

Jacob Wheeler, Chair
Megan Hogan, Vice-Chair
Sharon Hester, Board Member
Chris Arthur, Board Member
Sylvia Brown, Board Member
Cleo Wright, Board Member
Darrel Brooks, Board Member

Patsy Smith, Director
Ricky Dorsey, Assistant Director



**NOTICE OF MEETING
PARKS ADVISORY BOARD
August 6, 2024
12:00 P.M.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/88235365080?pwd=Oewc39wMRwExtj7znfeqWMSGap5kEF.1>

Meeting ID: 882 3536 5080

Passcode: 787038

One tap mobile

+13462487799,,88235365080#,,,,*787038# 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. March, April, May, and June 2024 Monthly Reports

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the November 1, 2023, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding proposed new signage for Steven Bennett Park.

H. ADJOURNMENT

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Friday, August 2, 2024, at 2:45 p.m.**



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: 08/06/2024
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Monthly Reports
Date Submitted: 07/15/2024

SUMMARY:

Parks and Recreation and Facility Maintenance monthly reports for March, April, May, and June 2024.

RECOMMENDED ACTION:

Staff recommends board members review the Parks and Recreation and Facility Maintenance monthly reports for March, April, May, and June 2024.

CITY MANAGER APPROVAL:

Attachments

March 2024 Monthly
April Monthly 2024
May Monthly 2024
June Monthly 2024

Parks and Recreation Department

MARCH 2024

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 8 full time employees. The division oversees 38 individual locations totaling 400 acres that are 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

- Prepared timesheets and turned in invoices for month
- Turned in numerous invoices through out the month of March
- Met with Bailey Bark at Willie Myers park for delivery of fall surface
- Met with Bailey Bark at Reagan Park for delivery of two truck loads of fall surface
- Met with Aqua Rec at pool to discuss plumbing and doing pressure test on pipes to find where leak is located and discuss possible options for fixing
- Met with Ben Campbell at Museum to see about securing two doors on basement floor when cabin is moved
- Met with Raymond from MoCrete at Green's Park for concrete pour
- Met with Jacob Wheeler about having a MOU done between the city and school for working on complex project
- Called PD to come out to Willie Myers Park due to individual sitting under pavilion smoking marijuana and refusing to leave. Officer Humber arrived at location and did make an arrest
- Met with Raymond from MoCrete on pouring concrete in planters on westside of building
- Met with Kat Powers on KYYK to bring everyone up on projects within the parks
- Completed agendas for upcoming council meeting for 4-11
- Had a morning meeting with parks guys at Willie Myers Park
- Had report of massive bee's nest in porta john at Green's Park, found a baby's nest which was destroyed
- Took oscillating fans to council chambers to try and cool room off for a class PEDC was hosting
- Met with chamber regarding dogwood festival
- Met with Palestine Heat and Air about getting bid for replacing large unit for council chambers

- Met with Raymond from MoCrete on getting bid for concrete work at pool for deck and poly tank
- Asst. Director met with Moses on fixing issue with basketball goal at Larry Park
- Met with contractor at pool and found that one of the skimmers had not been properly plumbed and issue was being fixed
- Attended council meeting on 3-12-24
- Attended meeting with L&M Cleaning and City Manager
- Met with Keys and Locks out of Athens on having lock cylinder changed on rollup door out back
- Met with Neches plumbing at Reagan Park at upper restroom in mens due to drain being clogged
- Asst. Director met with Xerox company to have new printer installed at warehouse
- Met with contractor at pool to watch pressure test being done on pipes. All pipes passed pressure test and leak was found in main drain close to YMCA parking lot. Contractor used an industrial plaster to fix hole in drain.
- Went to Veteran's Park to try and see if there is a good location to place a life size Huey Helicopter
- Met with Susan Davis on getting a 911 address for Green's Park restrooms
- Asst. Director met with Chris Holman at complex to give him two new flags
- Began putting together a spreadsheet for auction for finance
- Met with contractor at pool to do final walk through of new pipes and to begin filling pool
- Met with facilities to fill drain that has busted pipe, filled with concrete
- Met with Ernie from Aqua Rec on getting two temporary pumps up and running in pool
- Picked up a 50 lb bucket of shock and did a shock treatment on pool till new pump motor could be installed
- Met with facilities and Quality Air at PD to discuss split unit in CID and ventilation system in pd evidence room
- Met with Mike Searcy at Museum so he could pickup couple more items
- Ordered paper products from Sierra Packaging
- Asst. Director mowed Willie Myers Park and Mitchell Campbell Ball field
- Met with city secretary about bounce houses being used in parks
- Began doing research on bounce houses to provide to council
- Met with Ernie for second time to get pumps started, he brought a new 3 horsepower pump that work perfectly and pumps began running
- Met with Angela from Chamber regarding spigots downtown not functioning or that are broken
- Asst. Director took self propelled mower to fleet to have maintenance
- Attended council meeting on Monday 3-25-24
- Attended staff meeting on 3-26-24
- Met facilities at Reagan Park to show him how to start up the splash pad
- Met with Ana at Library on getting help to find information on parks for presentation at chamber in April

- Asst. Director met with Calvary at gateway at 79 and loop to look at replacement bricks
- Asst. Director and Director had 3 interviews for Parks on Tuesday 3-26-24
- Met with brick layer at Easthill Cemetery to check on progress of walls being repaired
- Went to aquatic center to check on pumps to make sure did not need backwashed
- Asst. Director went and purchased 4 new weed eaters for parks guys
- Met with Asst. Chief of PD Richard Johnson on looking to get a road base for impound lot
- Began putting together slide show for Chamber presentation on parks
- Assisted parks guys with mowing city cemetery

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE NEW EQUIPMENT CALHOUN PARK**
- **PUT IN FALL/NEW EQUIPMENT GREEN'S PARK**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**

Lakes

- Clear trail at Upper Lake Rotary Club Project 2023/2024
- Mow and weed eat all areas of dams
- Have dead trees removed from forestry area at Upper and Lower
- Remove excess vegetation from all lakes
- Clear banks along Upper Lake to allow for fishing benches to be installed by Rotary Downtown

Cemeteries

- Get brick walls repaired due to damage over years
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL)**.
- Cut down all dead trees and trim other up
- See about having creek area cleared with large equipment

Parks, Cemeteries, Lakes

- Future Projects:
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2024)
- Restripe lines on Basketball court Green's Park and Steven Bennett (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put-up ballers around park area (WINTER 2024)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT FEBRUARY 2024

LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED MARCH 2024

Parks guys cleared out grass growing in Willie Myers playground area	Parks guys began putting in fall surface at Willie Myers Park
Parks guys took 15 tables to city hall for PEDC class	Parks guys began putting in fall surface at Reagan Park
Parks guys moved remaining fall surface to warehouse	1 Parks guy worked a fairy garden workshop
2 parks guys delivered 10 cases of bags to city hall customer service	2 parks guys cleaned out leaves and muck from pool area so contractor could fill in leak
1 parks guy and facilities went to call center and removed a temp wall for PEDC	Parks guys began putting out barricades for Dogwood Festival

Parks guys put out trash cans downtown for Dogwood Festival	Parks guys delivered 50 chairs to railroad museum
Parks guys delivered a podium to Mary Ann at Visitor Center	Parks guys delivered 100 buckets with concrete and poles to downtown area
Parks guys delivered crowd panels and class 3 barricades to downtown area	1 parks guy and facilities met at Dogwood Garden square to place sign
2 parks guys put up temporary t posts at railroad museum to block drop off	2 parks guys weeded the flower bed out back of city hall
Parks guys picked up all barricades from festival	Parks guys picked up trash cans from festival

MAJOR ISSUES WHERE CONTRACTORS USED

J&K replaced electrical plugs in aquatic center in pump room	Neches Plumbing to repair pex pipe Willie Myers Park
Quality Air to fix ac unit customer service	Carroll's Plumbing repair shower knobs Fire Station 1
Neches Plumbing to install new toilet fleet	Neches Plumbing to fix toilet Calhoun Park

SAFETY ISSUES

NONE	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	16
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	12
Total Rentals Paid	13
Refunds Given	0
Total Revenue Collected	\$510.00

Activities:

Special Events: NONE

Facility Maintenance Projects Completed MARCH 2024

- Took off Friday, Monday and Tuesday for long weekend
- Received bid from Quality Air for fixing ac unit Fire Station 1
- Met with Tabitha Enge at museum so she could begin moving the Black History memorabilia
- Called Light Foot Heat and Air, Palestine Heat and Air and Quality Air to get bids on large unit city hall that controls council chambers
- Called Quality Air to come check out ac unit in finance
- Met with Billie Glenn at museum so he could begin numbers logs on log cabin
- Met with Quality Air to get bid for installing split air in CID on pd side
- Met with Judge Davis at museum so he could get some of Bently's collection
- Called Fire to come check third floor of museum for possible electrical smell
- Met with Director at pool to cement drain in pool deck
- Assisted parks guys on finishing outside of fleet building and painting
- Met with Nelson Garcia at PD/Code Building to get bid on wall
- Met with Calvary Construction at PD/Code Building for bid on wall repair
- Changed filter on water fountain on pd side, alarm still flashing called Neches Plumbing to come fix had to replace sensor board
- Delivered 10 cases of trash bags to customer service
- Delivered 4 cases of water customer service
- Delivered 2 cases of water to visitor center
- Delivered box of goody bags to visitor center
- Called Neches plumbing to fix women's toilet at Calhoun Park
- Called Palestine Heat and Air to fix ac unit at PEDC

- Called Palestine Heat and Air to come check out unit in council chambers found out of freon had to recharge
- Assisted parks guy with removing a picnic table from Reagan Park due to damage on both brackets
- Went to complex to repair door knob on mens restroom and to deliver some barricades
- Met with both directors to block roadway for delivery of fall surface at Reagan Park
- Assisted parks guys in delivering 15 tables to council chambers
- Met with Director and Aqua Rec to learn how to backwash pumps and watch startup of two temp pumps
- Met with Director Mary Ann and Mike Searcy at museum so they could pickup some items
- Called Neches Plumbing to come fix pipe at Willie Myers Restroom
- Took barricades to Balloon Store on Palestine Ave for grand opening
- Took cleaning and sanitizing supplies to city hall for Tracy
- Assisted parks guy with removing a temp wall at call center for PEDC
- Assisted parks guy with installing dogwood garden club sign in triangle by jailhouse
- Put up supplies in warehouse from Sierra Packaging
- Met with PEDC at call center to replace some lights
- Met Bently's family at museum so they could move more items out
- Assisted Director in moving out Christmas angel and trees from Museum that Ben advised we could take
- Delivered self propel mower to Fire Station 2
- Went to PEDC to fix toilet in men's restroom that had one bolt loose
- Met with Director to begin budget process
- Met Tracy at warehouse and provided supplies to her for city hall
- Had conversation with Bonnie Wolverton regarding museum and who all is getting access advised Director
- Met Tabitha Enge again at museum so she could remove rest of Black History Room
- Picked up Toro push mower from Fire Station 2 and brought back to fleet to repair
- Met with Fire Marshal to discuss having exit and emergency lights replaced city hall and PD
- Met with J&K Electrical to get bid for exit and emergency lights replaced

Green's Park Restroom pad site before concrete



Green's Park Concrete Pad



Green's Park Restroom Building going up



Aquatic Center new Pipes



Drain where leak found Pool



Pump Room Before Setup



Pump Room After Temporary Setup



Fall Surface Willie Myers Park



Fall Surface Reagan Park



Dogwood Garden Sign



Sink Hole Reagan Park



Parks and Recreation Department

APRIL 2024

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 9 full time employees. The division oversees 38 individual locations totaling 400 acres that are 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

- Prepared timesheets and turned in invoices for month
- Turned in numerous invoices through out the month of April
- Asst. Director met with Calvery Construction on the completion of the gateway sign at 79 and loop
- Met with Ana at library to get more information on parks and lakes
- Was called into work about a stolen dogwood tree, met with Courtney and was able to find video footage of theft occurring
- Began doing TML property report for HR
- Met with Sue in HR to go over a few more applications
- Met with Angela at chamber to go over parks presentation which is to be done on April 15th
- Spoke to Council Woman Krissy Clark about the Christmas Tree display that will take place on the lawn of the library
- Met with Jimmy from J&K Electrical on replacement of flood lights on front of parks warehouse
- Worked on getting splash pad up and running, had to do some trouble shooting but was able to officially open pad on Wednesday April 3rd, 2024
- Myself, HR and Asst. Director did two more parks interviews
- Met with Rotary at Upper Lake to see progress of metal bridge going in
- Met with Sue at Reagan Park to go over where to place vendors and bounce houses for baby box event
- Met with MoCrete at pool to start replacing rebar for concrete pour
- Director and facilities put in 50 lbs of shock in pool due to alga growth
- Director cleaned out skimmers which were full of leaves and trash
- Director handed out eclipse glasses to all parks employees and advised them they could participate in watch party at Reagan Park

- Director replaced all batteries on controllers for splash pad
- Met with Nelson Garcia at Easthill Cemetery to look over walls that were just rebuilt
- Picked up fallen limbs at Crawford and Deckard Street
- Took photos of washout in roadway at Memorial Cemetery had guys to put out cones and called streets for assistance to repair
- Put together a cost estimate for all city owned buildings in main street for Mary Ann
- Went to pool and backwashed system and drained pool down some due to overflow of rain water
- Had two more interviews on Wednesday April 10th
- Met with Larry from Elkhart Nursing home on creating a Senior Fish Day which we set up for June 1st at Blue Lake
- Called Wilson Fisheries to get 600 catfish delivered day of event for family fish day
- Asst. Director drove to Crockett to meet with lawnmower repair shop to get information on bad boy mower and when it would be ready
- Asst. Director worked on getting bids for grasshopper, Husqvarna, and Scag mowers for budget
- Worked on splash pad and rerouting controller for apparatuses due to module being bad
- Placed flag order for all of city facilities
- Met with chamber and spent day doing a leadership class taking tour of all city parks, lakes and cemeteries
- Called Kevin Amacker with Kraftsman to reinstall new module and set spray apparatuses back to normal run times
- Picked up a set of barricades from St. Phillips church parking lot
- Showed facilities how to reconnect module for splash pad and restart system
- Showed facilities what to look for on tennis court lights and multi use lights, showed where timers located and how to adjust times
- Spoke to Taylor Honea with Palestine Hearld Press on family fish day
- Attended staff meeting on Tuesday 4-16
- Met with HR and Admin to discuss approval of insurance paperwork for bounce houses
- Met with Aqua Rec at city pool for delivery of poly tank
- Attended ribbon cutting at Upper Lake for trail opening
- Attended meeting with CM and Luis on Cinco De Mayo event at Reagan Park
- Asst. Director worked with new employee showing him how to properly use zero turn mower at Mitchell Campbell Ball field
- Asst. Director did walk through with new employee and issued uniforms to employee
- Met with HR on giving them the written resignation letter from new employee who stated he was allergic to grass and could no longer work in our division
- Called and spoke to Pamela Boyett and Donnell Banks regarding a complaint about the small dog park. They advised their small dogs were able to fit through

fencing and they suggested having chicken wire installed to prevent a tragic accident with small dogs

- Called and spoke to Karen Russell regarding complaint about restrooms at complex from Monday night. She stated restrooms did not appear to have been cleaned since opening day. She advised she had told Coach Malone and one other PYSO member about issue with not effect. Email sent
- Met with PEDC Director regarding round tables for use by chamber
- Went to Larry Street Park regarding a complaint from code regarding tall grass. Upon inspection the only tall grass observed around area belonged to private property not the city
- Met with Blair at Braly's and ordered a pallet of BM7 for planters at city hall
- Took cyber security training
- Weeded the two planters out front at city hall
- Ordered 4 flats of lavender plants for all planters at city hall
- Asst. Director met with All Star Outdoors to take possession of new mower
- Called Garrett Stampert regarding cleaning of Blue Lake before family fish day we have them scheduled for next Tuesday May 7th
- Attended staff meeting on 4-29
- Put down a bag of weed and feed on library lawn
- Planted 4 flats of lavender in all of city hall planters
- Met with HR and Asst. Director on 4 interviews for parks had facilities sit in to learn how procedure works
- Put new potting soil and flowers in blue pots to be taken back to city hall

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE NEW EQUIPMENT CALHOUN PARK**
- **PUT IN FALL/NEW EQUIPMENT GREEN'S PARK**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**

Lakes

- Clear trail at Upper Lake Rotary Club Project 2023/2024
- Mow and weedeat all areas of dams
- Have dead trees removed from forestry area at Upper and Lower
- Remove excess vegetation from all lakes
- Clear banks along Upper Lake to allow for fishing benches to be installed by Rotary Downtown

Cemeteries

- Get brick walls repaired due to damage over years
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL)**
- Cut down all dead trees and trim other up
- See about having creek area cleared with large equipment

Parks, Cemeteries, Lakes

- Future Projects:
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2024)
- Restripe lines on Basketball court Green's Park and Steven Bennett (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put-up ballers around park area (WINTER 2024)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT APRIL 2024
LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x 1	Fitzhugh Park x 1
Reagan Park x 3	Gateways x 1
Farmers Market x 2	Wall of Honor x 1
Spring Street x 1	Visitor Center x 2
Library x 3	Larry Street Park x 1
Mitchell Campbell x 1	Willie Myers x 1
Lorraine x 1	Phillips Park x 2
Inwood x 1	Veterans Park x 1
City Hall/PD x 2	TDCJ Monument x 2
Blue Lake x 1	Upper Lake x 1
Wolf Creek Lake x 1	Lower Lake x 1
Statue Park x 2	Memorial Cemetery x 1
Easthill Cemetery x 1	City Cemetery x 1
Athletic Complex x 3	Steven Bennett x 1
PD Impound Yard x 1	City Barn x 1
Fire Station 4 x 2	Two Lots Between City/Easthill x 1

PARKS PROJECTS COMPLETED APRIL 2024

3 parks guys assisted with putting out Easter Eggs for YMCA egg hunt	Parks guys put out extra trash cans at Reagan Park for Mayor's Easter Egg Hunt
Parks guys removed busted concrete from pool deck so MoCrete could come in and pour	1 parks guy began removing wood rot on picnic tables and benches at Upper Lake
2 Parks guys power washed all pavilions at each park	2 parks guys picked up extra trash and debris from Easter Egg Hunt
2 parks guys delivered 10 cases of bags to customer service	1 parks guy put out 4 barricades and extra trash cans for baby box event
1 parks guy bleached and cleaned two coolers for Eclipse Event at Reagan Park	1 parks guy delivered 2 cases of water to visitor center
1 parks guy filled two coolers for Eclipse Event at Reagan park and delivered	Parks guys picked up fallen limbs from storms
2 parks guys cleaned off splash pad from fall surface that washed up after heavy rains	Parks guys removed extra trash cans from Reagan Park and removed trash after Eclipse Event
1 parks guy cleaned and sanitized splash pad each Friday	2 parks guys put green planters back at city hall on westside of building
1 parks guy filled all planters at city hall with fresh potting mix	1 parks guy began digging out flower beds in sitting area of city hall to allow for new mulch to be placed

MAJOR ISSUES WHERE CONTRACTORS USED

J&K retro fitted ballast in PD CID room	Neches Plumbing replaced flush valves at Willie Myers and Larry Street restrooms
Neches Plumbing fixed hot water heater element at complex concession 1	Quality Air fixed boiler motor at city hall
Quality Air put in new vent for PD evidence room	J&K replaced 4 flood lights at parks warehouse
Neches Plumbing fixed faucet at Farmer's market	J&K retro fitted ballast in mail room to LED

SAFETY ISSUES

NONE	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	20
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	14
Total Rentals Paid	18
Refunds Given	1
Total Revenue Collected	\$790.00

Activities:

Special Events: Mayor's Easter Egg Hunt Reagan Park

Facility Maintenance Projects Completed APRIL 2024

- Met with Neches Plumbing to have faucet fixed and to disconnect water fountain at Farmer's Market
- Took several barricades to Farmer's Market for them to use during their event
- Put up two signs at Farmer's Market about skateboarding and running
- Called J&K to come fix lights on outside of parks warehouse and parking lot area
- Met Neches Plumbing at complex so they could fix a faucet and repair the hot water heater
- Took a new mower and weedeater to Fire Station 1
- Spoke to organizer for ET on 5k run for this coming weekend, they wished to borrow 40 cones from parks
- Got supplies for Tracy for city hall
- Got trash bags and supplies for parks guys on cleaning restrooms
- Met with Quality Air on boiler at City Hall. System was making a horrible noise upon inspection was advised that system was so bad it could have caught fire
- Assisted Director with shocking pool due to algae bloom
- Replaced batteries in flush valves at Larry Street Park
- Dropped off two cases of water to Reagan Park for the Eclipse Event
- Attempted to replace two lights in mail room, had to call J&K to retro fit to LED
- Met with J&K to replace light fixtures in warehouse where tools stored
- Took 4 cases of water to customer service
- Met with Director at pool to learn how to backwash pumps
- Took 10 cases of trash bags to customer service
- Met MoCrete at pool so they could begin the concrete pour on pool deck
- Met with Palestine Heat and Air at PEDC for pd substation, advised checking filters
- Met Quality Air at PD so they could begin install of split unit
- Met with Quality Air at PD so they could install new exhaust fan in evidence room
- Met Fire at Museum so they could begin removing items from fire room
- Met Director at splash pad to see how to reset a module and to reprogram
- Met Director at Reagan Park tennis courts to see where timers are located and how to set properly
- Met with Director at city pool for delivery of poly tank and to discuss what electrical needed to be completed
- Called J&K to have them set up date for hooking up pool lights and connecting VFD for pump
- Went to city hall and picked up a box of flags for all facilities
- Met with library to move items with assistance from parks
- Met city manager and Stewart Whittiker at museum so they could do a walk through
- Picked up fans from council chambers and brought back to warehouse for storage
- Got supplies ready for Fire Station 1

- Picked up and installed baby changing station at library
- Painted 4 planters that will go back to city hall on west side of building
- Put up pipe and draping for early voting at city hall
- Put supplies up after delivery at warehouse
- Called J&K about replacing flood lights on fleet building
- Called and checked on status of bathroom build at Green's Park
- Put new screws in bathroom door Larry Street Park
- Replaced lights in women's restroom city hall
- Put up pallet of clear bags at warehouse
- Met Peace of Mind at warehouse about gate, found board was fried will have to order to replace
- Assisted Director with putting plants in blue planters for city hall
- Delivered 3 cases of water to city secretary
- Delivered air filters to streets department

Green's Park Restroom Build Update



Poly Tank Pool



Blue Planter City Hall



Planters Before



Planters After



Damage to Grieving Angel Veteran's Park



Sink Hole Memorial Cemtery



Wood Rot Replacement Upper Lake Pavilion





Debris Splash Pad after Heavy Rains



Parks and Recreation Department

MAY 2024

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 8 full time employees. The division oversees 38 individual locations totaling 400 acres that are 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

- Prepared timesheets and turned in invoices for month
- Turned in numerous invoices through out the month of May
- Asst. Director met with Leon Signs from Tyler to get a new W9 and to move forward with sign for Memorial Cemetery
- Met with Barbra in library to obtain books that will be read for kids
- Asst. Director did walk through with new hire Marshall
- Asst. Director issued uniforms to new hire Marshall
- Met with Randy Miller from Complete Supplies
- Spoke to Jimmy from J&K Electrical to get him specs for VFD for city pool put him in touch with Aaron from Aqua Rec
- Picked up barricades from Reagan Park after Cinco De Mayo event
- Met Chamber at warehouse so they could borrow 20 round tables for their teacher appreciation event at YMCA
- Took photos of all vehicles going into auction and sent to Andrew with copies of titles
- Took more photos of pallets brought in by PD for auction and sent over to Andrew with descriptions
- Completed April monthly report so it could be attached to next council agenda
- Did proclamation for Kids Day coming up on May 18th
- Met with Kat Powers at KYYK to go over music selections for fireworks upcoming show on July 3rd
- Met with Kat Powers and discussed on radio Family Fish Day and upcoming Fireworks show
- Met with Aaron from Aqua Rec who was in process of installing new commercial pump on 5-7

- Met with Pristine Pond Solutions at Blue Lake for cleanup and weed treatment application
- Ordered 3 inground benches for Blue Lake from U-Line
- Met with RL Carriers for delivery of Lion water fountain for Reagan Park donated from Lions Club
- Met with PD at complex regarding a white chevy spark vehicle being parked on outside of complex by t-ball fields had been left for few days. Advised PD to red tag
- Attended council meeting on May 13th
- Called Neches Plumbing to check water at pool for water fountain and restrooms
- Spoke at the Lions Club luncheon
- Put out Family Fish Day signs around loop and by Blue Lake
- Met with J&K Electrical to connect pool lights and fixing electrical outlets around pool perimeter
- Met with Blake about him finishing the painting of the restroom floors
- Met with Ernie in regards to the new acid motor for acid machine and ordering of chemicals for upcoming swim season
- Met with Susan Davis on getting assistance on writing a more professional email regarding an invoice
- Met with Heather Giles from Lions Club so she could get photos of Lion water fountain
- Called MoCrete to see about getting a bid for a concrete pad at Reagan Park for Lion water fountain
- Took Facility personnel to show him about irrigation box at visitor center
- Called tree companies to get bid for removal of dead tree at Green's Park on corner
- Met with Lawnboyz Tree Service on getting bids for several tree removals at Reagan Park
- Attended council meeting on May 28th
- Assisted with removing tree limbs from roadways due to storm
- Registered Facilities personnel for CPO class in June
- Met with Cassie at Visitor Center to let her know about building and what has been found thus far with leveling companies
- Went and check controller for splash pad to make sure all was functioning properly after power outages
- Met with Jared Staph from Pyrotech with Fire Marshal to show shoot sight for fireworks
- Met with Streets Department at Easthill to remove very large tree from roadway and City Cemetery to remove another large tree that had fallen

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE NEW EQUIPMENT CALHOUN PARK**
- **PUT IN FALL/NEW EQUIPMENT GREEN'S PARK**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**

Lakes

- Clear trail at Upper Lake Rotary Club Project 2023/2024
- Mow and weedeat all areas of dams
- Have dead trees removed from forestry area at Upper and Lower
- Remove excess vegetation from all lakes
- Clear banks along Upper Lake to allow for fishing benches to be installed by Rotary Downtown

Cemeteries

- Get brick walls repaired due to damage over years
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL)**
- Cut down all dead trees and trim other up
- See about having creek area cleared with large equipment

Parks, Cemeteries, Lakes

- Future Projects:
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2024)
- Restripe lines on Basketball court Green's Park and Steven Bennett (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put-up ballers around park area (WINTER 2024)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT MAY 2024
LOCATIONS MOWED

Calhoun Park x	Greens Park x
Crestline x 1	Fitzhugh Park x 1
Reagan Park x 1	Gateways x 2
Farmers Market x 1	Wall of Honor x
Spring Street x 1	Visitor Center x 1
Library x 2	Larry Street Park x 1
Mitchell Campbell x 1	Willie Myers x 1
Lorraine x 1	Phillips Park x 2
Inwood x 1	Veterans Park x 2
City Hall/PD x	TDCJ Monument x 2
Blue Lake x 1	Upper Lake x
Wolf Creek Lake x	Lower Lake x 1
Statue Park x 2	Memorial Cemetery x
Easthill Cemetery x 1	City Cemetery x
Athletic Complex x 1	Steven Bennett x
PD Impound Yard x 1	City Barn x 1
Fire Station 4 x 1	Two Lots Between City/Easthill x

PARKS PROJECTS COMPLETED MAY 2024

Parks guys cleaned off splash pad due to fall surface washing down after storm	Parks guys sanitized splash pad every Monday
Parks guys put out extra trash cans for Cinco De Mayo Event Reagan Park	Had 1 parks guy working Cinco De Mayo Event cleaning restrooms and trash
Had 3 parks guys cleanup after Cinco De Mayo Event Reagan Park	2 Parks guys used tractor to cleanup grass debris from Blue Lake cleanup
1 Parks guy showed new hire how to properly use a chain saw	2 Parks guys picked up old chlorinator and pumps and filter from pool
1 Parks guy picked up Family Fish Day signs and stored in warehouse	Parks guys put out additional trash cans at Green's Park and Willie Myers
1 Parks guy drove to Crockett to pickup mower from repair shop	Parks guys put out barricades for Cinco De Mayo Event Reagan Park
All parks guys assisted with cleaning up debris in roadways from storm on Tuesday	1 Parks guy covered compost site for storm debris
All parks guys began cutting up and removing fallen trees and limbs from all parks and cemeteries	Parks guys unloaded 3 new benches into warehouse

MAJOR ISSUES WHERE CONTRACTORS USED

J&K Electrical came into City Hall and PD and replaced exit and emergency lights	Neches Plumbing fixed leaking toilet at pool
Neches Plumbing fixed a water pipe that was continuously leaking at pool	Quality Air fixed ac unit Fire Station 1
J&K Electrical hooked up all pool lights and repaired electrical outer perimeter pool	Neches Plumbing fixed flush valve on toilet Farmer's Market women's restroom
Peace of Mind replaced mother board for gate at warehouse	Neches Plumbing fixed sink in PD and unclogged drain City Hall

SAFETY ISSUES

NONE	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	12
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	5
Total Rentals Paid	15
Refunds Given	
Total Revenue Collected	\$630.00

Activities:

Special Events: Cinco De Mayo Event Reagan Park/Family Fish Day

Facility Maintenance Projects Completed MAY 2024

- Met with Peace of Mind to get gate fixed warehouse
- Took air filters to streets department for break room
- Got with fire department on meeting at parks to replace ropes for flag poles
- Went to City Hall to break down voting station council chambers
- Met with J&K electrical to replace two lights warehouse parks
- Changed air filters city hall, pd, customer service area
- Assisted Director with descriptions of auction items
- Learned how to document vehicles for auction and send to finance for online auction
- Met with J&K Electrical at city hall to do walk through on showing which exit and emergency lights needed replaced as per fire marshal
- Went to Visitor Center to put door knob back on
- Took trash bags multiple times to customer service throughout month of May
- Met with Director and J&K Electrical on pool light hookups and deck light replacement
- Changed air filters at library
- Got supplies for Fire Station 3
- Met with Neches Plumbing to get quote for hookup of lion water fountain
- Provided supplies to Tracy for city hall
- Went and made a copy of gate key for pool
- Delivered 3 barricades to swimming pool
- Went with director to learn where sprinkler system controllers are located at library and visitor center
- Met with Quality Air to see when split unit would be installed in pd
- Met with Lone Star Leveling at Visitor Center
- Met with Neches Plumbing at Farmer's Market for flush valve replacement
- Tried to repair door at Larry Street Park men's restroom
- Took ladder to IT at city hall
- Went to museum and picked up fallen gutter from side of museum and two signs
- Assisted with driving around city removing fallen limbs from roadways

Lion Water Fountain Donated Lions Club



Give Aways Family Fish Day





TPWD Delivering Fish





Catch Tank Filling



Photos of Catch Tank



Family Fish Day Photos





Cleanup Blue Lake



Weed Treatment Blue Lake



Old Pump from Pool (5)



New Pump Pool



Storm Cleanup









Parks and Recreation Department

JUNE 2024

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 6 full time employees. The division oversees 38 individual locations totaling 400 acres that are 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

- Prepared timesheets and turned in invoices for month
- Turned in numerous invoices through out the month of June
- Met with 5 Oaks Tree Service regarding 4 trees that needed to be removed across from Reagan Park
- Completed monthly report for the month of June for council meeting in July
- Met with Development Services on clarification for repair of cemetery bridge and the historical aspect
- Took class 3 barricades to City Cemetery to block off bridge that washed out from heavy rains
- Met with CM regarding the Visitor Center Leveling and bridge washout at cemetery
- Called Nepada Masonry and Foundation Specialist of East Texas to obtain bids for repair of bridge at city cemetery
- Attended staff meeting on 6-4 2 pm
- Met Nelson from Nepada Masonry to get a better look at wall at base of bridge
- Met with Raymond from MoCrete to see about getting bid for bridge at cemetery
- Asst. Director met with two employees at upper lake and handled issue between the two
- Had bi-weekly meeting with parks guys
- Met with All Time Irrigation at Visitor Center to try and figure out why system will not kick on
- Met with Chevy in utilities to try and get water meter on for sprinkler system at Visitor Center
- Met with Asst. Chief Johnson at PD to obtain uniforms from former employee
- Met with Brad from Bright Speed at City Pool to get phone jack repaired for pool
- Met with welder at Green's Park on installation of roof beams for restroom

- Attended council meeting on Monday 6-10
- Met with Clear Choice Glass at Fire Station 1 to get bid for repair of overhead door and one window on building
- Attended staff meeting 6-11 2 pm
- Met with Eric from L&M Cleaning to get bid for budget
- Provided paper products for Fire Station 1
- Received shipment of paper products from Sierra packaging and unloaded in warehouse
- Secured 7 vendors for fireworks show in July
- Spoke to gentleman by the name of Tracy Garrett who was making a complaint about tall weeds at Angle and San Jacinto
- Assisted parks guys on installing 6 metal signs in the lakes advising NO SWIMMING KAYAK and FISH AT YOUR OWN RISK
- Director and Asst. Director mowed Mitchell Campbell ballfield
- Put new carpet threshold in finance and HR office
- Met with firestation 2 regarding enlarging overhead doors at station so that new fire truck that is being delivered end of July can fit
- Director put out barricades for some of Juneteenth Festival downtown
- Asst. Director attended Safety meeting on 6-13
- Asst. Director met with Nelson Garcia on removal of planter outside of code enforcement building
- Asst. Director took care of two disciplinary issues within the department
- Asst. Director attended staff meeting on 6-8
- Director took off for 1 week vacation
- Asst. Director fixed lights on tennis courts and multi use court for 3rd time
- Asst. Director met with J&K Electrical to discuss new timers and breakers for tennis court and multi use court lights
- Asst. Director took trash bags to Juneteenth celebration at Reagan Park
- Director met with Ernie from Aqua Rec regarding issues with Chlorinator and Pump at pool due to chemicals being off balance
- Met with Mr. Kirk Davis and CM regarding new signage for Steven Bennett Park
- Asst. Director began working on getting bid for new signage for Steven Bennett so it can be presented to Parks Board
- Went to Reagan Park and got measurements for concrete pour for new walking trail
- Met with Nelson at code enforcement building to discuss options for sidewalk
- Spoke to Calvary Construction regarding lease of new restroom and awaiting electrical inspection
- Spoke to Finance and Building Official on getting Oncor to hook up new electrical to Green's Park restroom
- Met with Kyle from Fastenal regarding vending machines at warehouse and first aid kits
- Called and arranged to have Neches Plumbing to move water spigot at code enforcement building to ground level in box

- Spoke with Nathan Gillis from Blacktop Mojo regarding logistics on getting lead singer to sing National Anthem
- Called J&K Electrical to see if they had a 50 amp generator for Blacktop Mojo
- Made map for food vendors and vendors so they knew where to setup
- Met with Susan Davis in Development Services to see about obtaining maps of current cemeteries to see how we could expand
- Met with L&M Cleaning to get quote for airport being cleaned
- Drove around various areas of the city removing tree limbs from roadways after severe storms
- Met with Peace of Mind to see if it is possible to hook gate up to backup generator
- Showed facilities how to code invoices to division
- Showed facilities how to use parallels system for entering PO's
- Met with musco lighting on light issues Steven Bennett
- Did several PO's for upcoming projects throughout the city
- Myself, Asst. Director HR did 6 interviews for open position parks
- Attended council meeting 6-24
- Attended staff meeting 6-25
- Took several photos of each cemetery and sent to 4 separate companies for mapping purposes

Goals: To place ADA equipment in all major parks.

Parks

- **PUT IN FALL SURFACE NEW EQUIPMENT CALHOUN PARK**
- **PUT IN FALL/NEW EQUIPMENT GREEN'S PARK**
- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **REINSTALL ADA SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**

Lakes

- Clear trail at Upper Lake Rotary Club Project 2023/2024
- Mow and weedeat all areas of dams
- Have dead trees removed from forestry area at Upper and Lower
- Remove excess vegetation from all lakes
- Clear banks along Upper Lake to allow for fishing benches to be installed by Rotary Downtown

Cemeteries

- Get brick walls repaired due to damage over years
- Make signs for sections of cemeteries to make it easier for families to find loved ones: **(LONG TERM GOAL)**.
- Cut down all dead trees and trim other up
- See about having creek area cleared with large equipment

Parks, Cemeteries, Lakes

- Future Projects:
- Put up solar powered outdoor lights at Basketball court Greens Park (Will look at 2024)
- Restripe lines on Basketball court Green's Park and Steven Bennett (SHORT TERM GOAL)
- Tear out drive area at Willie Meyers Parks by pavilion and put-up ballers around park area (WINTER 2024)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT JUNE 2024 LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED JUNE 2024

Parks guys put out barricades for Juneteenth parade	Parks guys put out additional trash cans at Reagan Park, Calhoun and downtown for Juneteenth
Parks guys worked the Juneteenth parade	Parks guys picked up all barricades and trash can from Juneteenth Festival
1 parks guy power washed the splash pad	1 parks guy picked up 4 barricades from pool area
1 parks guy attended CPO school in Lufkin	1 parks guy ran a lift so Director could spray wasps nest in lights Steven Bennett
1 parks guy cleaned up fallen tree limb city Cemetery	2 parks guys cleaned up upstairs loft area of warehouse
2 parks guys with facility removed broken park bench from downtown area	1 parks guy drug the ballfields at Calhoun and Mitchell Campbell

MAJOR ISSUES WHERE CONTRACTORS USED

J&K Electrical breakers at tennis and multi use courts	Neches Plumbing fixed handle on toilet Farmers Market
Neches Plumbing to fix shower head and faucet Fire Station 1	Quality Air fixed ac unit Public Works
Quality Air put freon in ac unit for city hall	All Time Irrigation fixed sprinkler at Library that was stuck on
J&K Electrical to install split unit CID pd side	Neches Plumbing to fix faucet Willie Myers Park

SAFETY ISSUES

NONE	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	8
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	4
Total Rentals Paid	6
Refunds Given	
Total Revenue Collected	\$240.00

Activities:

Special Events: Juneteenth Celebration Reagan Park and Calhoun Park

Facility Maintenance Projects Completed JUNE 2024

- Met with Neches Plumbing to replace faucet at Willie Myers Park
- Moved items out of library room at Annex so walls could be painted
- Began painting walls in Annex at Library
- Took multiple boxes of trash bags to customer service throughout the month
- Met with Fire Station 1 to get help putting up new ropes for flag poles in various parks
- Met with All Time Irrigation at Visitor Center, Veteran's Park and Library
- Took several cases of water to customer service and visitor center, and city hall through out the month
- Met with Neches Plumbing to see if water leak was from a faucet found was actually the planter outside building
- Replaced several flags at various parks
- Delivered new air filters to Public Works
- Called Quality Air to work on ac unit at public works
- Met J&K Electrical with lift at pool to replace lights
- Delivered 4 barricades to pool front gate
- Met with Quality Air to have split ac unit installed at CID on pd side
- Met Neches Plumbing at Farmer's Market to get flush valve replaced on toilet in women's restroom
- Attempted to repair restroom door Larry Street Park found door frame is rotted and needs to be replaced
- Began learning from Director how to properly code invoices for division
- Met with Neches Plumbing to fix garbage disposal and shower head Fire Station 1
- Called Calvary Construction on getting bid to replace shower door and 3 tiles Fire Station 2
- Replaced flags at public works building
- Met with photographer at museum so he could obtain photos from inside building
- Ordered paper products from sierra for entire city use
- Assisted 2 parks guys with removing a broken bench from downtown area
- Assisted 2 parks guys with installing new signs for lakes
- Met with Quality Air to have more freon placed in city hall ac unit for council chambers
- Attended CPO class in Lufkin
- Met with IT at city hall so he could use ladder to check out a camera in council chambers
- Went to museum and removed two old signs from side of building and a fallen water spigot
- Installed new soap dispenser for Fire Station 1
- Delivered pump motor to pool for Blake

- Met with J&K Electrical to install wiring for split ac unit cid
- Took box of paper towels to Fire Station 3
- Met with East Texas Slab Masters at visitor center to make sure leveling of building could move forward
- Met with Quality Air to have split unit installed in PD by CID
- Met with Quality Air to see about fixing ac unit at Visitor Center

New Life Vest Stations



New Signs for all Lakes





Bridge and Wall City Cemetery





Planter Code Building Removal





Completed wall after Planter removed



Green's Park Restroom Completed Building



Busted Pipe Larry Street Park





Agenda Date: 08/06/2024
To: Parks Advisory Board Agenda Item
From: April Jackson, City Secretary
Agenda Item: Consider Approval of Minutes from the November 1, 2023, Meeting
Date Submitted: 08/01/2024

SUMMARY:

Consider approval of minutes from the November 1, 2023, meeting.

RECOMMENDED ACTION:

Staff recommends approval of the minutes as presented.

CITY MANAGER APPROVAL:

Attachments

November 1, 2023, Minutes

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

The Parks Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, November 1, 2023, at 12:00 p.m., in the City Hall Conference Room, 504 N. Queen Street, Palestine, Texas, with the following people present: Vice-Chair Jacob Wheeler; Board Members Chris Arthur, Megan Hogan, and Darrel Brooks.

Staff present: Parks & Rec. Director Patsy Smith, Assistant Parks & Rec. Director Ricky Dorsey, and City Secretary April Jackson.

Board Members Sharon Hester, Stephanie Wickware, and Cleo Wright were absent.

CALL TO ORDER

With a quorum present, Vice-Chair Jacob Wheeler called the meeting to order at 12:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

No action was taken.

DIRECTOR'S REPORT

Director Smith presented the monthly reports for May, June, July, August, September, and October 2023.

APPROVAL OF MINUTES

1. Consider approval of minutes from the April 4, 2023, meeting.

Motion by Board Member Megan Hogan, seconded by Board Member Chris Arthur, to approve the item as presented. Upon vote, the motion carried 4-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding city-owned park signage.

Brayton Pierce from Leon Sign's Inc. presented proposed signage for city-owned cemeteries, ball fields, parks, and lakes. The vinyl signage has a life expectancy of nine to ten years. Parks and Recreation Director Patsy Smith reported that funding for the signage for the cemeteries would come from the Perpetual Cemetery Fund, and the signage for the parks and ballfields would be funded through the Buildings and Structures budget line item. Ms. Smith informed the board there would only be funding to update signage at the cemeteries and three parks. The board recommended that staff seek two additional bids before selecting a company to update the signage.

Motion by Vice-Chair Jacob Wheeler, seconded by Board Member Darrel Brooks, directing Parks and Recreation Director Patsy Smith to seek two additional bids for signage and tabling action until additional bids are presented. Upon vote, the motion carried 4-0.

2. Discussion and possible action regarding the appointment of the Chair and Vice-Chair of the Parks Advisory Board.

Motion by Board Member Megan Hogan, seconded by Board Member Chris Arthur, to appoint Jacob Wheeler as the Chair of the Parks Advisory Board. Upon vote, the motion carried 4-0.

Motion by Vice-Chair Jacob Wheeler, seconded by Board Member Chris Arthur, to appoint Megan Hogan as the Vice-Chair of the Parks Advisory Board. Upon vote, the motion carried 4-0.

ADJOURN

With no other business to come before the board, the meeting was adjourned at 12:33 p.m.

PASSED AND APPROVED THIS 6TH DAY OF AUGUST 2024.

ATTEST:

Jacob Wheeler, Chair

April Jackson, City Secretary



Agenda Date: 08/06/2024
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Signage Steven Bennett Park
Date Submitted: 07/15/2024

SUMMARY:

Since 2017, the Parks Advisory Board has discussed putting in a new sign for Steven Bennett Park on several occasions. Currently, we have a wooden sign at the entrance of the driveway to enter Steven Bennett Park. There have been numerous ideas for creating a sign for the park, but we have never decided on anything concrete. Recently, a gentleman pitched an idea to staff about getting a new entrance sign. I have enclosed his idea in this packet as well. The one sign that was the most impressive to our former parks board members was a sign that was similar to our gateways since it will be fairly close to a gateway on 79 and the Loop. The sign will look similar to the photo we are presenting today for discussion. We do currently have a bid for the estimated cost. This will need to be a two-phase project. Please see the attached photos and estimate.

RECOMMENDED ACTION:

Staff recommends board members provide direction on whether to move forward with creating a sign for Steven Bennett Park.

CITY MANAGER APPROVAL:

Attachments

Steven Bennett Sign _2

5500 N. LOOP 256
STEVEN BENNETT PARK



8 FOOT LONG

6 FOOT TALL

Nepada Masonry Services

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

Nelson & David Garcia

4080 S. State Hwy 19
Palestine, TX. 75801

Cell (903) 922-0266

Job: STEVEN BENNETT PARK Date: 7/8/23

Terms: Material + Labor - BID Address: 5500 N. Loop 256

Build PARK Entrance sign - BID

1. Dig foundation footing
2. Pour concrete foundation
3. Build inner sign wall with 8" blocks
4. Cover sign block wall with Stone
5. Cap wall with matching bricks

Material + Labor - BID \$10,000.

Nelson Garcia

Total: 10,000. -

Thank you for your business.

Palestine Parks and Recreation "turf"



ACHC "turf"
[MOH "Fact Sheet"]



Consider this a hi-tech "thumbnail" sketch!

ACHC "turf"

[MOH Citation]



ACHC [Anderson County Historical Commission]

8/24/22

Modified 5/23/24