

Stephanie Wickware, Chair
Jacob Wheeler, Vice-Chair
Sharon Hester, Board Member
Chris Arthur, Board Member
Cleo Wright, Board Member
Megan Hogan, Board Member
Christopher Abernethy, Board Member

Patsy Smith, Director
Ricky Dorsey, Assistant Director



**NOTICE OF MEETING
PARKS ADVISORY BOARD
May 3, 2022
12:00 P.M.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89355018166?pwd=cEg0QTJWbFg0WW43Ni92Q0RiWjVWdz09>

Meeting ID: 893 5501 8166

Passcode: 206172

One tap mobile

+13462487799,,89355018166#,,, *206172# 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.](#)

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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. January, February, and March 2022 Monthly Reports
2. Update regarding the 2022 National Fitness Campaign.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from December 7, 2021, Parks Advisory Board meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the creation of a designated account funded by pavilion and field rental fees for the purpose of park and field upgrades, excluding the Athletic Complex.
2. Discussion and possible action regarding the use of bounce houses in city-owned parks.
3. Discussion and possible action regarding a request from University of Houston Clear Lake to use a 15 HP motor on Lower Lake.

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, April 29, 2022, at 2:45 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, 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 citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: January February and March Reports
Date Submitted: 04/25/2022

SUMMARY:

Monthly reports for parks and facilities for last 3 months

RECOMMENDED ACTION:

No action required

CITY MANAGER APPROVAL:

Attachments

Jan 2022 Report
March Report 2022
Feb Report 2022

Parks and Recreation Department

January 2022

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 7 full time employees and 3 part-time, 5 Seasonal (Summer Months Only). The division oversees 38 individual locations totaling 400 acres that is mowed and weedeated. We also clean 12 park restrooms (This includes toilets and sinks in all locations) daily M-F and handle all trash detail in the parks, cemeteries and Lakes including downtown.

Administration

- Prepare Timesheets for payroll x 2
- Sign and turn in invoices as needed throughout month
- Asst. Director made arrangements with Mary Raum to have two filing cabinets moved from Visitor Center to Auction Room
- Spoke to Joshua Pitts for bids for lights at complex
- Met with facility maintenance on placement of solar lights around Reagan Park
- Attended Council meeting 1-10-22
- Completed Monthly Report for month of December and attached to January agenda
- Met with Stephanie Wickware from Tace Program PISD on follow up Family Fish Day in June 2022
- Met with CM and HR on parks employee appreciation program I wanted to implement
- Met with PW Director at Steven Bennett over fence situation and gave him a run down over the history
- Sent emails from former CM on fence for Steven Bennett to Current CM
- Met with PW Director at Reagan Park regarding the flooding issue in the playground area
- Asst. Director is working on getting bids for ADA bleachers for complex at this time

- Currently getting Buyboard bids for fall surface material Calhoun and Willie Myers Parks
- Currently getting Buyboard bids for plastic border for Calhoun Park playground
- Met with Facility Maintenance and assisted with creating a RFP for Calhoun Park bathroom remodel
- Spoke to Derek Blackmon from United Methodist Church regarding park questions
- Myself and Asst. Director met with all of the Parks guys and went over the new guidelines for CDC rules for COVID and social media policy and to discuss issues if any in department
- Met with Child's Play at Reagan Park to receive 3 18 wheeler loads of fall surface material for the playground
- Met with PISD, TPWD at Blue Lake to watch release of 1100 Rainbow Trout into lake for 1st ever Family Fish Day Trout
- Director worked Family Fish Day Trout and allowed staff to participate if they wanted
- Met with CM on Fireworks show, Dogwood Festival and CIP plan for Calhoun park and bids
- Had second staff meeting with parks guys
- Spoke with Joshua Pitts with National LED lights and sent him photos of wooden poles currently at complex
- Met with Blake and Jeremy at YMCA concerning pool chemicals and possible leak at pool
- Completed CC Statement for month of December
- Ordered winter gloves for Parks guys due to bitter cold
- Took couple of complaints from citizens concerning snowflakes still being up around town. Sent email to Jason and Kevin in Public Works
- Assisted Facility Maintenance with creating a tabulation sheet for RFP for City Hall/PD and Fire Station 1. This was later changed by CM and Admin Asst.
- Went to Willie Myers and obtained photos of damage to plastic borders and counted how many metal spikes we are missing from border as well
- Contacted Andrew in Finance to see where we are with auction for City warehouse and vehicles
- Met with Neches plumbing on trying to locate possible leak at Aquatic Center
- Met with Steve with Envirodredge and Facility Maintenance at Blue Lake on getting bid to clean out aquatic plant growth from waters edge
- Took 4 pavilion rentals
- Completed a PO for CIP project #41 Reagan Park for rubber mats. We are at least 12 to 14 weeks out before getting product into warehouse
- Met with Coach Malone with PYSO and went over security system at both concessions

- Attended Council meeting on 1-24-22
- Measured Calhoun Park playground to see how many plastic borders were needed
- Created a PO for Blue Lake to start process of clearing out aquatic plant life
- Visited with Asst. Parks Director and helped with evaluations on couple of parks guys
- Attended zoom meeting with PYSO board on 1-26-22
- Typed up a synopsis of PYSO board meeting for CM and Finance Director who were not present for meeting
- Setup a meeting with myself and Asst. Director and Jack Linehan with National Fitness Campaign for Tuesday 2-1-22
- Completed CC statement for month of January and gave to Admin Asst to have CM sign off on
- Met with Sierra Packing on placing order for paper products
- Met with Heather at Chamber regarding a fundraiser for the Junior Ambassador's that they wish to do at Reagan Park
- Put together Parks Board Agenda for February 2-1-22
- Took pavilion reservation from Mr. Washburn from New Life Community Church for October 2022
- Asst. Director and myself completed 4 evaluations of employees
- Made report with Game Warden Thacker on dumping of dead hogs at Blue Lake

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 (Need to order new budget year)**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN (LONG TERM)**
- **PLACE NEW FALL SURFACE, CALHOUN, 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 Need Lower, Wolf Creek and Blue Lake
- Work on repairing leaks in 3 of the 4 dams (Turned over to PW Director)

- Work on washouts on all 4 dams (Turned over to PW Director)
- Work on clearing out fishing areas for Blue Lake so that we can stock with trout each year (Partially Completed)

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)
- 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 and working with local church)

Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2022)

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

Tear out drive area at Willie Meyers Parks by pavilion and put up ballers around park area (WINTER 2022)

Fill in cracks on Tennis courts (IN PROGRESS)

Get engineer to create new playground area at Larry Street, walkway at Steven Bennett, and fix flooding issue Reagan Park (IN PROGRESS)

PARKS MONTHLY REPORT January 2022
LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED

Parks guys moved two filing cabinets from VC to auction room	2 Parks guys worked on replacing rotten boards on Steven Bennett board walk and replaced with new treated wood
Parks guys mowed all of downtown area	Parks guys raked all leaves City hall/PD
Parks picked up two wooded tables outside City Hall left by wine swirl vendors	Parks removed 2 dead trees from Calhoun park by restrooms
Parks began trimming trees up Memorial Cemetery and cleaning up flowers	Parks took down Christmas decorations around town
Parks put out blue trash cans and barricades at Blue Lake in preparation for Family Fish Day	Parks delivered 5 tables and 10 chairs Blue Lake Family Fish Day
Parks guys spread 3 18 wheeler loads of fall surface at Reagan Park in playground	2 Parks guys began clearing shoreline at Blue Lake to open it up for more bank fishing
Parks filled in sunken graves Memorial Cemetery	Parks began trimming trees at City Cemetery

MAJOR ISSUES WHERE CONTRACTORS USED

None	
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SAFETY ISSUES

Staff	0
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Rentals and Special Events

Rentals:

Facility	Number of Rentals
Parks Pavilions	2
Pavilion Non-Payment/Cancelled	0
Athletic Fields (Mitchell Campbell/Calhoun)	2
Total Rentals Paid	3
Refunds Given	0
Total Revenue Collected	\$100

Activities:

1 rental non charge as per Director

Special Events

Family Fish Day for trout Blue Lake

Facility Maintenance Projects Completed January 2022

Met with Computer Land at City hall	Delivered boxes of trash bags to City hall
Unloaded 2 pallets of bags from delivery from Houston Poly	Worked on doing tabulation sheets for RFP City Hall/PD and Fire Station 1
Assisted with PEDC on picking up and delivering side by side to office	Put together map of Reagan Park for Parks Board Presentation
Received all bids for Willie Myers and Mitchell Campbell roof repairs	Fixed toilet in Parks that was stopped up in warehouse
Met with Library Staff and Peace of Mind on security system for Redlands and Carnegie Building	Obtained bid for new led lights and dimmer switches Dispatch PD
Found dump site at Blue Lake of where unknown person is dumping dead hogs	Assisted Danny in Parks on how to construct new metal poles for Green's Park Disc Golf
Put up delivery from Sierra Packaging 1-26-22	Met with CM and both Directors on tabulation sheets for City Hall/PD and Fire Station 1
Put desk together for VC	Set up meeting with Director and Envirodredge for Blue Lake cleanup
Met with Neches Plumbing at Fire Station 3 on pump replacement for septic	Called pest control for nats in men's restroom on PD side
Attended meeting with Admin Asst and CM to open RFP's for City Hall/PD and Fire Station 1	Took Ice to Civic Center for Covid Testing
Called Neches Plumbing to fix urinal for Fire Station 3	Took fence poles and ties to Steven Bennett for fence repair
Added door clasp to security room at complex and added door plate	Took Supplies to water treatment plant
Went to Blue Lake to see trout being stocked in lake by TPWD	Met with Eric from Cable's Roofing at Willie Myers and Mitchell Campbell
Moved LED light pavilion 1 Reagan Park to top of pavilion due to not charging properly	Took 3 sand rakes to Reagan Park for parks guys to use in spreading mulch
Met with VC staff on how new security system would be hook up	Took supplies to City Hall for cleaning person
Made proto type of PVC cross for possibly using to mark unknown graves at cemeteries	Went to auction room and found monitor for Director to view security cameras on and monitor for complex upper concession

Met with J&K Electrical to replace outlet in PD	Met with Ana in Library to move more items to Auction room
Met with Victor from Progressive Roofing for City Hall/PD and Fire Station 1	Took Supplies to Fire Station 2
Took Supplies to Fire Station 1 and to City Hall	Met with Asst. Director and Director to help establish a way to create an employee appreciation plan for parks
Installed 5 solar lights Reagan park	Painted 2 of 8 metal poles for Reagan Park
Went to Fire Station 3 for broken urinal	Counted how many plastic borders were out back for Director

Shoreline Cleanup Blue Lake



After Cleanup



Cleanup towards Manhole #2



Cleanup right to Manhole #2 Blue Lake



Rotted Wood Boardwalk Steven Bennett



New Runners Boardwalk Steven Bennett



New Boards Steven Bennett



3 Truck Load Fall Surface Reagan Park



Reagan While Fall Surface being Installed



2nd View Reagan While Fall Surface being Installed



Parks Guys Installing Fall Surface Reagan Park



2nd View Parks Guys Installing Fall Surface Reagan Park



Rotten Tree Calhoun Park



2nd Photo Rotten Tree Calhoun Park



Broken Plastic Borders Willie Myers Park



More Photos of Damaged Borders Willie Myers



Plastic Borders Willie Myers Park



Another Photo Plastic Border Willie Myers Park



Fishing Pier Damage Lower Lake



Damage to Fishing Pier Lower Lake



Release of Trout Blue Lake



Parks, TPWD, TACE PISD



Trout being released from TPWD Truck



Family Fishind Day for Trout Blue Lake



Photos Family Fishing Day Trout



Photos Family Fish Day Trout



Family Fish Day Trout



Our Youngest Trout Fishing Partner who is 2 yrs Old



More of our Fishing Participants



Fishing Participant



Fishing Participants



Fishing Participants Brothers who were competing



Parks and Recreation Department

March 2022

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 7 full time employees and 3 part-time, 5 Seasonal (Summer Months Only). The division oversees 38 individual locations totaling 400 acres that is mowed and weedeated. We also clean 12 park restrooms (This includes toilets and sinks in all locations) daily M-F and handle all trash detail in the parks, cemeteries and Lakes including downtown.

Administration

- Prepare timesheets for payroll
- Turn in invoices throughout month of February
- Met with Jack with NFC on moving forward with grant for BCBS
- Attended Parks Board Meeting 3-8-22 No Quorum
- Did interview with Chavez Channel 7 news for Blue Lake
- Spoke to Stephanie Wickware on Family Fish Day for June 25th
- Met with Asst. Director and HR and did one seasonal interview out of 5 potential
- Spoke to Jeanie Herrington regarding no lights on multi use court at Reagan Park explained lights cost \$50 an hour no longer free and when this passed council
- Spoke to Ms. Mims regarding family plot at Memorial Cemetery and trees causing issues and she is requesting trees to be removed
- Met with Daniel in Facility and showed him where to place rest of solar lights at Reagan Park
- Asst. Director and myself continued to do park employee evaluations
- Attended senior staff meeting
- Attended Safety meeting
- Attended Council Meeting
- Met with Jeremy Janz from YMCA on Evangelistic Temple wanting to bring church kids into pool area for free during the summer
- Put up paper roses on lattice work on float for Council and finished putting in blue bonnets for float as well
- Received assistance from Mary Raum on filling out BCBS grant for NFC

- Spoke to Dewayne Williamson at Elliott Dodge and All Star Ford and obtained commitment from both for additional \$4,000 in sponsorship for NFC
- Asst. Director attempted to setup meeting with H&W Honda to try and get a sponsorship for NFC
- Met with PHP and did interview on NFC for Reagan Park
- Met with Cables Roofing at Mitchell Campbell and Willie Myers Park to take before and after photos
- Met with CM, Mark Miaers and Facility with Alto Vista on roof repairs for city hall and Fire station 1
- Met with Coach Malone at complex and went over lights at ball fields
- Turned in PO for Fire Station 2 HVAC system and trained Facility on how to fill out
- Completed PO for RFP Calhoun Park for Peterson construction
- Met with Will to have 3 metal signs made for complex
- Met with Will to have new signs made for council float
- Met with HR and new hire to sign off on paperwork and do facility tour
- Met with Coach Malone at complex Friday night due to not being able to open their door to their storage room. Found damage to bottom of door caused by PISD maintenance
- Took parks guy to drug check due to accident at Memorial Cemetery
- Spoke to Ms. Mims and gave update on removal of sweet gum balls and tree removal
- Attended Senior staff on 3-8-22
- Finished putting homemade flowers on float, dogwood tree and skirting and final touchups
- Worked with Asst. Director to make sure parks guys understood parade map and where barricades were to be placed as well as signage
- Spoke to Alex Montoya regarding bike race and map
- Began working on TML list for HR on property for parks
- Forwarded numerous pavilion rental requests to April and Susan
- Changed out batteries to soap and paper towel dispensers at complex
- Filled all soap and paper towel dispensers at complex and took photos of how nasty bathrooms were and sent to CM
- Responded to PHP questions regarding lights and fees for tennis courts Reagan Park
- Asst. Director met with Moses on installing gates at Reagan and Willie Myers
- Met with Will to have field number signs made for complex
- Went to Reagan Park and checked on flooding issue and found new drain did great except still have washout on southeast side of playground so contacted Street Director
- Went to complex to check lower concession area where streets had put in French drain and found area overflowed. Sent new photos to Streets Director
- Met Coach Malone at complex in regards to men's restroom door not latching at lower concession and fixed issue
- Picked up all unused metal signs from complex

- Met with Will to have him make us home and visitor signs for all ball fields
- Assisted with taking apart the float from Dogwood parade
- Went and checked all structures for TML for HR
- Met with Chamber Director and picked up trophy for float
- Spoke to Bobbie Smith regarding complaint on prices for pavilion rentals
- Spoke to Christella Parks on how to obtain pool passes for her household
- Spoke to David Lacy regarding a theft of marble vases from City Cemetery and found that his ex wife had taken items and police report done
- Employee evaluations completed and turned into HR
- Found warehouse to be flooded and found that ice machine had leaked
- Spoke to CR regarding a new trailer for cemetery mowers and lift
- Met with Coach Malone regarding how many trash cans she wants at each dugouts and concession stand at complex and more signs needed
- Attended senior staff
- Completed February monthly report for Council Meeting
- Asst. Director, HR and myself did two more seasonal Interviews and hire one. We now have 3 positions left
- Met with Constable Franklin, Commissioner, Hugh Summers, Stewart Wittaker, and Anderson County workers at Veterans Park to install plaque for Mr. Bennett and discuss ways to improve park
- Delivered 4 gallons of liquid soap for Coach Malone
- Changed out flags at Veterans Park
- Changed out flags at Complex
- Called electrician to fix lights at Veterans Park
- Sent in preliminary letter to NFC on grant and criteria that they are requiring
- Replaced 5 electrical covers at Farmers Market
- Spoke to Sierra Packing on getting a doze new tork keys for paper towel dispensers at complex due to Coach Malone and her staff loosing keys for third time
- Went to Reagan Park to deal with individual having bounce houses at location and using electricity without payment
- Met with Peace of Mind to have new air vent installed in mens restroom warehouse
- Met with Sierra packaging on double roll toilet paper dispensers
- Asst. Director and myself met with Moses at complex on having metal gates installed over rollup doors on concession stands complex
- Met with Will on getting 8 new permanent signs for park pavilion rentals and field rental signs and provided old metal signs we could reuse
- Attended council meeting 3-28-22
- Did more research on when light fee and dusk to dawn passed by parks board and council
- Put together parks agenda for April 2022
- Attended zoom meeting for award of BCBS grant for NFC
- Pulled over 4,000 eggs for YMCA Healthy Kids Day and delivered to YMCA

- Spoke to Jeremy Janz in regards to complaint they had with PYSO and not being able to use equipment at complex
- Spoke to Susan Davis regarding complaint from resident on Armory Road about PYSO
- Ordered 20 new basketball nets through BSN
- Ordered more nylon flags for all facilities
- Picked up all 6 dogwood banners from around town and delivered back to chamber
- Spoke to Coach Malone regarding both complaints from YMCA and Armory Road
- Spoke to Chief Harcrow on having Litter Abatement to remove multiple political signs from complex
- Dropped off 20 additional cones to Farmers Market
- Dropped off 1 plastic barricade for Coach Malone at complex
- Picked up shipment of new flags from city hall and brought back to warehouse
- Placed new flags at Peace Officers Memorial
- Met with HR on doing additional evals on employees in 90 days
- Advised CM that we did get awarded the BCBS grant

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE LARRY STREET**
- **PUT IN FALL SURFACE CALHOUN PARK**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL PLASTIC WHEEL SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS HAND GLIDE REAGAN PARK**
- **INSTALL NEW SWING MATS REAGAN PARK**

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 Need Lower, Wolf Creek and Blue Lake
- Work on repairing leaks in 3 of the 4 dams (Turned over to PW Director)
- Work on washouts on all 4 dams (Turned over to PW Director)
- Work on keeping shorelines cleaned out Blue Lake

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_
- 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 and working with local church)
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2022)
- Restripe lines on Basketball court Green's Park (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put up ballers around park area (WINTER 2022)
- Fill in cracks on Tennis courts (IN PROGRESS)
- Get engineer to create new playground area at Larry Street, walkway at Steven Bennett, and fix flooding issue Reagan Park (IN PROGRESS)

PARKS MONTHLY REPORT March 2022 LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED

1 Parks guy replaced basketball nets at all the basketball courts	Parks guys cleared out brush along backside of Memorial Cemetery
Parks guys cut down 4 trees in the Mims cemetery plot Memorial Cemetery	Parks guys cleaned up Mims plot in Memorial Cemetery from sweet gum balls
Parks guys cleaned their equipment and city trucks at end of week	Parks guys put out all 30 metal crowd panels for Dogwood festival for beer garden
Parks guys put out water barricades and plastic barricades for Dogwood Festival	Parks guys put out 20 blue barrels for trash cans Dogwood festival
Parks guys helped to take apart the Council float from Dogwood Festival	Parks guys put up bathroom banners for Dogwood Festival
Parks guys put up 6 banners around town for Chamber	Parks guys did inventory of all riding and push mowers in our division for TML paperwork
Two parks guys dragged and cleaned infield at Mitchell Campbell ball field	Parks guys cut down dead tree at Mitchell Campbell ball field
Parks guys pulled old benches in dugouts at Mitchell Campbell and began rebuilding	

MAJOR ISSUES WHERE CONTRACTORS USED

Alto Vista – Roof Replacement CH/PD	Neches Plumbing clogged lines Code Enforcement Building
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SAFETY ISSUES

NONE	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	23
Pavilion Non-Payment/Cancelled	3
Athletic Fields (Mitchell Campbell/Calhoun)	3
Total Rentals Paid	20
Refunds Given	0
Total Revenue Collected	\$690

Activities:

Special Events

Facility Maintenance Projects Completed March 2022

Met with Director and learned how to do a PO order when cost over \$5,000	Met with contractors at Calhoun Park to see progress of job site
Met with J&K electrical to get bulbs replaced at fields 7&8 at complex	Met with Director on marking where else to put poles for solar lights at Reagan Park
Delivered supplies to Waste water treatment plant	Met with CM, Building Official, Director and Alto Vista on roof for CH and Fire Station 1
Met with Chief of Fire and asked him to choose a contractor for award of RFP for replacement of HVAC system Fire Station 2	Picked up and delivered paper towels to CH and brought back to warehouse
Attempted to fix broiler at CH had to call in AC repair	Fixed broken valve at Reagan Park
Took supplies to CH and Fire Station 1	Filled in sunken hole at Reagan Park where valve leak was located
Met with Will and had his assistance on installing poles and solar lights Reagan Park	Met with Fire Chief on taking metal antenna down at Fire Station 4
Installed new HDMI cable for monitor in Directors office for camera viewing	Met with Peace of Mind to install new camera and motion sensor in PYSO storage room and outside of concession stand
Changed multiple lights for PYSO in both concessions stands and storage rooms	Finished installing light poles and solar lights with parks guys
Attempted to unclog toilets in code building had to call in Neches plumbing	Called Oncor to fix fallen line at Calhoun Park
Drove to Buffalo to pickup sky lift	Unclogged sink in men's lower bathroom complex
Removed old faded no parking sign lower concession complex	Called Peace of Mind to install new key card Fire Station 1
Helped to take down bathroom banners from Dogwood Festival and found two to be missing	Spoke to roofer on supplies being delivered to CH and blocking off parking lot area behind CH for next few weeks
Began hanging up home and visitor signs at complex and Mitchell Campbell and Calhoun ball fields	Assisted with taking council float down and storing trailer in barn
Hung up 10 more solar lights complex	Took down 4 old soap dispensers at complex in lower bathrooms
Unlocked Annex for parks guys to deliver library items	Replaced multiple lights that were out in PD
Took barricades to City Hall to block off area for roofing materials	Pulled council float in Dogwood Parade
Called exterminator to handle mice and rat issue in customer service again	Went to L&M and picked up pink soap and brought back to warehouse
Went to visitor center to check on flag pole light	Replaced all air filters in PEDC, Visitor Center
Went and picked up paint supplies for library and took to annex building	Met with PD to rehang sign out front
Hung new American Flag out at Visitor Center	Spoke to Streets on using asphalt machine to fix broken piece of concrete at Fire Station 4
Assisted Parks crew with hanging new numbers on fields at Complex	Met with Palestine Heat and Air to install two pumps at Public Works

Purchased bronze nails for former mayor pictures in City Hall for CM	Met with Ben Campbell at museum and helped move two display cases
Moved tables to council chambers and setup for Net Health food class	Went to visitor center and dealt with red ant issues
Met Pedro from library on moving shelving units from warehouse to annex building	Showed two parks guys how to setup shelving in annex for library
Went to City Hall customer service to check ac unit found to be not working called heat and air to fix	Delivered supplies to Visitor Center

Float for Dogwood Parade



New Home and Visitor Signs



New Ball Field Numbers



Trees Mims Plot Memorial Cemetery



Fallen Lights Veteran's Park



2nd Picture Fallen Light Veteran's Park



New Poles for Lights Veteran's Park



New Dugout Benches Mitchell Campbell Ballfield



Dead Tree Mitchell Campbell



Newly Dragged Ball Field Mitchell Campbell



Parks and Recreation Department

February 2022

Overview

The Parks and Recreation Department incorporates the following divisions.

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Lakes
Facilities Maintenance

The department includes 7 full time employees and 3 part-time, 5 Seasonal (Summer Months Only). The division oversees 38 individual locations totaling 400 acres that is mowed and weedeated. We also clean 12 park restrooms (This includes toilets and sinks in all locations) daily M-F and handle all trash detail in the parks, cemeteries and Lakes including downtown.

Administration

- Prepare timesheets for payroll
- Turn in invoices throughout month of February
- Asst. Director and Director met with National Fitness Campaign for possible grant for City for fitness court
- Attended Parks Board Meeting 2-1-22
- Met with Mary Raum on getting help with other possible grants for exercise court at Reagan Park
- Setup time with Steve at Envirodredge to schedule aquatic plant removal at Blue Lake for February 8-12
- Met with Penny Webb with PHP on news article for cleanup of Blue Lake
- Attended Senior Staff 2-1-22
- Asst. Director and myself began doing evaluations for parks staff
- Asst. Director and myself met with Pat with Musco lighting on bid for lights complex and doing replacement of lights in 3 phases due to such high cost
- Went over bids for Willie Myers roof replacement and chose contractor for work and completed PO
- Went over bids for Mitchell Campbell roof replacement and chose contractor and completed PO
- Spoke to Gage on fixing phone issues in my office due to no one being able to reach me or voicemails being left and forwarding to email
- Met with facility maintenance at complex due to vandalism at both concession stands PD report completed, with video of suspects obtained
- Spoke with Eric with L&M Cleaning on not having cleaning crew at any facility next two days due to weather

- Met with PW Director on drainage issue between field 2 and lower concession complex
- Met with Heather from Chamber about having agenda item going to council verses waiting on another parks board meeting
- Met with HR on posting seasonal positions
- Myself, Asst. Director and Mary Raum met with Judge Johnston on partnership for Fitness Court
- Went and met with Steve with Envirodredge and obtained pictures of the progress of cleanup
- Attended Senior Staff meeting 2-7-22
- Attended Meeting with Adam and Walmart employees for partnership for Black History Program
- Met with CM, Asst. Director on Fitness Court for City at 11 am
- Took 3 pavilion rentals for Reagan Park
- Spoke to CM on getting approval for being on agenda for Commissioners Court to seek partnership for Fitness Court from Anderson County
- Continued to work on creating paper flowers for float for Dogwood Parade
- Met with Mary Raum on doing tours within our cemeteries and giving some history and getting more insight into our cemeteries within our community
- Met with Mary Raum to get assistance with PEDC grant application
- Attended Commissioners Court and spoke about Fitness Court and was able to get unanimous vote for \$62,500
- Had staff meeting with Parks guys on teamwork and working out differences in division
- Met with Chuck Eldridge to obtain sponsorship for Fitness Court and received support for \$2,000
- Spoke with CM and advised how Commissioners Court went and the we obtained the \$62,500
- Had virtual meeting with Jack with Fitness Court and received more information on fitness court
- Confirmed 4 pavilion rentals for Reagan Park
- Began seeking bids for dog park
- Attended Council meeting on 2-14-22
- Spoke to Constable Franklin from Elkhart on plaque for Mr. Bennett at Veterans Park
- Made arrangements with Adam from Walmart to purchase and pickup two pallets of water for City
- Continued to work on paper flowers for Float
- Met at City hall to open RFP bids for Calhoun restroom renovations
- Built 6 wooden planters out of used pallets for Council Float
- Purchased flowers from Dollar Tree and split up and put in wooden planters for float
- Purchased fringe and placed on bottom of trailer for float
- Finished PEDC grant application and turned into Greg with PEDC
- Met with Stephanie Wickware for setting date in June for Family Fish Day

- Met with Randy Miller of Complete Supplies out of Mexia and ordered paper towels that we have been unable to obtain through Sierra Packaging
- All of Parks, myself and Asst. Director attended the Black History Program at the Mall
- Spoke to Mrs. Mims in regards to a complaint about the sweet gum balls causing issues with her being able to move around her family plot at Memorial Cemetery
- Spoke to Mrs. Mims a second time who complained about having the sweet gum trees removed from around her family plots at Memorial Cemetery
- Spoke to Ben E Keith about sponsorship for Fitness Court
- Spoke to Mary who filled out grant application for Walmart
- Currently completed grant application for BCBS with assistance from Mary Raum
- Attended Dogwood Festival Meeting with CM, Captain Johnson PD, and Heather Chancellor from Chamber on parade and assistance needed from City

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE LARRY STREET**
- **PUT IN FALL SURFACE CALHOUN PARK**
- **ORDER NEW BARRIERS AROUND PLAYGROUND EQUIPMENT CALHOUN**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL PLASTIC WHEEL SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS HAND GLIDE REAGAN PARK**
- **INSTALL NEW SWING MATS REAGAN PARK**

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 Need Lower, Wolf Creek and Blue Lake
- Work on repairing leaks in 3 of the 4 dams (Turned over to PW Director)
- Work on washouts on all 4 dams (Turned over to PW Director)
- Work on keeping shorelines cleaned out Blue Lake

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_
- 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 and working with local church)
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2022)
- Restripe lines on Basketball court Green's Park (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put up ballers around park area (WINTER 2022)
- Fill in cracks on Tennis courts (IN PROGRESS)
- Get engineer to create new playground area at Larry Street, walkway at Steven Bennett, and fix flooding issue Reagan Park (IN PROGRESS)

PARKS MONTHLY REPORT February 2022 LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED

2 parks guys began clearing the shoreline at blue lake by cutting trees and weeds	Parks guys continued to trim trees and bushes at City Cemetery so mowers can mow underneath without issue
1 Parks guy began installing new metal poles for disc golf signs at Greens Park	1 Parks guy trimmed up rose bushes at Phillips Park
1 Parks guys trimmed up rose bushes downtown in planters	2 Parks guys went to downtown and cleaned out one planter in front of the Redlands
1 Parks guy trimmed up rose bushes at TDCJ Park	Parks continued to trim trees at City Cemetery
1 Parks guy helped PISD to move mounds of dirt from ball fields to back of property	Parks guys put out barricades for Mardi Gras Parade and worked parade
Parks guys picked up and stored barricades from Mardi Gras parade	Parks Guys began working on cleaning up sweet gum balls at Memorial cemetery due to complaint
Parks guys removed fallen tree limbs from around upper and lower lakes	

MAJOR ISSUES WHERE CONTRACTORS USED

NONE	
------	--

SAFETY ISSUES

NONE	
------	--

Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	6
Pavilion Non-Payment/Cancelled	0
Athletic Fields (Mitchell Campbell/Calhoun)	0
Total Rentals Paid	6
Refunds Given	0
Total Revenue Collected	\$180

Activities:

Special Events

Facility Maintenance Projects Completed February 2022

Changed light in women's restroom CH	Met with contractors Calhoun restrooms for questions
Met with Ronnie from ASAP Roofing on bid for Mitchell Campbell and Willie Myers roofs	Took facility truck to shop for oil change and inspection sticker
Met with locksmith at Redlands to have lock changed to current library key	Picked up all cones and barricades from Civic Center and cooler from COVID test sight
Met with Daniel with Peace of Mind to have camera replaced at concession 1 complex due to vandalism	Met with Officer Huddleston and made PD report on damage at complex at request of Director and took photos
Went to Larry Street in regards to wires being cut on back of building called Peace of Mind for repair	Met with Ana at Library about having carpet cleaned at Redlands
Finished unloading pallet in warehouse of trash bags for CH	Met with Will in Streets to put up two metal poles at Reagan Park for Solar Lights
Moved trailer into warehouse for start of parade float for Director	Changed out lights in break room City Hall
Spoke to Neches Plumbing regarding pump for Fire Station 3	Made two sets of keys for locks on roll up doors complex and put in concession stands
Marked all small trees at Blue Lake so Parks guys could begin cutting down	Met with J&K on getting light bulbs for 3 fields at complex
Went to Reagan Park to fix timer and turn on lights for PISD	Charged 2 solar lights for Reagan Park and installed
Began making wooden platform for trailer that is being used for float for Council	Working with Library on getting different security system for new location that is not expensive
Met at CH to open RFP bids for Calhoun restroom renovations	Began obtaining bids for replacement of ac unit Fire Station 2
Met with L&M Cleaning on getting carpets and windows cleaned Redlands for Library	Took supplies to Waste Water Treatment Plant
Primed rest of light poles for Reagan Park	Finished platform on trailer float
Set poles for pergola for float	Met with 3 contractors at Fire Station 2 for ac unit replacement
Setup meeting with roofer and CM on shortage of supplies and possibly going a different route on roof	Replaced flags at Peace Officers Park on West Oak and Main due to complaint on Texas Flag
Painted pergola and 6 wooden planters for float	Placed two pieces of lattice fence panels on top of pergola for float
Met with Fire Station 3 on mice problem and spiders called pest control	Working on replacing door knobs at library and bringing locks over to new location
Met with Peace of Mind to replace light fixture at Fire Station 3	Opened up storage for Streets so they could get ice equipment out
Replaced lights in PD Admin Office	Took winch off of front of trailer
Removed gate off of trailer to make float more accessible	Painted lattice fence panels for float

Float for Dogwood Parade



Float with Council



Blue Lake Cleanup



Blue Lake Cleanup Continued



Blue Lake Before



Blue Lake Cleanup Continued



Blue Lake After Cleanup



Blue Lake After Cleanup



Shoreline Blue Lake Before Cleanup



Blue Lake Shoreline



Blue Lake After Cleanup of Shoreline



Shoreline After Cleanup



Light Reagan Park



Memorial Cemetery Complaint Sweet Gum Balls Mims Plot



Memorial Cemetery Mims Complaint Sweet Gum Balls



Memorial Cemetery Complaint Mims After Cleanup



Memorial Cemetery After Cleanup Mims





Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: National Fitness Court
Date Submitted: 04/25/2022

SUMMARY:

Bring parks board up to date with newest addition to Reagan Park for fitness court and location

RECOMMENDED ACTION:

No action required

CITY MANAGER APPROVAL:

Attachments

NFC Presentation



NATIONAL FITNESS CAMPAIGN

2022 Blue Cross and Blue Shield Texas Statewide Campaign Briefing



BlueCross BlueShield
of Texas



NATIONAL FITNESS CAMPAIGN
BROUGHT TO YOU BY



WHO WE ARE

National Fitness Campaign is a San Francisco based social enterprise and consulting firm.



WHAT WE DO

NFC develops partnerships with cities, schools and sponsors to build healthy communities.

CAMPAIGN STORY

1979
FITNESS COURT®
INVENTED

1980-2000
CAMPAIGN
EXPANDS

2012
NEW CAMPAIGN &
WORLD CLASS TEAM

2018 - PRESENT
**WELCOMING OUR
500TH HEALTHY
COMMUNITY**

2030
NFC REACHES 10,000
COMMUNITIES

1979

1980

2012

2018

2030



DESIGN TEAM



CAMPAIGN MISSION




OUR MISSION

BUILD A FREE OUTDOOR FITNESS COURT®
WITHIN A 10 MINUTE BIKE RIDE OF EVERY AMERICAN




LET'S BRING PEOPLE OUTDOORS AND MAKE WORLD CLASS FITNESS FREE!

2022 CAMPAIGN OVERVIEW



BlueCross BlueShield
of Texas



NATIONAL FITNESS
CAMPAIGN
FITNESS COURT

A COMPREHENSIVE
COMMUNITY WELLNESS
PROGRAM



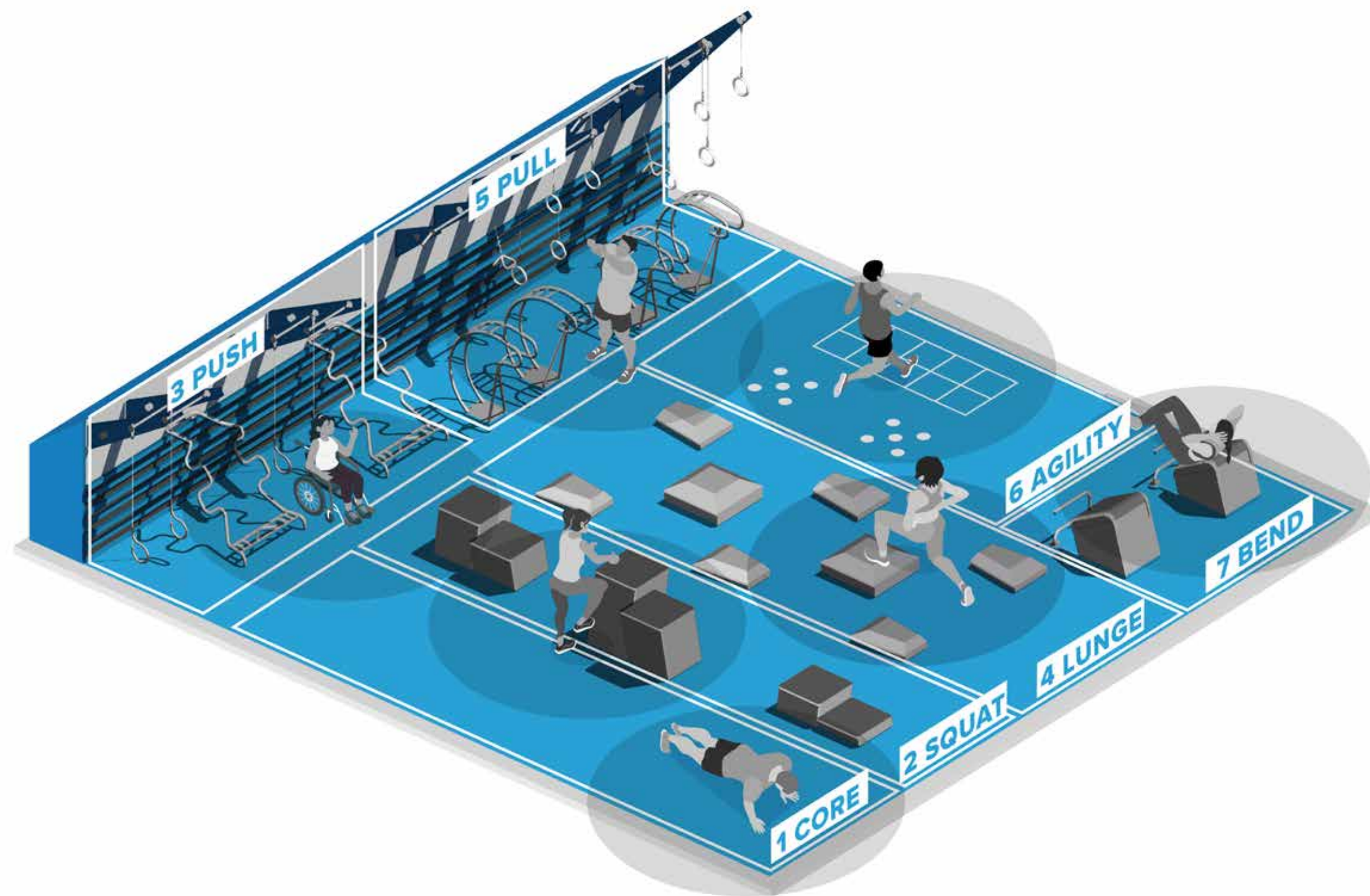


FITNESS COURT®



FITNESS COURT®
WORLDS BEST OUTDOOR GYM





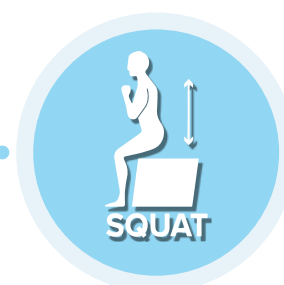
 **FITNESS COURT®**

FUNCTIONAL TRAINING SYSTEM
THOUSANDS OF EXERCISES

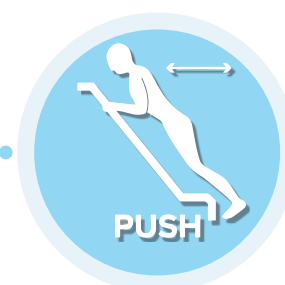
7 MINUTE FULL BODY WORKOUTS



CORE



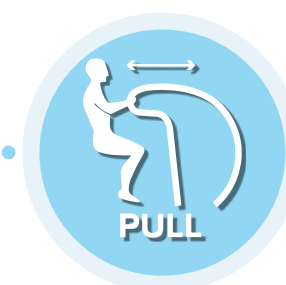
SQUAT



PUSH



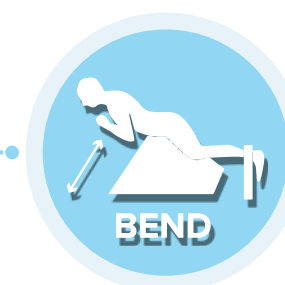
LUNGE



PULL



AGILITY



BEND



ADULTS OF ALL AGES AND ABILITY



I am glad to see movements to improve balance.

- Carol Claybaker, Senior Resident of Janesville, WI



FITNESS COURT® APP
CAMPAIGN SERVICES



LAUNCH



DATA & IMPACT



MEDIA & PRESS



AMBASSADOR
TRAINING



FREE WORKOUTS &
GROUP CLASSES

A wellness culture to engage people in healthy communities!

Each Fitness Court® is a one-of-a-kind work of art.



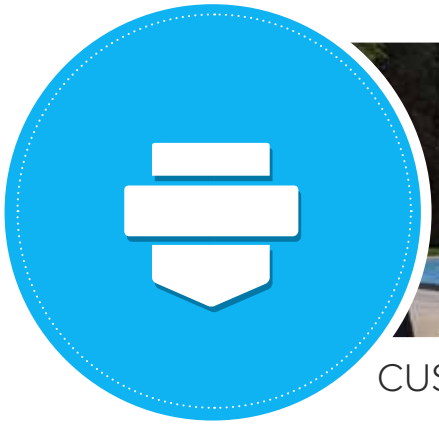
WEST ALLIS, WI
FITNESS COURT® PUBLIC ART



FEATURED ARTIST : 2021 - KEITH HARING




LOCAL ARTIST




CUSTOM COMMUNITY DESIGNS

2022 CAMPAIGN OVERVIEW



BlueCross BlueShield
of Texas

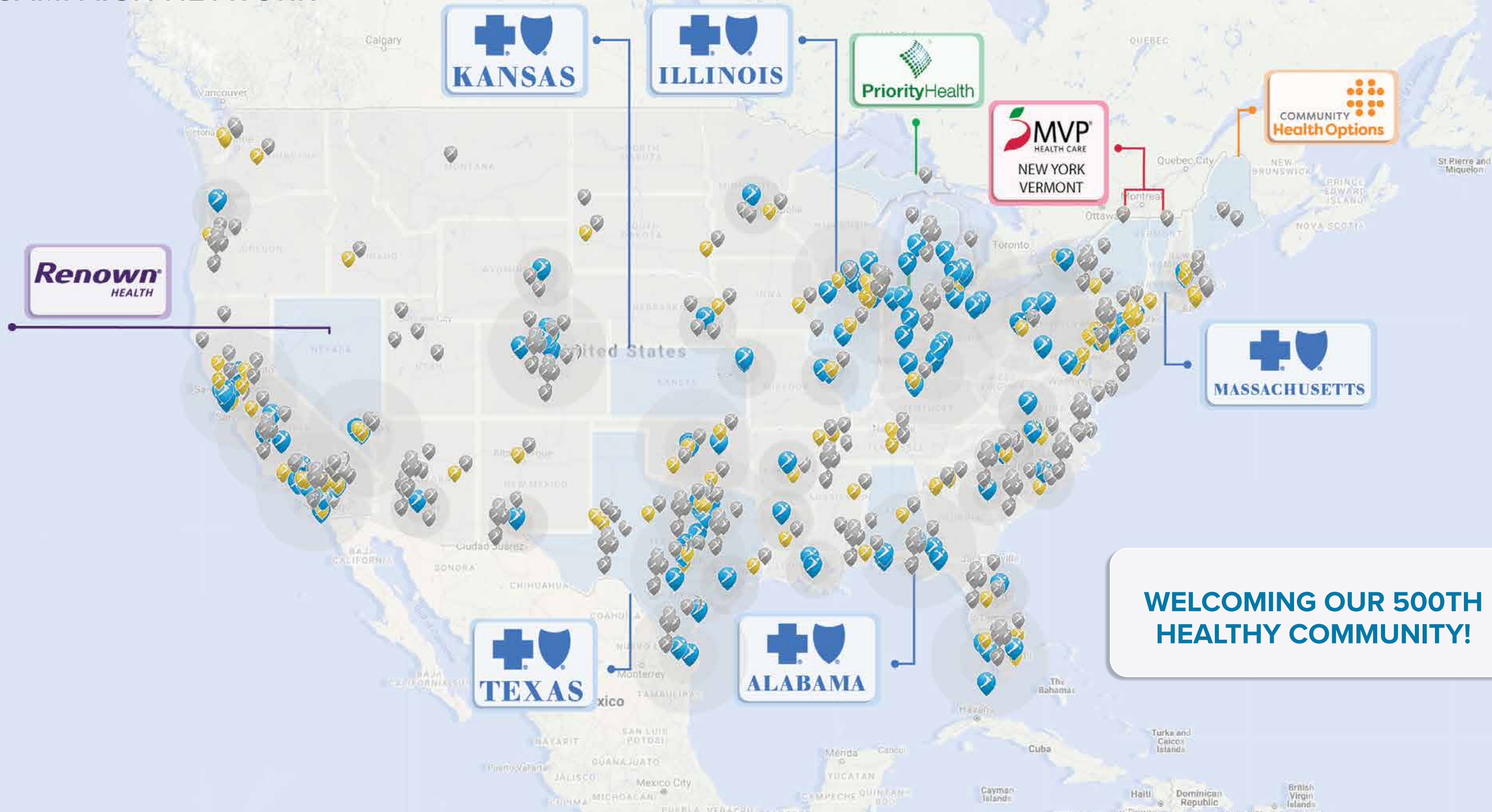


NATIONAL FITNESS
CAMPAIGN
FITNESS COURT

A COMPREHENSIVE
COMMUNITY WELLNESS
PROGRAM



CAMPAIGN NETWORK



**WELCOMING OUR 500TH
HEALTHY COMMUNITY!**

CAMPUSES ACROSS AMERICA

AMERICA'S TOP UNIVERSITIES



STANFORD



FLORIDA
STATE



CU
BOULDER



BAYLOR



WEST
VIRGINIA



NEBRASKA



CAMPAIGN FEATURED PARTNERS



“
An innovative
partnership to support
wellness in Michigan.
”

PRAVEEN THADANI
PRESIDENT, PRIORITY HEALTH

PriorityHealth
MICHIGAN CAMPAIGN SPONSOR

2022 TEXAS STATEWIDE CAMPAIGN



PRESENTED BY BLUE CROSS AND BLUE SHIELD OF TEXAS

LIMITED FUNDING FOR UP TO 20 COMMUNITIES IN 2022



**BlueCross BlueShield
of Texas**



**BlueCross BlueShield
of Texas**



**\$1,000,000 in Funding
Now Available for
Qualified Site Partners**

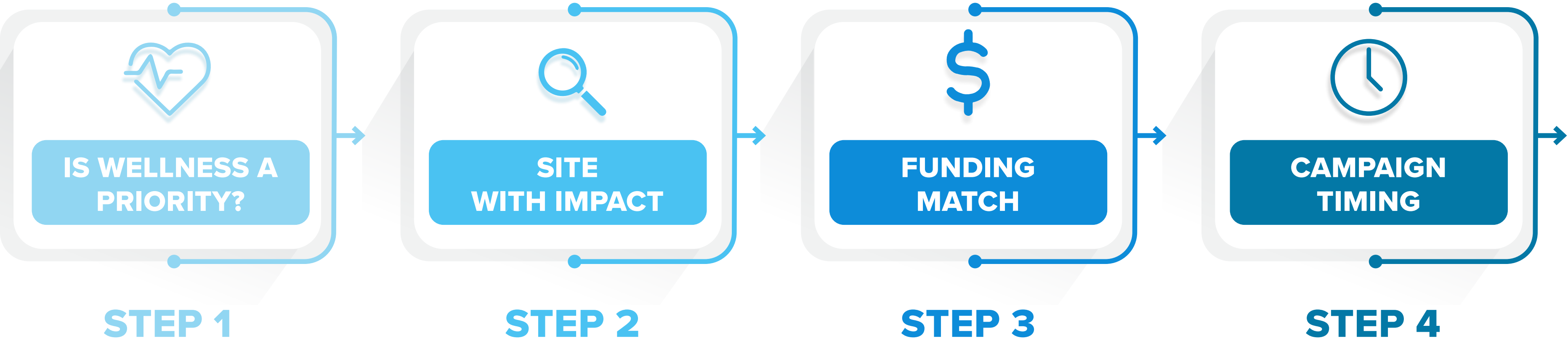


**Strategic Plan Adopted for
Health Impact Across Texas**

***527 Fitness Courts®
coming by 2030!***



NFC GRANT PROGRAM

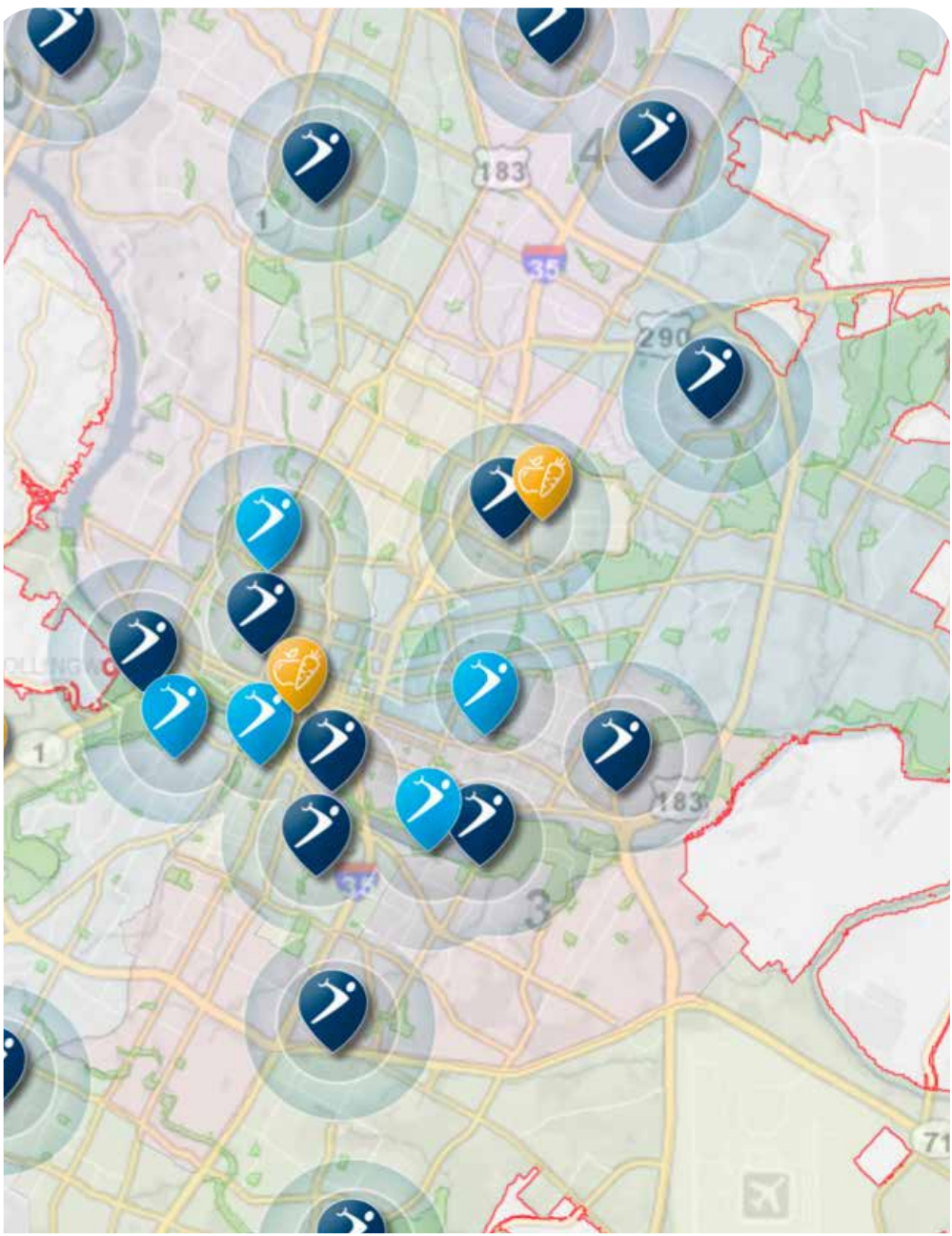


WELLNESS AS A PRIORITY

STEP 1



Design & Planning Consulting
Site selection workshop



Phase Plan & Multi-Site Mapping



Circulation Planning



Site Plan Integration



Pedestrian Movement
Analysis

STEP 2

1

Iconic Sites

Site locations must be recognizable with high visibility.



2

Accessibility

Site locations must improve access across communities.



3

Pedestrian Connectivity

Site locations must be integrated with pedestrian infrastructure.




2022 CAMPAIGN FUNDING REQUIREMENT

NFC PROGRAM FUNDING

The Fitness Court®

2022 Campaign Services \$140,000

Freight & Packaging

Assembly & Art Installation  ENGINEERED
INSTALLATION
SOLUTIONS

Turn Key Fitness Court Assembly

Art & Graphic Installation \$25,000

Performed by EIS - NFC Official Certified

Installation Partner (separate agreement)

\$165,000

ART & CUSTOM COLOR OPTIONS



Standard Collection
Included



Premium Collection
\$8,500

OPTIONAL

CONCRETE SLAB

Can be performed in-house or in-kind

\$0-\$20,000 *EST*

NFC / BCBSTX

**GRANT
FUNDING
AWARD**



TEXAS



-\$50,000

STEP 3

**TOTAL FUNDING
REQUIREMENT**

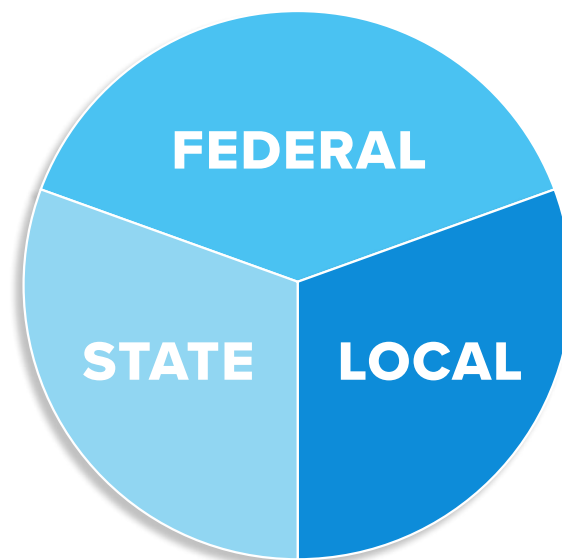


**\$115,000-
\$135,000**

Includes standard art collection

ALTERNATE FUNDING PATHWAYS

FEDERAL AND STATE FUNDING



Expert funding consulting
for eligible partners

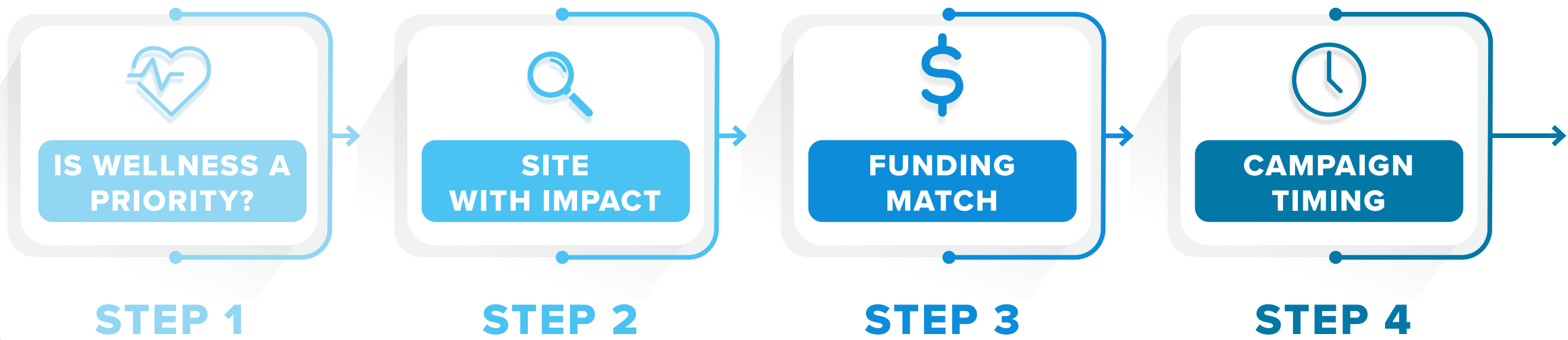


LOCAL AND REGIONAL SPONSORS



NEXT STEPS

- 1 **Feasibility**
Share Video - Build Consensus
- 2 **Qualification Stage - Site Selection Workshop**
Complete Evaluation Call
- 3 **Non-Binding Grant Application**
Complete Online Application for Grant Eligibility
- 4 **Award, Eligibility and Adoption**
NFC Awards Partnership, Funding Development Begins



**SCHEDULE
EVALUATION
CALL IF
APPROPRIATE**

NEXT STEP



**BlueCross BlueShield
of Texas**



San Francisco, USA | nationalfitnesscampaign.com
Contact: info@nfchq.com | 415.702.4919



Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: April Jackson, City Secretary
Agenda Item: Approval of Minutes
Date Submitted: 04/29/2022

SUMMARY:

Consider approval of minutes from December 7, 2021, Parks Advisory Board meeting.

RECOMMENDED ACTION:

Staff recommends approval.

CITY MANAGER APPROVAL:

Attachments

PAB Minutes 12-07-2021

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, December 7, 2021, at 12:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Vice-Chair Jacob Wheeler; Board Members, Chris Arthur, Stephanie Wickware, and Sharon Hester

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

Others present: _____.

Board Members Lemone Reece, Ernesto Hernandez, and Davi Killion were absent.

CALL TO ORDER

With a quorum present, Vice-Chair Jacob Wheeler called the meeting to order at 12:04 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DIRECTOR'S REPORT

Director Smith presented monthly reports for October 2021.

APPROVAL OF MINUTES

Motion by Board Member Chris Arthur, seconded by Board Member Sharon Hester to approve minutes from October 5, 2021, meeting as presented.

Vote: 4-0- Unanimously

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding electing a Chair.

Motion by Vice-Chair Jacob Wheeler, seconded by Board Member Chris Arthur to appoint Stephanie Wickware as Parks Advisory Board Chair.

Vote: 4-0- Unanimously

2. Discussion and possible action regarding rules and regulations for the new Dog Park.

Parks and Recreation Director Patsy Smith read aloud the new rules and regulations for the new dog park. Ms. Smith addressed questions from the board.

Motion by Board Member Stephanie Wickware, seconded by Board Member Sharon Hester to approve the rules and regulations for the new dog park.

Vote: 4-0- Unanimously

3. Discussion and possible action regarding amending the Pool and Spa Safety Ordinance related to Registered Pool Operator

Assistant Director Parks and Recreation Director Ricky Dorsey reported that the amendment to the Pool and Spa Safety Ordinance would require that any person who operates a public pool will be required to have a valid and current Registered Pool Operator Certification issued by the Health Authority. Mr. Dorsey explained that the certification is required by the State of Texas.

Motion by Board Member Stephanie Wickware, seconded by Board Member Chris Arthur to accept the amendment to the Pool and Spa Safety Ordinance related to Registered Pool Operator.

Vote: 4-0- Unanimously

ADJOURN

With no other business to come before the Board, Vice-Chair Jacob Wheeler adjourned the meeting at 12:23 p.m., meeting was adjourned.

PASSED AND APPROVED THIS 1ST DAY OF FEBRUARY 2022.

Jacob Wheeler, Vice-Chair

ATTEST:

April Jackson, City Secretary



Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Special Account for Pavilion Rentals
Date Submitted: 04/25/2022

SUMMARY:

Discuss that all pavilion and field rental payments be placed in a special ear-marked account in the City Budget that makes this to where money can ONLY be used for park or field upgrades. This will exclude the Athletic Complex.

Currently, we have brought in for the year 2022 \$2,600 in paid rental fee's
For the year of 2021, we brought in \$4,275. This does include the new fee rates as well as the old rates.

RECOMMENDED ACTION:

To approve the deposit of rental fees for pavilions and fields to be placed in an ear-marked account within the City that can ONLY be used for parks and ball fields within the City parks division. This will exclude the Athletic Complex.

CITY MANAGER APPROVAL:



Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Use of Bounce Houses In Parks
Date Submitted: 04/25/2022

SUMMARY:

Discuss about allowing patrons the use of bounce houses in city-owned parks. Currently, we do not allow bounce houses in any city-owned park or any metal tent stakes in our parks.

RECOMMENDED ACTION:

Discuss and take any appropriate action as needed

CITY MANAGER APPROVAL:

Attachments

Park Rules



City of Palestine Parks and Recreation Department

Pavilion Rental/Field Rules and Regulations:

1. A rental form must be filled out prior to using a pavilion or ball field at one of the City owned facilities. This Form must accompany the renter during their usage to show proof of payment. Rentals are made on a first come, first serve basis.
2. Payment of rental fee is due before the reservation can be confirmed. All fees are due and can be made to the City of Palestine at the Water Department located at 504 N Queen Street, Palestine Texas, or you can call (903) 731-8400 Opt. 0 Utility Billing. Let the Customer Service person know you are paying for a pavilion rental.
3. When renting a pavilion/field at one of the City of Palestine's Parks, you are required to pay \$10 an hour for Reagan Park Pavilion #3 above Tennis Courts, Larry Street, Calhoun Park. You will be required to pay \$20 an hour for Reagan Park pavilion #2 Brick and Pavilion 1 by Crockett Road, Willie Myers Park Pavilion. If you want electricity you will need to pay an additional \$10 an hour for each hour used, except for ball fields which is \$50 an hour.
4. The rental fee will be forfeited if the renter cancels without a five (5) business day notice. NO EXCEPTIONS.
5. For rain outs, please contact the Parks Department at (903) 731-6000 within 72 hours of your rental for a refund and or to reschedule your date.
6. If you are reserving a pavilion for the weekend (Saturday and Sunday), we DO NOT guarantee the cleanliness of the pavilions or restrooms. The City of Palestine Parks Department operates Monday through Friday. The rental fee only guarantees the date, time, and location.
7. Vehicles are not to be driven on the grassy area of our parks. We have irrigation lines and drains throughout the park and do not wish to have damage. Special permission will need to be obtained from the Parks Director/City Manager to drive on grassy area.
8. The City of Palestine Parks does not allow alcohol or smoking on the property. Refer to City Ordinance Possession and Consumption of Alcoholic Beverages Section 86-134 and Prohibition of Smoking in Specified Outdoor Areas Section 46-120. All Parks are DRUG FREE.



City of Palestine Parks and Recreation Department

Pavilion Rental/Field Rules and Regulations:

9. Animals are welcome at the City Parks but must remain on a leash at all times. Please refer to City Ordinance Animals Section 86-132.
10. The use of a bounce house or water feature is prohibited in our City Parks. No Stakes will be allowed in our parks for pop up tents.
11. Refunds will also not be given back due to the splash pad being closed due to maintenance or nonfunctioning. Your rental is securing the use of a pavilion not the use of the splash pad or playground.
12. Radio's/Music is allowed but must follow City of Palestine Ordinance Sound Amplification Systems Section 46-27.
13. Only City provided park grills may be used in designated park and pavilion areas. Personal grills and/or smokers are prohibited unless written approval is given by the Parks Director prior to rental.
14. The renter is expected to discard all trash and debris from their party and clean up their own litter. The City has made proper trash receptables available for this purpose. Keep our parks clean.

Anyone who reserves the pavilion and/or field will have full care and control of that pavilion or field for the time of the rental. The renter is voluntarily assuming all risk of loss, damage, or injury and agree to fully indemnify, release and hold harmless the City of Palestine, Texas, and its officials, employees, and/or agents, jointly and/or severally, from every claim because of loss, damage, or injury of any kind because of such activity, REGARDLESS OF WEATHER SUCH LOSS, DAMAGE, OR INJURY IS CAUSED BY THE NEGLIGENCE OF THE CITY OF PALESTINE, ITS OFFICERS, AGENTS, AND EMPLOYEES OR BY ANY OTHER CAUSE. Therefore, the following UNDERSTANDING must be agreed upon before permission to use facility is granted. All renters must adhere to the Governors rules for Pandemic COVID 19 restrictions.



Agenda Date: 05/03/2022
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Permission Request Lower Lake
Date Submitted: 04/25/2022

SUMMARY:

Discuss allowing the University of Houston Clear Lake, who is working with TCEQ, the use of a 15 hp motor on Lower Lake while taking samples of the water in Lower Lake. Currently we have a City Ordinance that states no motors over 5 hp can be utilized.

RECOMMENDED ACTION:

To take any necessary action as needed

CITY MANAGER APPROVAL:

Attachments

Email Leshar
Permission Form
Fact Sheet
Map

Patsy Smith

From: Leshner, Story Catherine <Leshner@UHCL.edu>
Sent: Monday, April 25, 2022 10:50 AM
To: Patsy Smith
Cc: Oakley, Jenny Wrast; Chau, Kaylei Diane
Subject: Lower City Lake in Anderson County, TX Assessment - University of Houston-Clear Lake Permission Request
Attachments: NLA22_TX-10149_Map.jpg; NLA 2022 Fact Sheet for Communities.pdf; 2022 NLA Landowner Permission Form_FILLABLE.pdf

Dear Ms. Smith,

Thank you again for taking the time to talk with me today. As I mentioned, I am with the University of Houston – Clear Lake and we are participating in a study to monitor lakes and ponds throughout Texas under contract with the Texas Commission on Environmental Quality. The purpose of the study is to estimate the percentage of lakes in good, fair, and poor condition. The study sites are randomly selected using a mapping software and one of our sites is located on property owned by the City of Palestine, Lower City Lake in Anderson County, TX. I talked with my supervisor and we would still like to request permission to use a larger motor on the lake. As I mentioned, we do have trolling motors, but none are mounted and can only be used with our canoes. Since we are in the boat for the duration of the study and do all sampling from that platform, it is quite helpful if we have a bit more space to work with. We understand your concern with others seeing us using a larger motor on the lake. We can maintain an idle speed throughout sampling if you'd prefer. Also all of our vessels are labeled with our institute name, so it doesn't look like we're out for personal reasons. I've attached the link to our vessels website page if you would like to see what this looks like.

Link:
<https://link.edgepilot.com/s/aa84c752/xXYd5aTqhkKM6rzms2rshw?u=https://www.uhcl.edu/environmental-institute/research/equipment-capabilities/vessels/>

I've also attached an aerial image of the exact location of the study site for your reference. The site is located at latitude: 31.764395 longitude: -95.665767 but as I mentioned, we sample in other areas of the lake as well. Sampling will consist of a team of 3 University staff and students and we typically conduct our sampling within one day. The sampling protocol is designed as a rapid assessment, so while at the site we will take a water sample for water chemistry, record some habitat data within the lake as well as along the shore, sample for aquatic macroinvertebrates and plankton, as well as some human health variables such as harmful algae and contaminants in fish tissues. Attached is a "NLA 2022 Fact Sheet for Communities.pdf" that describes in more detail the overall study and what data are collected. We'll be sure to treat your city lake with great respect leaving nothing behind.

We are working to finalize our site list and plan our field schedule for the summer. If there are any time periods or dates that we should NOT be on site, we can certainly work around that. Our sampling must occur between May 1st and September 30th, 2022. Once we have a tentative field schedule, and pending your response, we will reach back out to coordinate the visit.

Please do not hesitate to reach out to me with any questions, or if you'd like to have a more in-depth discussion. At your earliest convenience, please review and return the attached file "2022 NLA Landowner Permission Form_FILLABLE.pdf". On here you can specify if our request for larger motor permission has been granted.

This PDF will also be a good location for you to give notes about the property, including advice on lake access methods or special considerations.

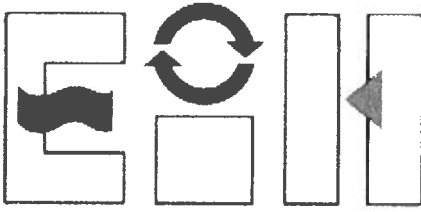
Thank you again for your time and assistance with our study. Have a great day!

Sincerely,

Story

Story Leshner

Research Associate



Environmental Institute of Houston

University of Houston-Clear Lake

2700 Bay Area Boulevard, MC 540

Houston, Texas 77058-1002

Main: (281) 283-3950

Direct: (281) 283-3958

lesher@uhcl.edu



2022 National Lakes Assessment Landowner Permission Form



Site ID: _____
County: _____

The Environmental Institute of Houston at the University of Houston-Clear Lake (EIH-UHCL), under contract with the Texas Commission on Environmental Quality (TCEQ), is requesting permission to access a study site on/through your property as part of a state-wide assessment of lakes in Texas.

Please mark the appropriate choice below:

I grant permission to the biological field crew from EIH-UHCL to access the sampling site located on my property, with the expectation that I will be notified ____ days prior to the scheduled site visit.

I grant permission to the biological field crew from EIH-UHCL to access the sampling site located on my property, with the following restrictions:

I do not grant permission.

***Please provide any additional information about the property or access for the field crew:**

(If the property manager is different from the landowner, please provide their contact information)

Name: _____

Address: _____

Phone #: _____

E-mail: _____

Landowner Signature

Date

National Lakes Assessment 2022: A Fact Sheet for Communities

During the summer of 2022, the U.S. Environmental Protection Agency (EPA), states, tribes and other partners will conduct the fourth nationwide survey of the condition of the nation's lakes. The National Lakes Assessment (NLA) will help citizens and governments measure the health of our waters, take actions to prevent pollution, and evaluate the effectiveness of protection and restoration efforts. The NLA 2022 is one in a series of national surveys of the condition of the nation's waters (see <https://www.epa.gov/national-aquatic-resource-surveys>).

Designed to estimate the percentage of lakes that are in good, fair, or poor condition, the survey will serve as a scientific report card on America's lakes. It will examine ecological, water quality, and recreational indicators, and assess how widespread key stressors (such as nitrogen, phosphorus, and acidification) are across the country.

The survey is a collaborative effort that involves dozens



Tranquil lake sampled during the National Lakes Assessment.

of state environmental and natural resource agencies, federal agencies, universities and other organizations. In most states, state water quality staff will conduct the water quality sampling and habitat assessments.

How were the lakes selected?



Distribution of base sites in the 2022 National Lakes Assessment.

A total of 904 natural lakes, ponds, and reservoirs across the lower 48 states are included in the survey. To be included in the survey, these lakes must be at least one meter deep and over 2.5 acres (1 hectare) in size. The survey does not include the Great Lakes or the Great Salt Lake. Lakes were selected randomly using a statistical survey design to represent the population of lakes in their ecological region – the geographic area in which climate, ecological features, and plant and animal communities are similar. In addition to these 904 sites, some sites will be re-sampled for quality assurance purposes; reference sites representing least-disturbed conditions will also be sampled.

What about my lake?

If your lake is sampled for this survey, it was most likely part of the randomly selected sites based on the population of lakes in your part of the country. There are a number of hand-selected sites (around 100), called reference sites, included in the survey as representative of the least-disturbed condition. Sites were not selected because the lake exhibits any particular problem or water quality condition. When the final report on the NLA 2022 is written, data from your lake will contribute to the regional and national picture of lake condition.

If your lake is not sampled for this survey, it was not omitted for any particular reason, but rather because it was not randomly selected or did not fit into the target population of lakes (e.g., those greater than 2.5 acres in area and at least one meter deep).

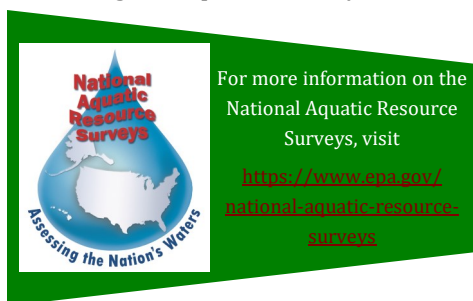
Many volunteer monitoring groups and lake associations have years of sampling data for their lakes, data vital to local lake management activities. This survey will provide a regional and national – and in some cases, statewide – assessment of lake condition. It will also allow those with sampling data on their lake to compare the condition of their lake to the range of lakes in their region or state.

What will researchers measure?

Field crews take many measurements at each selected lake. They use consistent procedures at all sites so that results can be compared across the country. They measure such things as:

- Temperature, dissolved oxygen, nutrients, chlorophyll a, water clarity, turbidity, and color
- Condition of the habitat along the shoreline
- Zooplankton and phytoplankton—microscopic animals and plants in the water that are an important part of the food chain
- Aquatic macroinvertebrates—small animals such as insects and snails that are a source of food for fish and birds
- Microcystin and Cylindrospermopsin—two common types of algal toxin, often associated with algal blooms
- Enterococci—indicator of fecal contamination from animals or humans
- Pesticide Screen—occurrence of Atrazine pesticide in water samples
- Environmental DNA—genetic indicator collected via water sample to look at potential variety of aquatic species including fish, invertebrates, algae.
- Fish – collected in 70% of waterbodies and tested for mercury, metals and other contaminants which may impact human health

For more information on the National Lakes Assessment, including the findings of the previous surveys:

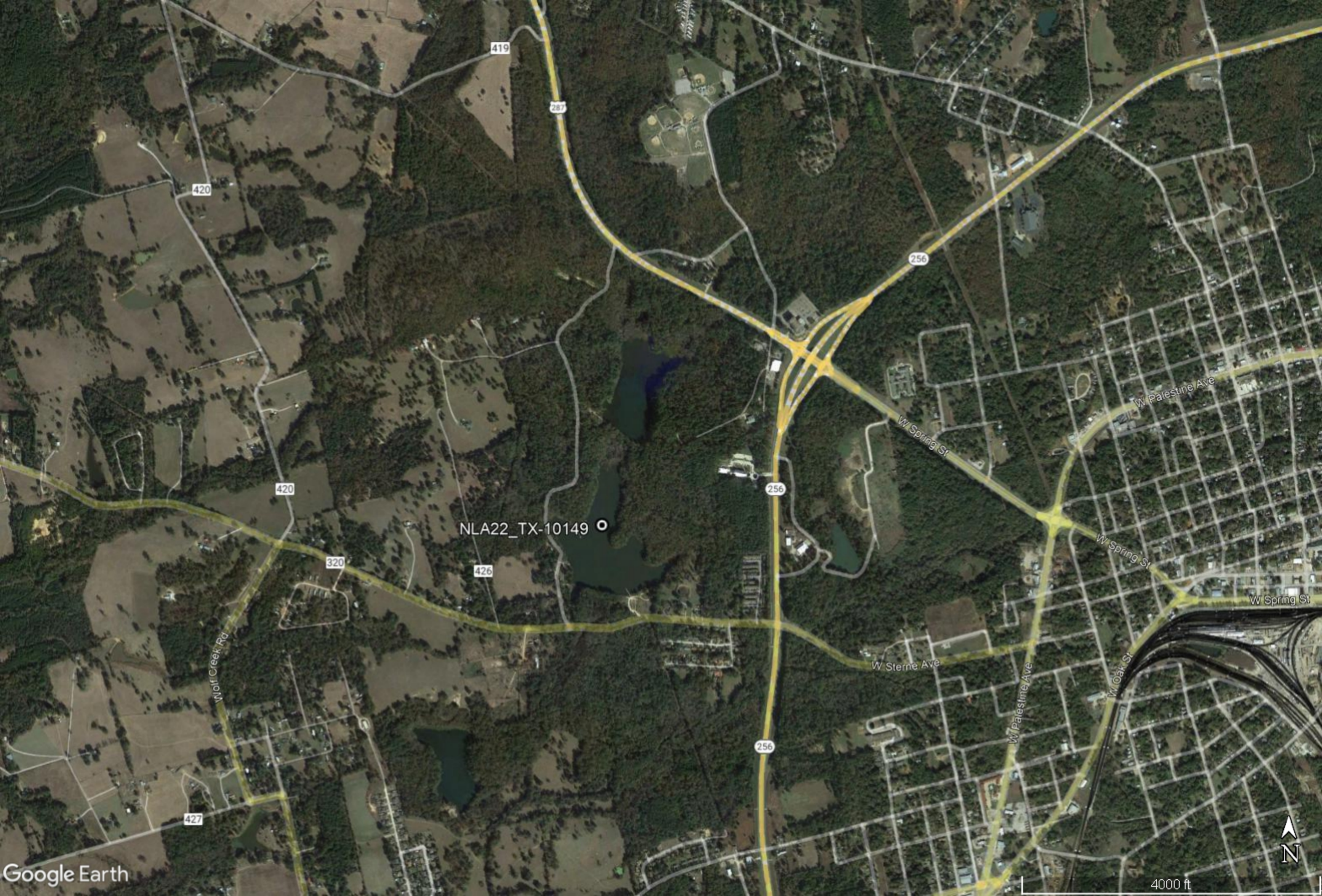


U.S. Environmental Protection Agency
Office of Water
Monitoring Branch (4503T)
Washington, DC 20460

Sampling is scheduled for the summer of 2022. EPA intends to issue a report on the findings in 2024. Between the time that lakes are sampled and the national report is published, samples will be analyzed in the lab, the data entered into a database and analyzed, and the results will be made public via the NLA website.



Lake sampled during the National Lakes Assessment.



NLA22_TX-10149