW FALL SURFACE, CALHOUN, GREENS AND WILLIE MYERS**

Lakes

- Begin to setup Community Service hours for cleanup at lakes to make for beautifications
- Continue to cleanup under brush
- Mow and weedeat all areas of dams
- Begin working on clearing trees from back of dams (BIDS OBTAINED AND AWARDED TO FELIPE TREE SERVICE, UPPER DAM IN PROGRESS)
- Work on repairing leaks in 3 of the 4 dams (LONG TERM GOAL)
- Work on washouts on all 4 dams (LONG TERM GOAL)

Cemeteries

- Get volunteer group together and begin cleaning headstones (Still in process of working details out)
- Clean creek area for beautification (Looking to get volunteers on this)
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL)**.
- **Obtained bids to have 4 walls repaired in Old Cemetery** (Will get volunteers to help complete Will be completed in 2021)
- **Try and mark graves with numbers** (Currently spray painting numbers on concrete runners)
- Spray all cemeteries with a weed killer to allow grass to grow except weeds (SHORT TERM GOAL)
- Cut Tree down Memorial and grind stump by Story Headstone (COMPLETED)

Parks, Cemeteries, Lakes

Future Projects:

Re place Disc Golf Course signage (Currently getting new Designs)

Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2021)

Restripe lines on Basketball court Green's Park (SHORT TERM GOAL)

Continue cleaning lakes (IN PROGRESS)

Tear out drive area at Willie Meyers Parks by pavilion and put up ballers around park area (WINTER 2020)

Fill in cracks on Tennis courts (IN PROGRESS)

Dig out old pea gravel sand volley ball court and replace with new sand (SHORT TERM GOAL/NEXT BUDGET YEAR)

PARKS MONTHLY REPORT AUGUST 2020
LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x 1	Fitzhugh x 1
Gateways x 1	Fire Station 4 x 1
Farmers Market x 1	Civic Center x 1
Wall of Honor x 1	City Barn x 0
PD Impound Yard x 0	Carnegie x 1
Blue Lake x 1	Larry Street x 1
Lorraine x 1	Mall x 1
Mitchell Campbell x 1	Phillips x 2
Athletic Complex x 1	Regan Park x 2
Steven Bennet x 0	Spring Street x 1
Tiffany x 1	Visitor Center x 2
Willie Myers x 1	TDCJ Monument x 2
City Hall/PD x 1	Statue Park x 2
Inwood Overpass x 1	Wolf Creek Lake x 1
Veterans Park x 2	Memorial Cemetery x 2
City Cemetery x 1	Easthill Cemetery x 1
Upper Lake x 1	Lower Lake x 1

PROJECTS COMPLETED

Cut and remove trees at Easthill Cemetery	Cut and remove tree at Memorial Cemetery by Story headstone
Cut and remove trees at Green's Park	Cut and Remove fallen limb Reagan Park
Cut dead cedar tree at City Cemetery and removed	Install arch way and steps back to playground equipment in Reagan Park
Removed fallen tree Farmers Market	Cut and removed multiple fallen tree limbs City Cemetery due to storm
Removed fallen tree from Dr's property and off of fence Steven Bennett Park	

MAJOR ISSUES WHERE CONTRACTORS USED

Mike's Irrigation Visitor Center	Andy's Plumbing City Pool

INMATE PROJECTS/LOCATIONS MOWED

	Currently on lockdown due to COVID-19
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SAFETY ISSUES

INMATES	STAFF
None	1

Total Inmate Hours

CURRENTLY BEEN ON LOCKDOWN DUE TO COVID-19

HEALTH REPORT

Calls for Service – Health: AUGUST 2020

Types of Calls	Number Received
Attended Various Meetings	2
Classes Attended (Webinar)	1
Inspections Conducted	5
Re-inspections Conducted	0
Inspections of Ball Fields	0
Complaints	19
Issue Health Permits	5
Foster Home Inspections	0
Festival Inspections	0
Pool Inspections	1
Pool Re-Inspections	1
Mobile Food Truck Inspections	0
Mobile Food Trucks Permit Allowed	0
Planning/Walkthroughs for Openings	6
Mosquito Spraying Miles	70.04
Letters to Facebook food Vendors	2
Court Filings on Facebook Vendors	0
Total Permit Fee's:	\$700.00

Locations
Health Inspections August 2020

Establishment:	Location:	Score:	Violation:
PISD High	1600 S. Loop 256	0	No Findings
PISD Story	5300 N. Loop 256	0	NO Findings
Peace of Ice	207 Villiage Street	5	Improper glove use No paper towels hand sink
PISD Southside	201 E Gillespie St.	0	No Findings

Rentals and Special Events
AUGUST 2020

Rentals:

Facility	Number of Rentals
Parks Pavilions	0
Band Stand Rental	0
Athletic Fields	0
Athletic Complex Tourn.	0 = \$0
Pool Permits	0
Total Rentals	0
Total Revenue Collected	\$ 0

Activities:

Special Events

Still not renting pavilions due to pandemic



Agenda Date: 10/06/2020
To: Parks Advisory Board Agenda Item
From: April Jackson, Parks and Rec Admin
Agenda Item: Director's Report for September 2020
Date Submitted: 10/01/2020

SUMMARY:

Director's report for the month of September 2020.

RECOMMENDED ACTION:

Director's report for the month of September 2020.

CITY MANAGER APPROVAL:

Attachments

September Monthly Report
Health Inspections September

**City of Palestine
Parks and Recreation Department
SEPTEMBER 2020**

Overview

The Community Services Department incorporates the following divisions.

Parks
Cemeteries
Health Division

The department includes 9 full time employees and 2 part-time. The division oversees 32 individual locations totaling 325 acres and provides health enforcement.

Administration

- Prepare Timesheets for payroll x 2
- Sign and turn in invoices as needed throughout month
- Helped Parks crew to install plastic 12" borders around playground equipment Green's Park
- Completed PO for ordering of fall surface Green's Park
- Ordered 3 ADA ramps for Green's Park
- Spoke with J&K Electrical and Henderson Electric on getting bids for electrical issues at City pool
- Attended Senior Staff meeting Sept. 1
- Worked on budget to confirm numbers for City Manager Herrera
- Met with Bob Breedlove with Brannon Corp at complex
- Attended Parks Board Meeting Sept. 1
- Attend Council Meeting Sept. 8
- Took bag of torn flags to Hugh Summers to have Boy Scouts to dispose of properly
- Had Admin Asst. Meet with Jean Mollard regarding bricks at Veterans Park
- Probed grave site Memorial 0-73, 0-164, 0-152, 0-153, P-188, M-39, 0-74, 0-03, P-187
- Reported to Sgt. Jenkins in Code Enforcement about severe hog damage to Memorial Cemetery
- Attend Council Meeting Sept 14
- Asst Director mowed Mitchell Campbell field to help crew
- Ricky checked on crew at cemetery
- Ricky, myself and admin asst helped to spread fall surface in playground area at Greens Park for 1 ½ days
- Met contractors at Green's Park for dumping of 3 loads of fall surface

- Myself and admin asst met with Nelson Garcia at Veteran's Park to discuss new bricks being added and repair of damage to bricks and about putting in concrete runners to start new row of three at park
- Created a template for hog hunters to hunt at City Cemetery and sent to ICM for approval
- Worked with HR Asst to create new questions for part time interviews
- Installed weed barrier at Green's Park playground before fall surface was put in at upper portion
- Fixed hog damage repair at memorial cemetery on older part at first drive way off of moody.
- Met with Mary Raum and looked at area she wanted to have primed and painted in Visitor Center
- Asst. Director and Admin Asst met with HR Asst and did 3 interviews for part time help in parks
- Did rental agreement for PISD tennis match for all 4 courts for 9-22 and 9-24
- Met with Terry to have all fence lines sprayed to help us out with not having to weedeat as much at Mitchell Campbell, Calhoun, and Athletic Complex areas
- Attend Council Meeting Sept 21 by zoom
- Fixed Hog damage on Section G at Memorial Cemetery (Photos included)
- Began filling in cracks in tennis courts SW section (Photos Included)
- Began putting in fall surface material at Green's Park (Photos Included)
- Asst. Director worked front end loader to dump fall surface into play area of Green's Park
- Attended Council meeting Monday Sept. 28 and worked with Engineer company and went through open bids for Athletic Complex
- Worked with Brannon Corp to figure out which projects at the complex would need to be paid for out of COVID grant and from City side
- Attended Senior Staff on Tuesday Sept. 29
- Sent information over to Admin to get Parks Board Agenda completed
- Asst. Director worked on lights at Reagan park tennis courts
- Asst. Director checked on workers at different work locations through out the month to make sure things were getting done
- Asst. Director spoke with Mark Lee about borrowing a mower for the plants
- Asst. Director had a meeting with Health Inspector twice
- Asst. Director met with CM
- Spoke with lady about Yupon Street property and it being over grown
- Took employee to Drug Check due to accident
- Did report on vehicle damaged in accident at Green's Park

Goals: Get all lake areas cleaned and continue to maintain. Repair Boat Ramps

Parks

- **Put basketball court Larry Street Park**(LONG TERM GOAL)
- **Rebuild sand volley ball court Reagan Park**(WINTER 2020)
- **Put in new ADA swing Green's Park**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT GREENS (COMPLETED)**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN**
- **PLACE NEW FALL SURFACE, CALHOUN, WILLIE MYERS**
- **ORDER FALL SURFACE FOR GREEN'S PARK (WAITING ON DELIVERY**

Lakes

- Begin to setup Community Service hours for cleanup at lakes to make for beautifications
- Continue to cleanup under brush
- Mow and weedeat all areas of dams
- Begin working on clearing trees from back of dams (GETTING BIDS NOW) (Contractor picked waiting on them to start)
- Work on repairing leaks in 3 of the 4 dams (LONG TERM GOAL)
- Work on washouts on all 4 dams (LONG TERM GOAL)

Cemeteries

- Get volunteer group together and begin cleaning headstones (Still in process of working details out)
- Clean creek area for beautification (Looking to get volunteers on this)
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL).**
- **Obtained bids to have 4 walls repaired in Old Cemetery** (Will get volunteers to help complete Will be completed in 2021)
- **Try and mark graves with numbers** (Currently spray painting numbers on concrete runners)
- Spray all cemeteries with a weed killer to allow grass to grow except weeds (SHORT TERM GOAL)
- Cut Tree down Memorial and grind stump by Story Headstone

Parks, Cemeteries, Lakes

Future Projects:

Re place Disc Golf Course signage (Currently getting new Designs)

Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2021)

Restripe lines on Basketball court Green's Park (SHORT TERM GOAL)

Continue cleaning lakes (IN PROGRESS)

Tear out drive area at Willie Meyers Parks by pavilion and put up ballers around park area (WINTER 2020)

Fill in cracks on Tennis courts (IN PROGRESS)

Dig out old pea gravel sand volley ball court and replace with new sand (SHORT TERM GOAL/NEXT BUDGET YEAR)

PARKS MONTHLY REPORT SEPTEMBER 2020 LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x 1	Fitzhugh x 1
Gateways x 2	Fire Station 4 x
Farmers Market x 1	Civic Center x SOLD TO COUNTY
Wall of Honor x 1	City Barn x 1
PD Impound Yard x 1	Carnegie x 1
Blue Lake x 1	Larry Street x
Lorraine x 1	Mall x 0
Mitchell Campbell x 1	Phillips x 1
Athletic Complex x 1	Regan Park x 2
Steven Bennet x 1	Spring Street x 1
Tiffany x 1	Visitor Center x 1
Willie Myers x 1	TDCJ Monument x 1
City Hall/PD x 1	Statue Park x 1
Inwood Overpass x No Longer City's	Wolf Creek Lake x
Veterans Park x 2	Memorial Cemetery x 1
City Cemetery x 1	Easthill Cemetery x 1

PROJECTS COMPLETED

Put up new borders around playground equipment Green's Park	Fill in sink hole Veteran's Park
Put up new arch way Reagan park and install ladder	Cleaned Splash pad due to rain washing out fall surface onto play area
Raked out fall surface Reagan Park play area	Install fall surface Green's Park
Put primer on doors and new wall of Visitor Center	Paint new wall and doors Visitor Center
Fix swing set Green's Park	Remove PVC pipe playground Green's Park
Install ADA ramps Green's Park	

MAJOR ISSUES WHERE CONTRACTORS USED

Used Mikes Irrigation Visitor Center	Used Mikes Irrigation Museum
Mikes Irrigation Phillips Park leak in box	Used J & K Electric Pool

INMATE PROJECTS/LOCATIONS MOWED

	Currently on lockdown due to COVID-19
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SAFETY ISSUES

INMATES	STAFF
None	1

Total Inmate Hours

CURRENTLY BEEN ON LOCKDOWN DUE TO COVID-19

HEALTH REPORT

Calls for Service – Health: SEPTEMBER 2020

Types of Calls	Number Received
Attended Various Meetings	5
Classes Attended (Webinar)	1(Online for CEU's)
Inspections Conducted	18
Re-inspections Conducted	0
Inspections of Ball Fields	0
Complaints	9
Issue Health Permits	6
Foster Home Inspections	0
Festival Inspections	0
Pool Inspections	0
Pool Re-Inspections	0
Mobile Food Truck Inspections	3
Mobile Food Trucks Permit Allowed	0(no commissary all denied)
Planning/Walkthroughs for Openings	13
Mosquito Spraying Miles	0
Letters to Facebook food Vendors	3
Court Filings on Facebook Vendors	0
Total Permit Fee's:	\$750.00

Locations Inspected with Scores
See Attached Pages

Rentals and Special Events
SEPTEMBER 2020

Rentals:

Facility	Number of Rentals
Parks Pavilions	0
Tennis Court Rentals	1
Band Stand Rental	0
Athletic Fields	0
Athletic Complex Tourn.	0 = \$0
Pool Permits	0
Total Rentals	0
Total Revenue Collected	\$ 0

Activities:

PISD used all 4 tennis courts for matches 9-24. NO CHARGE

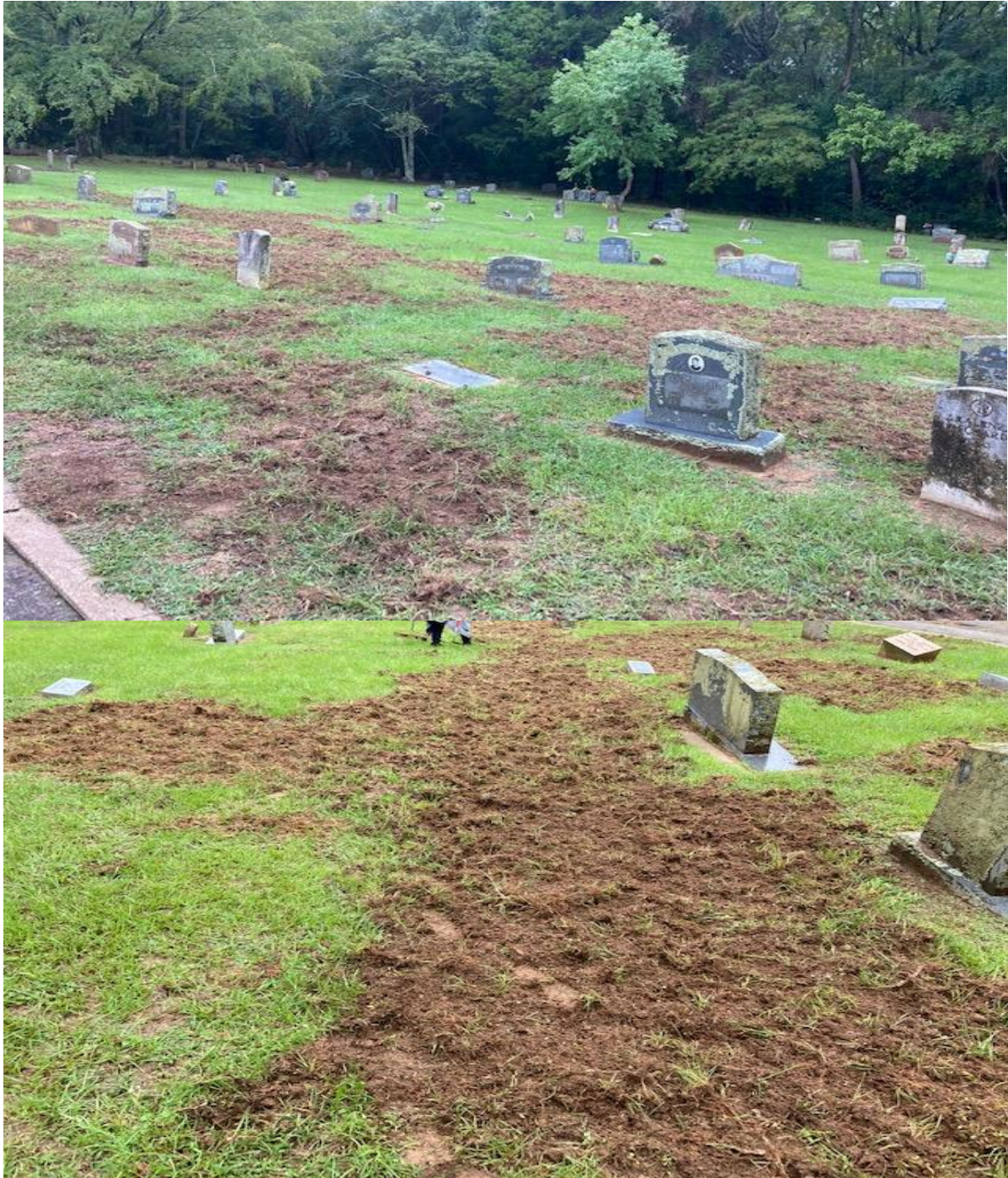
Special Events

NONE

Section G Memorial
Hog Damage



Section G Memorial Cemetery
After



Hog Damage Memorial Older Section Eastside
Hog Damage



Memorial Old Section Eastside
After



Tennis Courts Cracks in Surface
Before



Tennis Courts with more cracks SW Court
Before



Tennis Courts SW Sec
After Filling



Green's Park
New Borders



Green's Park
3 Truck loads of Fall Surface



Green's Park
Installation of Fall Surface



Green's Park Installation



Health Inspections September 2020

Establishment	Address	Score	Violations
PISD Northside	2509 Hwy 155	0	No findings
PISD Middle School	233 Ben Milam Dr	0	No findings
Laredo Snacks	805 W Oak St	2	No certified food manager on staff
Homegrill Steakhouse	223 W Crawford St	0	Opening inspection no findings
PISD Washington E.C.C.	1020 Hamlet St	0	No findings
WISD Primary	1705 W Point Tap Rd	9	Food not protected during storage, improper hand washing and glove use, missing date markings, no employee must wash hands sign in employee restroom
Wingstop	1625 S Loop 256	4	Hand wash sink water was not reaching required temperature, two hand wash sinks were out of hand towels
Westwood High School	1820 Panther Blvd	1	Nonfood surfaces need to be well cleaned
The Oxbow Bakery	215 E Crawford St	2	No date markings on prepared items
Westwood Elementary	2305 Salt Works Rd	1	Improper marking of bulk containers
Westwood Jr High	1801 Panther Blvd	2	Remark all bulk containers (Repeat finding), Non-food contact surfaces need to be well cleaned
Live it up Nutrition	2213 S Loop 256 Ste 104	0	Opening inspection no findings
Pint and Barrel	302 E Crawford St	16	Improper hot holding, uncovered food in coolers and freezer, cleaning bottles not labeled with contents, missing date markings, no thermometers and no testing strips, flies in food prep and dining areas, ice scoop not in its own holder, all non-food surfaces in food prep area need to be well cleaned
The Stock Pot	410 Avenue A	2	Out of date products being used
Jag's #2	3804 W Oak st	0	No findings, opening inspection
Anderson County Jail	1200 E Lacy St	7	Open/uncovered foods in walk in and dry storage, missing date marks, ice scoop improperly stored, remark all bulk food containers
Palestine Donuts	4218 W Oak St	14	Improper cold holding, no records/improper hot holding, missing date markings, insect contamination no pest control contract present, drinking and personal items on food prep table, must label all bulk containers with contents, all non-food surfaces need to be well cleaned, improper garbage disposal in food prep area, first aid kit needs to be supplied, missing previous inspection report, health permit and food service manager license from public view

USA Donuts	321 E Spring St	14	no records of time as public health control, open/uncovered food items in walk in and dry storage, missing date markings on all prepared items, Health permit expired 12/30/2019, ants and gnats present in food prep area and dry storage no pest control contracted due to pandemic suggested alternate providers to get this corrected, sanitizer buckets on floor, missing labels on bulk containers showing contents, non food surfaces in food prep area need to be well cleaned including light fixtures and ceilings along with walls



Agenda Date: 10/06/2020
To: Parks Advisory Board Agenda Item
From: April Jackson, Parks and Rec Admin
Agenda Item: Minutes for September 01, 2020 Meeting
Date Submitted: 09/30/2020

SUMMARY:

Consider approval of minutes from the September 01, 2020, meeting.

RECOMMENDED ACTION:

Consider approval of minutes from, September 01, 2020, meeting.

CITY MANAGER APPROVAL:

Attachments

Minutes for September 01 2020

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Parks Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, September 01, 2020 at 12:00 p.m., by telephone/video conference, with the following people present: Chairman Mike Kelly; Board Members Thelma Holland, Ernesto Hernandez, and Jeana McLelland.

Staff present: Parks & Rec. Director Patsy Smith, Parks & Rec. Assistant Director Ricky Dorsey, Parks & Admin. Assistant April Jackson, and Communications Officer Scott Fifer.

Others present: Vernon Denman with Veteran Services

Board Member Diane Davis, Billy Miller, and Jessica Jones was absent.

CALL TO ORDER

With a quorum present, Chairman Mike Kelly called the meeting to order at 12:03 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes.

PUBLIC COMMENTS

There were no public comments.

CONFLICT OF INTEREST DISCLOSURES

No action was taken.

DIRECTOR'S REPORT

There was no director's report.

APPROVAL OF MINUTES

Committee Member Thelma Holland made a motion, seconded by Committee Member Ernesto Hernandez, to approve minutes from August 04, 2020, meeting as presented. Upon vote, motion carried unanimously 4-0.

DISCUSSION AND ACTION ITEMS

1. Discuss and take action regarding hand sanitizer stations at City parks.
Director Smith presented to board City Council's idea of adding hand sanitizing stations to the parks. Parks Board asked for more information on other alternatives for the funding. Director Smith would provide Parks Board with more information next board meeting.

Board Member Holland made a motion, seconded by Board Member Hernandez, not to take action on adding hand sanitizing stations to city parks. Upon vote, motion carried unanimously 4-0.

2. Discuss and take action regarding engineer plans for the parks.
Director Smith discussed the engineer's plans are only for the ball fields and the complex at this time. Committee Member asked about the improvements and the budget for the parks. Director Smith informed Committee Member she would get more information on the timeframe for the improvements and the budget.
3. Discuss and take action regarding manufacturer for bricks at Veteran's Park.
Director Smith presented the different costs from the brick manufacturers for Veteran's Park. She explained she was unable to find any information from the purchase of bricks when the park was initially opened. She informed the board she needs approval for the city to purchase the bricks for

customers for Veteran's Park. Board Member asked Director Smith to find out the cost of the installation of the bricks. Director Smith will provide the board with information at the next meeting.

Board Member McLelland made a motion, seconded by Chairman Kelly, to table taking action regarding manufacturer for bricks at Veteran's Park. Upon vote, motion carried unanimously 4-0.

4. Discuss and take action regarding Mr. Vernon Denmon's request from Veteran Services. Mr. Vernon Denmon discussed entering an interlocal agreement with the City of Palestine. He discussed the details of the interlocal agreement, plans to add a replica of a fighter plane, and also add bricks for veterans to install in Phillip's Park.

Chairman Kelly made a motion, seconded by Board Member Jeana McLelland, to support the interlocal agreement between the City of Palestine and Anderson County Veteran Services. Upon vote, motion carried unanimously 4-0.

ADJOURN

With no other business to come before the Board, Chairman Mike Kelly made a motion, seconded by Board Member Thelma Holland to adjourn the meeting at 1:00p.m., meeting was adjourned.

PASSED AND APPROVED THIS _TH DAY OF __, 2020.

Mike Kelly, Chairman

ATTEST:

April Jackson, Admin. Assistant



Agenda Date: 10/06/2020
To: Parks Advisory Board Agenda Item
From: April Jackson, Parks and Rec Admin
Agenda Item: Discussion of COVID Grant
Date Submitted: 10/01/2020

SUMMARY:

Discussion of what COVID Grant can be used for (NO ACTION NEEDED).

RECOMMENDED ACTION:

Discussion of what COVID Grant can be used for (NO ACTION NEEDED).

CITY MANAGER APPROVAL:



Agenda Date: 10/06/2020
To: Parks Advisory Board Agenda Item
From: April Jackson, Parks and Rec Admin
Agenda Item: Installation Cost of Bricks
Date Submitted: 10/01/2020

SUMMARY:

Discuss and take action on the cost of installation for bricks at Veteran's Park.

RECOMMENDED ACTION:

Discuss and take action on the cost of installation for bricks at Veteran's Park.

CITY MANAGER APPROVAL:

Attachments

Installation Quote

Nepada Masonry Services

-Specializing in Stone Work -Retaining Walls -Block -Brick

Nelson & David Garcia

Cell (903) 922-0266

Job: Veterans Memorial Park Date: Sep. 24, 2020

Terms: BID- Material + Labor Address: Main st.

1. Pour 2 foundations to install new memorial bricks
and repair concrete sidewalk damage by tree roots
\$3,000.-
2. Repair 5 different memorial bricks display area
\$2,500.-
3. Repair and replace memorial bricks \$35.- each
(No limits on bricks)
4. Install new memorial bricks \$25.- each
(No limits on bricks)

One time price items 1+2 Total: \$5,500.-

Nelson Garcia

Thank you for your business.