

Mike Kelly, Chair
Jacob Wheeler, Vice-Chair
Jeana McLelland, Board Member
Thelma Holland, Board Member
Ernesto Hernandez, Board Member
Lemone Reece, Board Member
Davi Killion, Board Member

Patsy Smith, Director
Ricky Dorsey, Assistant Director



**NOTICE OF MEETING
PARKS ADVISORY BOARD
September 7, 2021
12:00 P.M.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/88449126488?pwd=bTlxazRtM0NwUjgvdkxxUDZqcTBiQT09>

Meeting ID: 884 4912 6488

Passcode: 752562

One tap mobile

+13462487799,,88449126488#,,, *752562# 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/palestinetc/](https://www.facebook.com/palestinetc/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. DIRECTOR'S REPORT

1. July Report
2. August Report

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the August 3, 2021, Parks Advisory Board meeting.

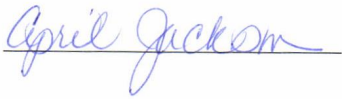
G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the possible location of a Dog Park.

2. Discussion and possible action regarding setting date and time of Parks Advisory Board monthly meetings.
3. Discussion and possible action regarding amending current Parks Ordinance Unauthorized Use.

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 **Friday, September 3, 2021, at 2:00 p.m.**



April Jackson, Asst. City Secretary

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: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: July Monthly Report
Date Submitted: 09/01/2021

SUMMARY:

Directors report for month of July for Parks and Facility Maint.

RECOMMENDED ACTION:

None

CITY MANAGER APPROVAL:

Attachments

July Monthly 2021

City of Palestine Parks and Recreation Department July 2021

Overview

The Community Services Department incorporates the following divisions.

Parks
Cemeteries
Lakes

The department includes 4 full time employees and 2 part-time, 3 Seasonal. 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
- Sent out individual emails to all Parks Board Members with agenda packet for Parks Board meeting July 6, 2021
- Attend Budget meeting July 8 – 9, 2021
- Attended Family Fish Day at Wolf Creek Lake for about two hours
- Sprayed weed killer on weeds in walkway at City Hall and around outside planters
- Picked up yellow cone that was in parking lot of Krogers by mail box that belonged to parks department
- Assisted Park staff with cleaning of bathrooms and trash detail at athletic complex photos to be included
- Took care of two disciplinary issues within division
- Had 6 interviews in parks division for seasonal and part time
- Completed a PO for L&M Cleaning Services for Public Works Building 2
- Attended Parks Board Meeting that was cancelled due to no quorum
- Met with Chris Vaux with CPI out of Houston about speaking to Council on having solution for damns at lakes
- Went to Aquatic Center and looked at progress for concrete walkway by Sanchez
- Spoke to Will and went over gate and fence being installed at Wolf Creek Dam

- Spoke to Jacob and Josh and obtained commercial mowers for getting bids for parks
- Met with J&K Electrical on light for Larry Street Park
- Fixed two locks for paper towel dispensers at Farmers Market bathrooms that were damaged by unknown person
- Handled disciplinary issue in division with Asst. Director
- Flagged several sunken graves at City Cemetery and Memorial Cemetery
- Used a cement glue at Easthill Cemetery to fix two broken headstones
- Prepared Parks Agenda for August Meeting
- Met with Game Warden Thacker on getting help on person illegally fishing at Wolf Creek Lake
- Worked on finishing up photos of auction items for Andrew and getting information sent over to him for vehicles and lawnmowers
- Met with Daniel on getting items moved from old storage building to warehouse
- Took care of two more disciplinary issues within the department
- Met with Jacob Wheeler with PSD and took all of Parks Department to Hambones for an appreciation lunch
- Met with Stephanie Wickware on progress for obtaining trout for the lakes for January of 2022
- Put together August Parks Agenda
- Completed three more CIP's for Council to review
- Asst. Director took one employee to Drug Check due to accident
- Asst. Director took one employee to Drug Check for random
- Asst. Director assigned daily tasks to crew
- Met with contractor to check lights at Steven Bennett Park
- Met with Ricky on schedule for last week of July for Parks Crew
- Made phone contact with Dan Dyer in regards to two juveniles breaking out windows at museum, police report completed by Mr. Dyer
- Made phone contact with Daniel on getting items for resecuring windows so that no further damage could be done
- Asked Daniel to obtain bids for replacing broken windows of museum
- Spoke with Asst. Director on replacement wheel for tractor after damage caused at Steven Bennett Park
- Made phone contact with HR on filing insurance claim on museum for broken windows caused by vandalism
- Prepared Agenda for Parks Board Meeting August 3, 2021
- Made contact with the Hog hunter in regards to hogs coming through Calhoun Park causing damage
- Took 1 week vacation
- Asst. Director took 1 week vacation

Goals: To place ADA equipment in all major parks.

Parks

- **Put fall surface Larry Street Park** (LONG TERM GOAL)
- **PUT IN FALL SURFACE REAGAN PARK**
- **Take out Sand Volley Ball Reagan make Green Space (2021)**
(COMPLETED)
- **INSTALL ADA SWING GREENS PARK (COMPLETED)**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT**
CALHOUN (LONG TERM)
- **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 (UPPER DAMN COMPLETED) Need Lower, Wolf Creek and Blue Lake
- 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)

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 2021)

Fill in cracks on Tennis courts (IN PROGRESS)

PARKS MONTHLY REPORT JUNE 2021 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	City Barn x 1
Wall of Honor x 1	Carnegie x 1
PD Impound Yard x	Larry Street x 1
Blue Lake x 1	Phillips Parks x 1
Lorraine x 1	Reagan Park x 2
Mitchell Campbell x 1	Spring Street x 1
Athletic Complex x 1	Visitor Center x 2
Steven Bennet x 1	TDCJ Monument x 2
Tiffany x 1	Statue Park x 1
Willie Myers x 1	Wolf Creek Lake x 2
City Hall/PD x 1	Blue Lake x 2
Public Works Building x 2	Lower Lake x 2
Veterans Park x 1	Upper Lake x 2
City Cemetery x 1	Easthill Cemetery x 2

Memorial Cemetery x 2	
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PROJECTS COMPLETED

Picked up barricades/cones from Fireworks show	Picked up debris from pyro and boxes fireworks show
Took down all caution tape and stakes from fireworks show	Santee and Danny cut down 1 large tree City Cemetery
Santee removed large broken tree limb from City Cemetery and reset top of stone	Campos and Ramos filled in 4 sunken graves City Cemetery
Took 4 tables and 8 chairs to Family Fish Day Wolf Creek Lake	Carried 5 boxes of dock saver fishing poles and one fishing game to Wolf Creek Lake for Family Fish Day
Took two large coolers with 12 cases of water for Family Fish Day	Ramos and Campos helped to clean bathrooms and trash detail athletic complex 12 hours of work
Picked up limbs from various parks	Ramos and Campos picked up large quantities of popped fireworks from various parks and lakes
Santee began cutting down 2 nd tree City Cemetery and picked up brush from yesterdays cut	Daniel and Ramos took drop tank for fish to wolf creek lake to setup for volunteer fire department
Parks guys emptied and took fish from catch tank and put in Wolf Creek Lake	Santee painted over the graffiti at Willie Myers bathroom
Santee finished two benches for ball fields Steven Bennett Park	Ed finished cutting up fallen tree limb Easthill Cemetery

MAJOR ISSUES WHERE CONTRACTORS USED

Neches Plumbing Field 6 investigate leak from earlier in year, unable to locate	J&K installed new dusk to dawn light by pavilion Larry Street Park

SAFETY ISSUES

Staff	2
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Rentals and Special Events

Rentals:

Facility	Number of Rentals
Parks Pavilions	15
Pavilion Non-Payment/Cancelled	1
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	16
Refunds Given	1 = \$70
Total Revenue Collected	\$450

Activities:

Special Events

July 3rd Fireworks Steven Bennett Park 9:15 Shoot time
Family Fish Day Friday July 9, 2021

Calls Coming into Office

3 Emails for pavilion rentals
5 Phone calls pavilion rentals
1 Calls for applications for Seasonal Position
2 Calls on Mosquito Spraying
2 Return Calls from contractors on issues within City Parks/Facilities
9 Internal calls from other departments
9 Calls complaints sunken graves Cemetery
11 Calls Facility Maint. Calls

Total Calls: 42

Facility Maintenance Projects Completed

Palestine Heat and Air AC Unit leaking City Hall	Neches Plumbing pin hole leak attic Council Chambers
Replaced ceiling tile Council Chambers due to water leak	Replaced ceiling tiles women's restroom PD Admin side due to leaks
Met with Concrete contractor on sidewalk repair aquatic center and backfill	Met with J&K electrical due to possible short in wires City Hall Lights
Replaced 18 canister lights front lobby City Hall	Replaced 5 ton AC Front Lobby City Hall due to unit going out
J&K Electrical called to replace electrical box for pump station due to damage	J&K electrical replaced burnt wires in box by roadway Larry Street Park and put in new breakers. Unknown person messed with box and caused short
Began removing wall in between men's and women's restrooms at Calhoun Park	Met with Peterson Construction to obtain bid for restrooms Calhoun Park
Met with Neches Plumbing to get bid for Calhoun restrooms	Moved HR Asst and Development Svc desks and filing cabinets out so tile people could install floors
Checked on floors going in at VA Clinic	Checked all City Facilities to check to see what items they have in stock so everyone can be on same page
Pulled down white t-post and orange fencing Wolf Creek since new gate installed	Replaced ceiling tiles in women's restroom on PD Admin side of building
Met with Acevedo construction for Calhoun Park Restrooms	Met with contractor to access stucco on Fire Station 4
Purchased sub pump for fish tank family fish day	Went to all Fire Stations and did visual inspection of all roofs
Helped to setup for family fish day event	Picked up all barricades and cones from YMCA parking lot after cement project completed
Used sealant to fill in cracks in concrete on walkway at YMCA entrance to pool	Met with Palestine Heat and Air at Public Works to have line blown out due to stoppage

Moved furniture back into Asst HR and Development Svc Director Office after new flooring installed	Met with Calvary Construction Calhoun Park Bathrooms
Replaced Air filters in all City Buildings	Put in new down spout at Fire Station 2 to keep water from going under neath new concrete
Power washed splash pad at Reagan Park due to algae build up	Replaced 2x6 board on wooden board walk at Reagan Park
Replaced sewer cap Willie Myers Park	Organized tools and supplies from old inmate trailer in yard
Took down orange fencing at Wolf Creek due to new gate being put up	Unstopped toilets at Fire Station 2
Fixed handicap button at City hall	Began demolition of Calhoun Bathrooms
Met with Jim Peterson to obtain bid for Calhoun Restrooms	Did inventory of every city building on what dispensers they have in each area so we can all be uniformed
Obtained new bids from Joel's and Lightfoot on additional room for VA Clinic	Checked breakers at Farmers Market due to complaint on light being off on Caboose
Replaced multiple bulbs and LED lights in PD	Installed new soap dispensers at PEDC, Fire Stations 1-2-3 and 4
Went and took photos of damage to windows at Reagan Museum	Boarded up windows at Reagan Museum
Met with Kim Keplar and Craig Allen on bids for replacement of windows Reagan Museum	Installed touchless paper towel dispensers Fire Station 2
Flipped breaker for lights again for Caboose Farmers Market	Put out ant poison around employee sitting area
Stripped paint from ADA handrails from Calhoun Restrooms	Replaced batteries in thermostats public works building

Fill in Process Aquatic Center Base of Walkway



Main Walkway



Second View Main Walkway



Curb



Rebar placement Main Walkway



New Concrete Pour Main Walkway



New Concrete by Front Gate



1 of 3 dead Trees Removed City Cemetery



Addl. Picture 1 of 3 Tree's City Cemetery



Rot going through 1 of 3 trees City Cemetery



Floors Being Stripped City Hall



Floors City Hall



Carpet Removed City Hall



Floors After new Vinyl Put Down Asst HR



Development Services Office



Floors VA Clinic



Add'l Floors VA Clinic



Broken Locks Paper Towel Dispensers Farmers Market



Broken Lock Paper Towel Dispenser



Bent Lock Paper Towel Dispenser Men's Farmers Market



Bent Inside frame Paper Towel Dispenser



Damage to gate Pole Complex



Lunch Appreciation sponsored by PISD Jacob Wheeler



Broken Windows at Museums



More Photos Museum



Museum Photos



Museum Photos



Hog Damage Calhoun Park



Second Photo Hog Damage Calhoun





Agenda Date: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: August Monthly Report
Date Submitted: 09/01/2021

SUMMARY:

Directors Report Month of August 2021

RECOMMENDED ACTION:

None

CITY MANAGER APPROVAL:

Attachments

Aug Monthly 2021

City of Palestine Parks and Recreation Department August 2021

Overview

The Community Services Department incorporates the following divisions.

Parks
Cemeteries
Lakes

The department includes 2 full time employees and 1 part-time, 2 Seasonal. 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
- Prepared Parks Agenda for Parks Board Meeting August 3, 2021
- Attend Parks Board Meeting August 3, 2021
- Attended several budget workshops for new budget year
- Created new CIP for Lincoln Street Basketball Court
- Created New CIP for Dog Park
- Met with Mayor Goolsby on location of Dog Park at Reagan Park
- Met with Council Woman Chivers at Larry Street Park on possible solution for basketball court at Larry Street verses Lincoln Street
- Met with Bob Breedlove from Brannon Corp Tyler and looked over Larry Street Park and Steven Bennett for revamping for ADA
- Met with Bob Breedlove at Reagan Park for flooding issues on playground area that causes fall surface to wash away with heavy rains
- Filled out paperwork on employees who left division due to a multitude of reasons
- Attended several Council meetings
- Met with Facility Maint. Worker Daniel Forgia on measuring the footage of grassy area at Reagan Park for dog park
- Met with parks worker on paper towel dispensers being damaged once again at Farmers Market

- Met with Chris Abernethy in regards to a project at Green's Park for redoing the disc golf signs and planting of new trees in the area
- Met with Sherman Cooper on getting assistance from Community Service people to get them to clean out flower bed behind City Hall and in front of Museum at Reagan Park
- Spoke to John Price regarding additional information on the progress of his project at the railroad museum
- Spoke to John Price about Carnegie building and referred him to City Manager and Building Inspector
- Met with HR Asst. and set up 11 interviews for open positions for Parks
- Helped parks crew to push mow back half of City Cemetery
- Met with Stephanie Walker with Net Health and helped to setup a plan to deliver cones and barricades to Civic Center as well as a cooler, pop up tent and ice for Infusion Center and rapid Covid testing sight
- Ordered more supplies for facility maint.
- Met with City Manager and City Attorney on getting proper verbiage for signs to be put out at parks about athletic events
- Met with Will in signs to have signs made for parks on Athletic Events taking place
- Took complaint on sunken graves at Memorial Cemetery
- Met with Sandra Rogers at Easthill Cemetery regarding upkeep of cemeteries and accepting of donations or volunteer groups
- Myself and Asst. Director did 8 interviews for part time and full time positions within parks
- Asst. Director assisted in mowing Mitchell Campbell field and Calhoun
- I obtained bids on prefab buildings for bathroom at Green's Park
- Met with CR in vehicle maintenance regarding issue with a mower belt
- Met with Jason in Utilities on getting help with cleaning out creek at Steven Bennett park due to TPWD deficiency
- Met with parks member Santee Manning who is making repairs to board walk Steven Bennett
- Attended Senior Staff meetings
- Turned in PO's for floor replacement for VA Clinic
- Met with Facility Maint. Daniel and showed him what repairs needed to be made on roof at Athletic building where PYSO stores supplies
- Met with Facility Maint. Daniel and showed him where to put up cattle panels around upper concession stand walkway
- Met with Ronald Devaux who is preparing a game plan for damn at Wolf Creek Lake
- Spoke to Mary Raum regarding Safety Town and relocating to YMCA parking lot and explained parking lot in front of swimming pool belongs to City

- Spoke to Kevin Amacker with Gametime regarding setting a date for winterizing the splash pad and replacing the valves and o rings on the system due to heavy leaking
- Received complaint on broken board on boardwalk at Reagan Park
- Spoke to Jason Shelton in Utilities to have utilities locate at Green's Park for Neches Plumbing for estimate for new bathroom build
- Received complaint about Spring Lake and a large sink hole and forwarded information to Public Works
- Received complaint from gentleman who lived on Monica Lane and he was having issues getting in touch with water department to have water turned off. Issue resolved.
- Counted how many posts and signs needed to be replaced at Green's Park for Disc golf
- Made contact with Jason Shelton in Utilities to have all ball fields and playground areas sprayed for grass overgrowth
- Met with John Elrod in Streets to see about getting bid for Farmers Market driveway on doing overlay due to ADA complaint
- Also spoke to John Elrod in Streets for digging out ditch area by Farmers Market that is full of silt
- Attended Senior Staff meeting City Hall

Goals: To place ADA equipment in all major parks.

Parks

- **Put fall surface Larry Street Park** (LONG TERM GOAL)
- **PUT IN FALL SURFACE REAGAN PARK**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN (LONG TERM)**
- **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 (UPPER DAMN COMPLETED) Need Lower, Wolf Creek and Blue Lake
- 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)

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 2021)

Fill in cracks on Tennis courts (IN PROGRESS)

PARKS MONTHLY REPORT AUGUST 2021

LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x 1	Fitzhugh x 1
Gateways x 2	Fire Station 4 x 1
Farmers Market x 1	City Barn x 1
Wall of Honor x 1	Carnegie x 1
PD Impound Yard x	Larry Street x 2
Blue Lake x 1	Phillips Parks x 1
Lorraine x 1	Reagan Park x 2

Mitchell Campbell x 1	Spring Street x 1
Athletic Complex x 1	Visitor Center x 2
Steven Bennet x 1	TDCJ Monument x 2
Tiffany x 1	Statue Park x 1
Willie Myers x 1	Wolf Creek Lake x 2
City Hall/PD x 1	Blue Lake x 2
Public Works Building x 2	Lower Lake x 2
Veterans Park x 1	Upper Lake x 2
City Cemetery x 1	Easthill Cemetery x 2
Memorial Cemetery x 2	

PROJECTS COMPLETED

Picked up barricades/cones from Fireworks show	Picked up debris from pyro and boxes fireworks show
Took down all caution tape and stakes from fireworks show	Santee and Danny cut down 1 large tree City Cemetery
Santee removed large broken tree limb from City Cemetery and reset top of stone	Campos and Ramos filled in 4 sunken graves City Cemetery
Took 4 tables and 8 chairs to Family Fish Day Wolf Creek Lake	Carried 5 boxes of dock saver fishing poles and one fishing game to Wolf Creek Lake for Family Fish Day
Took two large coolers with 12 cases of water for Family Fish Day	Ramos and Campos helped to clean bathrooms and trash detail athletic complex 12 hours of work
Picked up limbs from various parks	Ramos and Campos picked up large quantities of popped fireworks from various parks and lakes
Santee began cutting down 2 nd tree City Cemetery and picked up brush from yesterday's cut	Daniel and Ramos took drop tank for fish to wolf creek lake to setup for volunteer fire department
Parks guys emptied and took fish from catch tank and put in Wolf Creek Lake	Santee painted over the graffiti at Willie Myers bathroom
Santee finished two benches for ball fields Steven Bennett Park	Ed finished cutting up fallen tree limb Easthill Cemetery

MAJOR ISSUES WHERE CONTRACTORS USED

SAFETY ISSUES

Staff	2
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Rentals and Special Events

Rentals:

Facility	Number of Rentals
Parks Pavilions	15
Pavilion Non-Payment/Cancelled	3
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	16
Refunds Given	1 = \$30
Total Revenue Collected	\$720

Activities:

1 Pavilion rented **no charge** to Vietnam Veterans of American #991 for 9-11

Special Events

Calls Coming into Office

7 Emails for pavilion rentals
6 Phone calls pavilion rentals
1 Calls for applications for Seasonal Position
2 Return Calls from contractors on issues within City Parks/Facilities
18 Internal calls from other departments
9 Calls complaints sunken graves Cemetery
11 Calls Facility Maint. Calls
4 Calls from vendors on checks not received

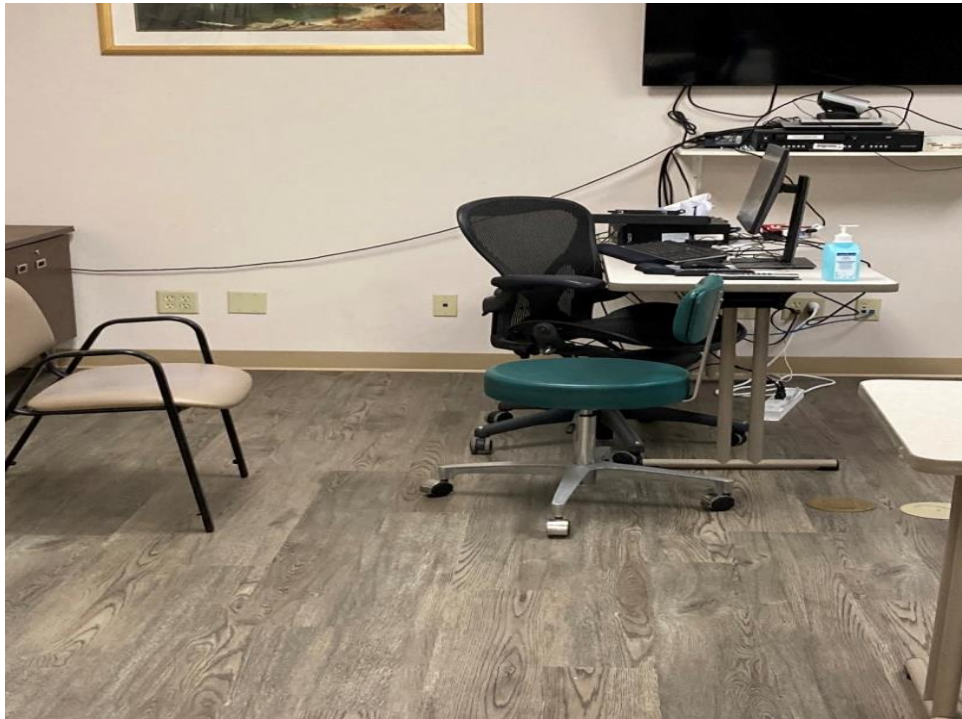
Total Calls: 58

Facility Maintenance Projects Completed

Finished Demo Calhoun Restrooms	Replaced Damaged Fence pole Athletic Complex
Fixed damaged electrical box Reagan Park Pavilion by Museum	Remounted new outlet boxes at Calhoun Pavilion and Reagan Park Pavilion
Rehung fence at Athletic Complex where damage was done to pole	Sprayed wasp nest above women's restroom Athletic complex
Installed fence cattle panels at complex on walkway to prevent children from falling through	Fixed several broken fence poles at Athletic complex
Put new vent cover on top of Concession 1 Athletic Complex	Attempted to fix security camera in Municipal Court area, but had to call in Peace of Mind
Cleared boardwalk at Steven Bennett of vegetation that was overgrowing area	Fixed broken water pipe at Calhoun Park that was hit by Parks employee
Finished clearing vegetation from boardwalk at Steven Bennett	Began removing rotten boards from boardwalk Steven Bennett Bridge
Began replacing handrails Steven Bennett Boardwalk	Moved City vehicles from parking lot at warehouse to prepare area for painting
Took ladder to museum for roof study	Helped Santee with rest of boardwalk at Steven Bennett
Helped push mow City Cemetery	Hung air fresheners at Customer Service City Hall
Met with cleaning lady and provided supplies	Restocked cleaning supplies for all City buildings that were delivered from Sierra
Met with 3 concrete contractors to get bid for concrete work at Lorraine St	Met with 3 roofing companies to obtain bids for Willie Myers Pavilion Roof
Touched up restroom at Visitor Center	Install new TP dispenser
Cut branches hanging over visitor center walk way and fixed loose boards	Painted men's restroom floor at warehouse where vanity sat
Rewired Christmas lights at Farmers Market on East side	Met with 3 roofing companies to get bids for Mitchell Campbell roof
Put out 3 mouse traps customer service due to mouse problem	Helped Director to organize the supply room for dispensing out supplies to departments
Replaced 2 rotten boards on boardwalk Reagan Park	Raked and shoveled wood chips Reagan Park after heavy rain
Checked mouse traps Customer Service and found 1 rat caught	Measured 3 areas at Reagan Park for potential dog park

Measured around playground area Reagan park for possibly French drain	Attended Active Shooter Training at Mall
Delivered Cleaning supplies to Library	Took down both paper towel dispensers at Farmers Market due to vandalism
Attempted to fix awning at PD, but found could not remove from building will obtain bids for new ones	Went to Farmers Market to check why plugs not working found a make shift plug inserted in a plug which caused a short
Went to VA Clinic to make sure Lightfoot flooring was finishing up on flooring	Spray painted ground at Larry St for potential basketball court
Met Director at Farmers Market to see where leak is located and come up plan to fix roof	Took measurements of Finance office to design 3 offices and put on paper and gave to finance director
Took 50 cones and 8 barricades to Civic Center for Infusion setup	Took measurements of Farmers Market parking lot for possible overlay project
Made phone contact with Glen with A-Lert Roofing on getting bid for new roof for City Hall and Firestation 1	Began working on putting together measurements of all offices in City Hall for doing facelift
Gave out multiple supplies to different departments throughout the month	Washed and detailed 2 director trucks and truck driven by myself

VA Floor Completion



VA Floor Completion #2



VA Floor Completion #3



VA Floor Completion #4



Flower Bed Behind City Hall After Cleaned



Flower Bed Behind City Hall After Cleaning #2



Flower Bed Behind City Hall After Cleaned #3



Flower Bed Behind City Hall After Clean #4



New Sign Reagan Park Prohibiting Athletic Events



New Sign Reagan Park #2 Pavilion #3



Broken Board Reagan Park



Steven Bennett BoardWalk Tear Out



Steven Bennett Boardwalk Tear Out



Steven Bennett Boardwalk Tear Out



Steven Bennett Boardwalk Tear Out



Steven Bennett Boardwalk Tear Out



Steven Bennett Boardwalk Replacement



Steven Bennett Boardwalk Replacement



Steven Bennett Boardwalk Replacement



Fence Damage before Repair



Fence Steven Bennett After Repair



Images of mowed Gateways Southside Hwy 155 Before



Hwy 155 Gateways After Mowed



Hwy 155 Gateway After Mowed





Agenda Date: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Teresa Herrera, City Manager
Agenda Item: Minutes August 3, 2021
Date Submitted:

SUMMARY:

Consider approval of minutes from the August 3, 2021, Parks Advisory Board meeting.

RECOMMENDED ACTION:

CITY MANAGER APPROVAL:

Attachments

Minutes 08-03-2021

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, August 3, 2021, at 12:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chairman Mike Kelly; Board Members, Thelma Holland, Jacob Wheeler, and Ernesto Hernandez.

Staff present: Parks & Rec. Director Patsy Smith, Parks & Rec. Asst. Director Ricky Dorsey, City Manager Admin. Assistant April Jackson, and City Manager Teresa Herrera.

Board Members Lemone Reece, Jeana McLelland, and Davi Killon were absent.

CALL TO ORDER

With a quorum present, Chairman Kelly called the meeting to order at 12:05 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

No action was taken.

DIRECTOR'S REPORT

Director Smith presented the monthly report for June 2021.

APPROVAL OF MINUTES

Committee Member Thelma Holland made a motion, seconded by Committee Member Jacob Wheeler, to approve minutes from November 10, 2020, December 1, 2020, March 2, 2021, and April 6, 2021, meetings as presented. Upon vote, motion carried unanimously 4-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding electing a Vice-chair.

Parks and Recreation Director Patsy Smith presented the board the opportunity to consider the appointment of a Vice-chair.

Committee Member Ernesto Hernandez made a motion to appoint Jacob Wheeler as Vice-chair, seconded by Committee Member Thelma Holland. Upon vote, motion carried unanimously 4-0.

2. Discussion and possible action regarding amending park hours from 6 a.m. - 9 p.m. to Dawn to Dusk.

Ms. Smith requested to change the verbiage in the current ordinance to state from Dawn to Dusk to accommodate the different time changes. Ms. Smith addressed questions from the Parks Board.

Vice-chairman Jacob Wheeler made a motion to approve as presented, seconded by Committee Member Ernesto Hernandez. Upon vote, motion carried unanimously 4-0.

3. Discussion and possible action regarding date and time for future Parks Advisory Board meetings.

Ms. Smith proposed for the board to consider changing the date and time for the monthly meeting that would better accommodate all the board members. The board requested to table the discussion for a later time until all board members could give their input.

Committee Member Thelma Holland moved to table the discussion until a later time, seconded by Vice-chairman Jacob Wheeler. Upon vote, motion carried unanimously 4-0.

ADJOURN

With no other business to come before the Board, Chairman Kelly adjourned the meeting at 12:21 p.m.

PASSED AND APPROVED THIS 7TH DAY OF September 2021.

Mike Kelly, Chairman

ATTEST:

April Jackson, Asst. City Secretary



Agenda Date: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Dog Park Options
Date Submitted: 08/30/2021

SUMMARY:

To discuss possible locations to put a small dog park that will allow for a small and large area for dogs to run. The area will consist of a 6' chain link fence with two areas sectioned off to separate the two dog sizes. The areas will have running water to allow dog owners to give their dogs fresh water. We will allow for at least two benches in the area for seating. There will also be an enclosed area to the entrance to help prevent an animal from escaping when a dog owner is entering or leaving the fenced in area. We will also provide dog waste stations for dog owners to pickup after their dogs.

At a later date we will return for rules and regulations and ordinances to be established.

RECOMMENDED ACTION:

To approve a location to have the dog park located for the community.

CITY MANAGER APPROVAL:

Attachments

Dog Park Options

Google Maps

Dog Park option 1

Map data ©2021 , Map data ©2021 20 ft

Measure distance

Total distance: 613.51 ft (187.00 m)

Google Maps

Dog Park Option 2

Map data ©2021, Map data ©2021 20 ft

Measure distance

Total area: 29,019.68 ft² (2,696.02 m²)

Total distance: 671.67 ft (204.73 m)

Google Maps

Dog Park option 3



Imagery ©2021 Maxar Technologies, Map data ©2021 20 ft

Measure distance

Total area: 35,110.98 ft² (3,261.92 m²)

Total distance: 821.72 ft (250.46 m)



Agenda Date: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Parks Board Meeting Time
Date Submitted: 08/30/2021

SUMMARY:

To discuss with Parks Board on if they would like to meet at a different time for Parks Meeting each month. Currently, it is set for Noon the First Tuesday of every month. Need to see if any or if all members would like a different time.

RECOMMENDED ACTION:

To vote on a new time if all members are in favor of this decision.

CITY MANAGER APPROVAL:



Agenda Date: 09/07/2021
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Amendment to Parks Ordinance Unauthorized Use
Date Submitted: 08/30/2021

SUMMARY:

To add a section to Parks Ordinance Unauthorized Use in the Municode for use of Parks. Currently, we have if the parks or athletic fields are shut down for maintenance, but we need to add a section in the ordinance to allow that none of our City Parks can be utilized for Organized Athletic Teams, Leagues or Groups. I have attached the verbiage for possible new amendment for ordinance.

RECOMMENDED ACTION:

To approve amendment to City of Palestine Unauthorized Use Ordinance.

CITY MANAGER APPROVAL:

Attachments

Amend Parks Ordinance
Current Park Ordinance

New City Ordinance for City of Palestine:

- (A) It is unlawful for any organized athletic team, league, or group to occupy or use a park or recreation area without the prior written authorization of the City Manager or his or her designees. For the purpose of this section, "organized athletic team, league or group" shall mean any athletic team, league, or group including, but not limited to, teams or leagues organized for the purpose of playing baseball, softball, football (tackle or flag), or soccer or groups of twenty or more athletes, players or spectators. "Organized athletic teams, leagues or groups" shall not include persons or groups who participate in a impromptu game that is unaffiliated with any team or league, such as a game conducted in connection with a bona fide group picnic or barbecue when such game is clearly incidental to such picnic or barbecue.
- (B) Athletic Field means an area within a park that is set aside specifically for a sport use such as baseball, football, hockey, soccer, etc.

Sec. 86-127. - Use of public parks; concessions; unauthorized athletic field usage; posting of signs.

- (a) *Public use.* All parks and playgrounds acquired and maintained by the city shall be open to the use of the public under such reasonable rules as the council may prescribe. The board may recommend the adoption of rules governing the use of city parks.
- (b) *Concessions.* It shall be unlawful for any person to operate a concession within any public park in the city without first obtaining permission from the city. The board shall recommend, and the council shall approve, guidelines for approval of concessions. Permits within such guidelines may be issued by the director. Permits outside such guidelines may be provided by the council after receiving the recommendation of the board. Any permit may be issued subject to terms and conditions specified by the director, the board, or the council.
- (c) *Unauthorized use.* It shall be unlawful for any person to:
 - (1) Enter upon a city athletic field or other park facility that has a sign posted "Closed due to Maintenance/Field Conditions" unless such person is a city employee or contractor performing maintenance, or
 - (2) Use a city athletic field or other park facility that has a sign posted "Use with permit only" without having a city reservation permit that states the dates and times of usage, unless such person is a city employee or contractor performing maintenance.
- (d) The director is authorized and directed to designate any appropriate city athletic fields or other park facilities to be used with permit only. At appropriate times, the director may close a city athletic field or other park facility for maintenance. The director shall post appropriate signs informing the public of such designations.

(Ord. No. O-33-06-B, § II, 7-24-2006)