

Jacob Wheeler, Chair
Megan Hogan, Vice-Chair
Chaston Pruitt, Board Member
Chris Arthur, Board Member
Sylvia Brown, Board Member
Cleo Wright, Board Member
Rogerick Gill, Board Member

Patsy Smith, Director
Ricky Dorsey, Assistant Director



**NOTICE OF MEETING
PARKS ADVISORY BOARD
May 6, 2025
12:00 P.M.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/82841399233?pwd=nRI75AcBbZ9bJDI1diGmLbLyPpn8EG.1>

Meeting ID: 828 4139 9233
Passcode: 641800

One tap mobile
+13462487799,,82841399233#,,, *641800# US

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

Follow us live at facebook.com/palestinetx/

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. December 2024 Monthly Report
2. January 2025 Monthly Report
3. February 2025 Monthly Report
4. March 2025 Monthly Report

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the November 7, 2023, and August 6, 2024, meetings.

G. DISCUSSION AND ACTION ITEMS

1. Consider approval of the 2025 Swimming Pool Schedule and the Extended Swimming Pool Schedule.

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, May 2, 2025, at 3:30 p.m.**

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

Casey DeBord, City Manager's Admin

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: 05/06/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: December 2024 Monthly Report
Date Submitted: 04/24/2025

SUMMARY:

December 2024 Monthly Report

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

December Monthly 2024

Parks and Recreation Department

December 2024

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 7 full time employees. The division oversees 38 individual locations totaling approximately 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
- Met with Street Department to assist with loading trees and moving them to library
- Met with Greg from Clear Choice to look at getting quote for new overhead door for storage area at warehouse
- Met with Linda Brown and Ana from library to discuss placement of 7 trees on lawn
- Called J&K electrician and Fire Marshal to look over plugs and cords being used for trees at library
- Director reset lights for train, trees at Reagan and Visitor Center as plugs keep tripping
- Spoke to Litter Abatement Officer regarding complaint regarding a dead tree by school
- Helped Casey CM Admin on putting float together for Christmas parade
- Made two Santa's Helper signs for float
- Went with Casey to Dollar Tree and I purchased wrapping paper and elf hats to be used on float
- Installed battery operated lights under each of the sitting seats for float
- Hooked up inverter and charged battery on trailer so could be used for float lights
- Met with delivery driver who was dropping off 30 new 8' barricades to be used during special events
- Ordered 30 new barricades for parks use during events
- Issued new winter jackets and caps to parks guys
- Ordered new flags for all city facilities
- Participated in Arbor Day celebration at library for the planting of two new trees

- Met with Eric with L&M Cleaning to discuss duties expected to be done by cleaning person at city hall as per contract
- Painted Parks on each new barricade that were recently purchased
- Attended council meeting on Monday 12-9-24
- Met with clear choice at city hall to see about getting back door fixed, found issue was with locking mechanism which Peace of Mind had to handle
- Called Peace of Mind to come fix camera facing gas pumps
- Worked on securing Christmas packages on float
- Took off wrapped packages from float and replaced with lighted packages
- Met with Asst. Fire Chief regarding getting bids to have overhead door painted at Fire Station 4 and 3
- Spoke to Parks and Wildlife on delivery of trout to Blue Lake was advised we will be getting 1700
- Showed facilities how to install bubble covers over electrical plugs library
- Received call from Chris Holman regarding him finding a live wire, called J&K to come disconnect power
- Put Christmas lights on city truck that was pulling float
- Met with Cleo from Walmart to pickup several trees they donated to the city for use
- Began investigating a situation with a parks employee during Christmas parade
- Began disassembling float and putting items upstairs for safe keeping
- Called Neches Plumbing to have a toilet repaired at Larry Street Park
- Director went to Reagan Park due to incident involving back window of 612. Found that head rack was loose and shifted forward striking corner of window causing it to shatter
- Worked with HR regarding personnel matter in parks
- Wednesday handled more disciplinary issues within division
- Met with Mary Ann and Mike Sercey regarding repairs to railroad museum building and possibly being reimbursed \$2,000 for them making repairs
- Met with CM regarding reimbursement for railroad museum
- Went to City Cemetery regarding two cut down crape myrtles and looked and found one was completely dead while the other was cut back, should make a full return
- Drew up a rough sketch of how I wanted Parks guys to build new float that will be used by Council in each parade
- Attended staff meeting on Tuesday 12-17
- Met with 3 staff and Asst. Director regarding personnel issue
- Removed a piece of carpet from a tree display at library, placed on railing and contacted organizer to have group remove
- Met with facilities to teach him how to stake a tree properly at library
- Met with parks guys to show them what items were to be placed on pallets for next auction
- Met with manager at Walmart to obtain donated inflatables for city
- Worked with facilities to show him how to stake down inflatables on library lawn
- Placed wreath on front of city truck so it could be seen in parade

- Met with HR at Walmart to have parks guys assist with picking up hams and turkeys for city staff
- Assisted with handing out hams and turkeys to employees after they left from city event
- Assisted two parks guys with dumping empty boxes from hams and turkeys in dumpster at warehouse before going home
- Replaced a blower into the inflatable santa due to other one not working properly
- Met Clear Choice at warehouse to have new overhead door installed next to fleet
- Called L&M Cleaning to come redo the windows at city hall
- Walked the Library lawn to remove stakes that people left after taking their trees
- Called Clear Choice to see if they can fix double doors at library due to door sticking and being very difficult to open and close
- Went to all city locations and lowered all flags to half staff
- Took flags down at visitor center due to clasps breaking and they need new rope
- Took down inflatables at library and placed in storage
- Took out two fan motors so that repairs can be done on two inflatables

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**
- **PURCHASE NEW 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 2025)
- 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 2025)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT DECEMBER 2024 LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x	Fitzhugh Park x 1
Reagan Park x 1	Gateways x 1
Farmers Market x 1	Vaughn @ Crockett 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	Phillips Park x
Inwood x	Veterans Park x
City Hall/PD x 1	TDCJ Monument x
Blue Lake x 1	Upper Lake x 1
Wolf Creek Lake x 1	Lower Lake x 1
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	Two Lots Between City/Easthill x 1

PARKS PROJECTS COMPLETED DECEMBER 2024

Parks guys cleaned all leaves in front of city hall and library	All of parks crew participated in Arbor Day Celebration at library
All parks guys participated in loading and getting trees set in holes at library	Parks crew helped to fill in holes around newly planted trees and watered them
3 parks guys worked on removing rotted wood from header of door at fleet warehouse	1 parks guys painted new wood on overhead door
1 parks guy built a stand so Christmas tree could sit on it for the float	2 parks guys installed a metal ornament on back gate of float trailer
2 parks guys moved rest of pallet of trash bags into storage area	Parks guys filled in hog damage found at Memorial Cemetery
Parks guys filled in 8 sunken graves at City Cemetery	1 parks guy fixed a metal pole at back storage area that had fallen
Parks guys detailed their trucks	1 parks guy power washed ground area in front of gas pumps due to spill
Parks guys put out barricades for Christmas Parade	Parks guys put out concrete buckets for Chamber and Parade
1 parks guy drove city truck pulling Christmas float for council	3 parks guys, asst. director and facilities put out barricades for parade
2 parks guys picked up all barricades and buckets after parade	2 parks guys picked up 33 bikes and brought to warehouse to put together
1 parks guy took damaged trailer to welder to get repairs made	2 parks guys put remaining hams and turkeys in fridge city hall
Parks guys began taking down Christmas decorations at various locations	Parks guys assisted Development Services in locating a grave at City
Parks guys painted the platform for new council float	Parks guys power washed and sanitized park restrooms
Parks guys picked up large rock from CM and placed by dogwood tree out in sitting area	Parks guys painted fence posts at Wolf Creek Purple for no trespassing on dam

MAJOR ISSUES WHERE CONTRACTORS USED

Door Control Services repair glass doors city hall due to doors not opening	Neches Plumbing to repair toilet Larry Street Park
Clear Choice Glass to install new overhead door at auction warehouse	Clear Choice to fix back door city hall
Peace of Mind to repair wiring at back door city hall	J&K Electrical to install new GCFI plug outside visitor center

SAFETY ISSUES

Parks guys damaged trailer with tractor	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	0
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	1
Refunds Given	
Total Revenue Collected	\$80.00

Activities:

Special Events: NONE

Facility Maintenance Projects Completed DECEMBER 2024

- Attempted to fix back door of city hall, had to call clear choice and peace of mind to come fix issue
- Worked with Director on trying to fix several broken wires on Christmas Train
- Went to Braly's and picked up wiring caps and electrical tape for Director
- Assisted Director with securing lights to the council float trailer
- Took toilet paper and paper towels to library annex
- Took disinfectant to city hall at request of CM admin
- Went to Reagan Park and changed out batteries in sink lower restrooms
- Installed another light bulb in men's restroom at Willie Myers to only have it taken for 4th time
- With assistance from director was able to install 4 bubble covers at library
- Took trash bags to city hall customer service 3 times
- Gave box of trash bags to Fire Station 1
- Went to complex to look at possible live wire called J&K to come disconnect
- Assisted director with securing Christmas lights under seating on council float
- Helped director with making new signs and spray painting letters on signs for council float
- Changed air filters at multiple city locations
- Picked up shipment of flags at city hall and brought back to warehouse
- Changed flags out city hall
- Changed two light blubs at parks warehouse
- Changed lights out in Plan Tech office
- Assisted director with decorating doors in office for Christmas
- Assisted Dogwood Garden Club with staking trees at library
- Went to pool to top water level off and turn skimmer back on
- Reset plugs for Christmas decorations, spring street, visitor center, Reagan Park
- Tightened up loose swing Reagan Park
- Taped extension cords down on sidewalk in front of library
- Attended Arbor Day celebration for city
- Replaced soap dispensers in restroom area code enforcement
- Met with Director who showed me how to stake a tree upright for proper growth
- Assisted with block streets for Christmas parade as instructed by Asst. Director
- Went to Willie Myers and checked to make sure exposed wires had been fixed
- Assisted director with taking Christmas float apart and storing items in warehouse
- Called roofing company about leak at Fire Station 3 in bay area
- Assisted director with putting out inflatables at library and staking them
- Put up new Texas flag Fire Station 2
- Took extension cord to library for electrician to test light pole library
- Cleaned two vehicles so they were ready for Christmas parade
- Assisted parks guys with inflating tires on bikes and tightening up brakes
- Took cleaning person a box of D batteries for paper towel dispensers

- Assisted parks guys with building new platform for council float
- Dropped off 4 cases of water to visitor center
- Attended Christmas gathering at city hall
- Brought dolly to city hall so hams and turkeys could be moved
- Called door company to come fix sliding doors city hall
- Assisted director with taking down Christmas tree city hall and storing in warehouse

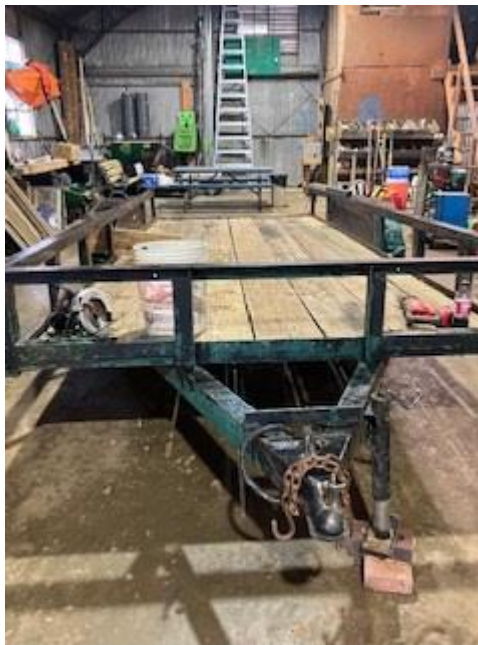
Christmas Decoration Being put up







New Council Float being Built







Christmas Parade Float for 2024





Bikes Being Put together for Crisis Center







Bikes being delivered to Crisis Center





Agenda Date: 05/06/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: January 2025 Monthly Report
Date Submitted: 04/24/2025

SUMMARY:

January 2025 Monthly Report

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

Jan Monthly 2025

Parks and Recreation Department

January 2025

Overview

The Parks and Recreation Department incorporates the following divisions.

Parks
Cemeteries
Lakes
Facilities Maintenance

The department includes 7 full time employees. The division oversees 38 individual locations totaling approximately 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
- Did monthly report for month of December for council meeting
- Met with parks and wildlife to do survey on fishing in city lakes
- Went to Blue Lake and handed out bait for Trout Fishing Day
- Met with Cody with CW Texas Fireworks to discuss him doing fireworks for city
- Repaired rips in two inflatables that were out on display at library
- Met with Fastenal to get delivery of water to warehouse
- Took two phone calls from two citizens wishing to know limit on trout at Blue Lake, they were advised to follow TPWD rules and regs
- Attended staff meeting at 10 AM 1-9-25
- Met with Oncor, Mary Ann, J&K Electrical at farmers market to discuss electrical being moved
- Began putting together 3' letters for MLK float for council
- Cut out silhouettes for float out of coroplast
- Met with Collen in streets to get two decals made for float
- Met with Mike with Lion's Club to get a new check for the trout at Blue Lake and discussed being a sponsor again for next year
- Met with Collen in Streets to have a metal sign made for overhead door at fleet to not block door
- Installed two decals on float with assistance from Casey CM Asst.
- Painted 2 sets of 3' letters for MLK and bracketed onto trailer platform
- Painted arches on trailer in between foil curtains
- Casey helped to paint letters for I Have A Dream and silhouette's for float
- Met with CR on getting drop receivers for all new trucks due to trailers not being level when pulled
- Met with Bill Kiml from Rotary regarding new project for Upper Lake this year

- Attended council meeting on Monday 1-13-25
- Asst. Director and I met at Calhoun Park to discuss location of placement for playground equipment
- Attended bi-weekly meeting for cemetery mapping and sent email to team on discussion for meeting
- Put skirting on bottom of float for MLK parade
- Went with facilities to change out bulbs in basement area of museum
- Met with Mike in Streets to get estimate for gravel to be dropped at Upper Lake for Rotary project
- Did quick repair to MLK float due to wind damage
- Followed parks guy to courthouse for MLK parade
- Met with Asst. Chief Johnson regarding rock for impound yard
- Met with Mike in Streets to get quote on having 4" rock base put in impound yard
- Ordered more winter gear for parks guys
- Asst. Director attended staff meeting
- Spoke with Phil with Aqua Rec regarding when we will un winterize pool for swim season
- Asst. Director took care of a disciplinary issue within department
- Asst. Director took photos of damage to new vehicle and met with CR to get estimate for repair
- Did safety meeting with parks guys
- Asst. Director met with Neches Plumbing to get spigot removed from Larry Street restrooms
- Asst. Director met with welder at Calhoun to have gates reworked due to unknown person popping locks
- Received call from Ernie with Aqua Rec concerning a pipe that was leaking which he stated he would replace next week
- Worked with 1 parks guy to design a handrail for float so people can stand if they preferred on float
- Began dismantling float from MLK and preparing for Mardi Gras float
- Went to each city owned park and facility to raise flags back to full staff
- Took 5 barricades to library and setup so new lettering could be installed on outside of building
- Met with fleet at PD impound yard to see about getting air bags on box car inflated so it could be removed
- Attended a 2nd zoom meeting for cemetery mapping
- Cleaned out old truck and moved over into new truck
- Repainted PVC arches on float to blue and gold for Mardi Gras
- Called 3 different tree services to get bids for removal of 7 trees around visitor center to Phillips Park
- Put blue and gold tinsel on one arch of council float
- Called fleet to come get parks truck unstuck at Steven Bennett Park

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**
- **PURCHASE NEW 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)**.
- 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 2025)
- 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 2025)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT JANUARY 2025
LOCATIONS MOWED

Calhoun Park x	Greens Park x
Crestline x	Fitzhugh Park x
Reagan Park x 1	Gateways x 1
Farmers Market x 1	Vaughn @ Crockett x
Spring Street x 1	Visitor Center x 1
Library x	Larry Street Park x
Mitchell Campbell x	Willie Myers x
Lorraine x	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 x
Statue Park x 1	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	Two Lots Between City/Easthill x

PARKS PROJECTS COMPLETED JANUARY 2025

2 parks guys used lift to take down large Christmas tree on Spring St.	4 parks guys took down remainder of Christmas decorations around city
Parks guys cleaned around lake and walking trail upper lake	Parks guys picked up limbs around various city owned properties
2 Parks guys filled in washout area at Reagan Park on Park Street side	2 parks guys finished building a second set of benches for council float
3 parks guys removed wreaths from windows of library and placed in storage	1 parks guys assisted facility in installing two heaters in pump room at pool
Parks crew cleaned waterfront of Wolf Creek Lake	Parks crew cleaned waterfront at Lower Lake and Blue Lake
Parks crew removed 7 dead stumps Wolf Creek Lake	1 parks guy installed brackets for PVC arches
1 parks guy installed sides on float for storage area	2 parks guys cleaned out their old truck moved tool boxes to new truck

1 parks guy installed metal sign on overhead door by fleet	Parks crew put out barricades for MLK parade
3 parks guys worked MLK parade and 1 drove truck with float in parade	2 parks guys replaced rotted boards on two piers at upper lake
1 parks guy marked several trees on upper lake trail that will need to be cut down	Parks crew began clearing out waterfront by float dock
1 parks guy began rebuilding signs for lakes, parks and cemeteries	1 parks guy painted wheels and tongue of trailer for float
2 parks guys picked up barricades and cones from MLK parade	Parks crew cut down tree at Willie Myers Park
Parks crew went to Memorial Cemetery to repair hog damage around headstones	Parks guys power washed and sanitized park restrooms
Parks crew pulled all blue trash cans from parks, lakes and power washed and put back out	Parks crew weeded and dragged 4 ball fields
1 parks guy assisted facility with hanging bulletin board in library	1 parks guys built new handrails and painted on float

MAJOR ISSUES WHERE CONTRACTORS USED

Peace of Mind camera issues Public Works	Neches Plumbing to repair leak Larry Street Park
Neches Plumbing to fix sensor on faucet Mitchell Campbell	Neches Plumbing to fix faucet Upper restrooms Reagan Park
J&K Electrical light replace Upper restrooms Reagan Park	

SAFETY ISSUES

1 parks guy struck a stump with bumper of truck	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	0
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	1
Refunds Given	
Total Revenue Collected	\$30.00

Activities:

Special Events: NONE

Facility Maintenance Projects Completed JANUARY 2025

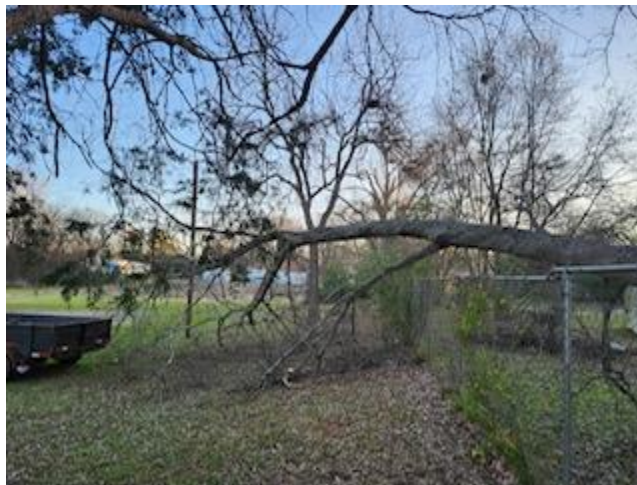
- Assisted parks crew with taking down large Christmas Tree and learning how to operate lift
- Assisted parks crew with painting benches for float
- Changed air filters at library with parks guy assistance
- Unclogged toilet at men's restroom upper portion Reagan Park
- Went to library and found cut off for water to sprinklers on side
- Delivered trash bags to customer service at city hall
- Went to get bulbs for auction warehouse area will need lift to replace bulbs
- Went to streets and picked up two bags of salt to put on boardwalk at Reagan
- Assisted parks guy with installing new steps on float for council
- Went to check toilet at city hall after complaint that toilet is rocking no issues found
- Got supplies for cleaning lady
- Assisted parks guy with installing arches on float
- Met with director at museum and replaced lights on basement floor
- Met with Ben Campbell to provide him with a second set of keys for museum
- Called Neches Plumbing to come fix leak at Larry Street, faucet Reagan and Mitchell Campbell
- Replaced POW flag at Veteran's Park
- Changed batteries in soap dispensers city hall
- Took supplies to library and annex
- Went to Visitor Center to pickup a tote with decorations and brought back to warehouse for storage
- Went to pool and checked water level and heaters
- Looked for contractor to replace awning at PD at sally port area
- Cleaned out old truck and moved items into new one
- Put salt out on back walkway of library
- Took new flag rope and flags to Chris at complex
- Attended safety meeting at city hall
- Called Peace of Mind to install new battery on alarm system concession 1
- Got supplies for wastewater treatment plant
- Met with animal control at museum to pickup carcass
- Changed out Texas flag Phillips park
- Changed out water filters in all water fountains city hall and PD
- Called J&K electrical to come fix lights at upper restrooms Reagan Park
- Washed and detailed truck
- Removed old hand soap dispenser at lower restroom Reagan Park due to damage
- Delivered water to customer service

Trout Day 2025





Fallen Tree Willie Myers Park





Flag Rope Replacement PD



Repair Ginger Blowup





Repair Santa Blowup





Beginning of MLK Float





Facility Maintenance Projects Completed DECEMBER 2024

- Attempted to fix back door of city hall, had to call clear choice and peace of mind to come fix issue
- Worked with Director on trying to fix several broken wires on Christmas Train
- Went to Braly's and picked up wiring caps and electrical tape for Director
- Assisted Director with securing lights to the council float trailer
- Took toilet paper and paper towels to library annex
- Took disinfectant to city hall at request of CM admin
- Went to Reagan Park and changed out batteries in sink lower restrooms
- Installed another light bulb in men's restroom at Willie Myers to only have it taken for 4th time
- With assistance from director was able to install 4 bubble covers at library
- Took trash bags to city hall customer service 3 times
- Gave box of trash bags to Fire Station 1
- Went to complex to look at possible live wire called J&K to come disconnect
- Assisted director with securing Christmas lights under seating on council float
- Helped director with making new signs and spray painting letters on signs for council float
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- Changed two light blubs at parks warehouse
- Changed lights out in Plan Tech office
- Assisted director with decorating doors in office for Christmas
- Assisted Dogwood Garden Club with staking trees at library
- Went to pool to top water level off and turn skimmer back on
- Reset plugs for Christmas decorations, spring street, visitor center, Reagan Park
- Tightened up loose swing Reagan Park
- Taped extension cords down on sidewalk in front of library
- Attended Arbor Day celebration for city
- Replaced soap dispensers in restroom area code enforcement
- Met with Director who showed me how to stake a tree upright for proper growth
- Assisted with block streets for Christmas parade as instructed by Asst. Director
- Went to Willie Myers and checked to make sure exposed wires had been fixed
- Assisted director with taking Christmas float apart and storing items in warehouse
- Called roofing company about leak at Fire Station 3 in bay area
- Assisted director with putting out inflatables at library and staking them
- Put up new Texas flag Fire Station 2
- Took extension cord to library for electrician to test light pole library
- Cleaned two vehicles so they were ready for Christmas parade
- Assisted parks guys with inflating tires on bikes and tightening up brakes
- Took cleaning person a box of D batteries for paper towel dispensers
- Assisted parks guys with building new platform for council float
- Dropped off 4 cases of water to visitor center

- Attended Christmas gathering at city hall
- Brought dolly to city hall so hams and turkeys could be moved
- Called door company to come fix sliding doors city hall
- Assisted director with taking down Christmas tree city hall and storing in warehouse



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To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
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February 2025 Monthly Report

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February 2025

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Administration

- Prepared timesheets and turned in invoices for month
- Called facilities person to go fix Texas Flag at Phillips park since he put the flag upside down
- Picked up Mardi Gras Beads for council float
- Took 1 parks guy to drug check for accident with trailer
- Did disciplinary on 1 parks guy for accident
- Fixed infant swing at Reagan Park
- Put a temporary fix on light pole at Reagan Park till guys could go repair
- Was called by Visitor Center regarding a dog laying in ditch between VC and FM. Called animal control and assisted with getting dog out of ditch
- Did a bio request for Chamber
- Began doing yearly evaluations on parks guys
- Met with Mike in Streets to discuss how to fix embankment issues around creek bed at City cemetery
- Met with CM on pool contract and moving forward
- Met with Mike Sercey regarding upgrades to Farmers Market
- Began making decorations for Dogwood Parade Float for Council
- Finished Mardi Gras Float for council
- Called Henry AC to fix unit at Fire Station 4 due to wires being burnt
- Met with fleet to have preventative maintenance done on all mowers before mowing season was to begin
- Spray painted each weedeater assigned in parks a different color to prevent folks from grabbing someone's assigned equipment
- Attended council meeting on Monday 2-10-25
- Cut out letters for Dogwood Float for Council
- Spray painted letters for Dogwood float for council

- Glued together small bowls to make lollipops for float
- Attended staff meeting on Tuesday 2-11-25
- Met with TML representative to discuss upcoming safety training for parks
- Began putting new fishing line on poles for upcoming fishing event in May
- Completed Mardi Gras Float with Casey
- Asst. Director took employee to ER and drug check after accident
- Met with Ryan's Tree Service to discuss removal of 4 dead trees and grinding out stumps
- Attended FEMA meeting on 2-19
- Attended Junior Service Meeting on Wednesday 2-10 1 pm
- On Monday a holiday was called regarding a fire in lower restroom at Reagan Park, went and closed and took photos made report with PD
- Called Little Tykes customer service to get better instructions on putting playground equipment together at Green's Park
- Spoke with Linda Dickens several times regarding a person wanting to put a bench at Reagan Park around walkway with plaque
- Completed TML list for HR
- Met with CR to get titles and keys to vehicles for auction
- Reached out to 3 different solar companies to get bid for lighting for Reagan Park
- Attended drawing for election city hall
- Ordered clear bags for parks and black bags for city hall customer service
- Met with Ana from Library to discuss possible grant that could repair doors and windows of library
- Attended Black History Month program at Crockett Road Church of Christ
- Tore down Mardi Gras Float and began preparing for Dogwood
- Met with Mike Sercey at Farmer's Market to discuss asphalt and electrical
- Called Jason to see if could fix 2" water line at Farmer's Market after contractor hit and broke
- Met with Ryan's Tree Service to remove 5 dead trees around playground area Green's Park
- Asst. Director went to Calhoun Park to check lighting and see if working
- Director painted several pieces of playground equipment at Green's Park
- Met with Mary Ann and Mike Sercey at Farmer's Market to discuss plumbing and electrical for food trucks
- Had meeting with L&M Cleaning regarding cleaning person
- Met with Mike Sercey regarding dolphin for Reagan Park
- Met with Ryan's Tree Service at Farmer's Market to remove 8

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**
- **PURCHASE NEW 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)**.
- 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 2025)
- 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 2025)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT FEBRRUARY 2025
LOCATIONS MOWED

Calhoun Park x	Greens Park x
Crestline x	Fitzhugh Park x
Reagan Park x	Gateways x
Farmers Market x	Vaughn @ Crockett x
Spring Street x	Visitor Center x
Library 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 x	Upper Lake x
Wolf Creek Lake x	Lower Lake x
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	Two Lots Between City/Easthill x

PARKS PROJECTS COMPLETED FEBRUARY 2025

3 parks guys worked Mardi Gras Parade	2 parks guys put out cones and barricades for Mardi Gras Parade
1 parks guy installed toilet paper dispensers in both stalls Green's Park	Parks guys cleaned over ½ of the creek bed to the west at city cemetery
1 parks guy took 20 cones and 8 barricades to Farmer's Market	1 parks guy power washed all restrooms and pavilions in parks
Parks guys cleaned up fallen limbs and pinecones from dog park after complaint	Parks guys began building new playground equipment in Green's Park
2 parks guys installed second climbing equipment in Calhoun Park	3 parks guys installed ballards around playground area Willie Myers Park
Parks guys filled in several washouts around Reagan Park	2 parks guys installed new swing and untangled second Calhoun park
Parks guys spray painted Parks on more trash cans and drilled holes for drainage	Parks guys dismantled old equipment Green's Park

1 parks guy cleaned up lower restroom Reagan Park after fire	Parks guy locked all restrooms due to freezing temps
2 parks guys organized and took down mileage on vehicles for next auction	1 parks guy cleaned warehouse and reorganized
1 parks guy has been making new wooden signs for parks and lakes	2 parks guys took photos of auction items and shrink wrapped them
2 parks guys worked on installing new signage at all lakes	1 parks guy drove float in Mardi Gras parade
1 parks guy folded and placed all old flags in bag to be given to boy scouts	2 parks guys power washed and painted restrooms Mitchell Campbell Park
2 parks guys painted restrooms Willie Myers and had to repaint floors	1 parks guy took down section of old fence PD impound yard
1 parks guy began placing new poles and fencing for expansion of PD impound yard	2 parks guys began painting restrooms Reagan Park
1 parks guy leveled ground area for new equipment to go in at Calhoun	1 parks guy removed all old railroad ties from around Calhoun equipment

MAJOR ISSUES WHERE CONTRACTORS USED

Peace of Mind camera issues Public Works	Neches Plumbing to repair leak Larry Street Park
Neches Plumbing to fix sensor on faucet Mitchell Campbell	Neches Plumbing to fix faucet Upper restrooms Reagan Park
J&K Electrical light replace Upper restrooms Reagan Park	

SAFETY ISSUES

1 parks guy backing up trailer not locked jumped and hit tail gate	1 parks guy was using knife and sliced thumb requiring sutures
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	0
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	1
Refunds Given	
Total Revenue Collected	\$30.00

Activities:

Special Events: NONE

Facility Maintenance Projects Completed FEBRUARY 2025

- Fixed flag at Phillips Park
- Out sick couple days
- Took trash bags to customer service
- Cleaned took room warehouse
- Went to customer service and city hall removed traps from ceilings
- Fixed outside outlet Library
- Fixed drain spout on gutter Library
- Spray painted letters with Director for Dogwood Float
- Cleaned and rearranged supply room warehouse
- Met Chief and CM museum
- Attended safety meeting city hall
- Went to Willie Myers to check door that was damage obtained bids for repair
- Spoke to a contractor about getting bid to replace every screw on top of Farmer's Market
- Took water to visitor center and customer service
- Went and checked flags at all locations
- Met with contractor to fix urinal in PD
- Called Quality Air to find out why they sent a multitude of invoices, found that they had not sent due to problem with their system
- Fixed sliding door city hall customer service
- Disposed of damaged boxes with trash bags and restacking
- Took water to city hall for April
- Picked up paint for restrooms in parks
- Assisted with moving furniture at city hall for Development Services
- Took supplies to library and annex

- Helped Director with painting equipment at Green's Park
- Repaired sink at Reagan in lower restroom
- Met plumber at Calhoun Park to repair broken faucet due to freeze
- Replaced a faucet in both men's and women's restrooms Farmer's Market
- Removed old paper towel dispensers from restrooms in parks

Removal Old Playground Equipment Green's Park



New Playground Green's Park



Before Painting



After Painting



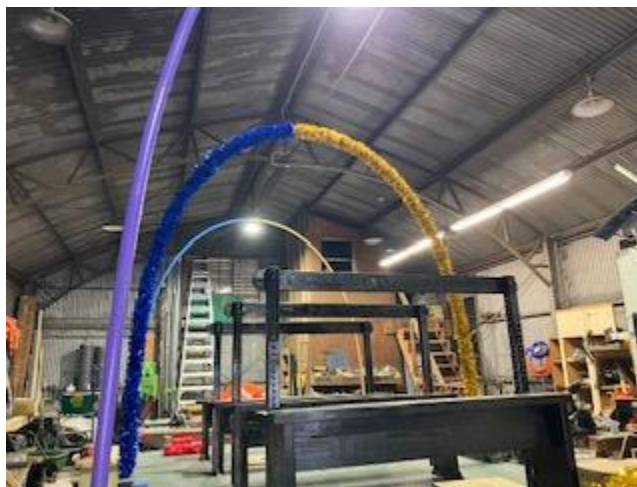
Fire Reagan Park Restroom Lower



Tree's Green's Park



Mardi Gras Float





Creek Bed City Cemetery Cleanout



Graffiti Upper Reagan Restrooms



Hog Damage Memorial Cemetery





Broken Swing Before



Swing After



Playground Equipment Calhoun





Agenda Date: 05/06/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: March 2025 Monthly Report
Date Submitted: 04/24/2025

SUMMARY:

March 2025 Monthly Report

RECOMMENDED ACTION:

No action is required.

CITY MANAGER APPROVAL:

Attachments

March Monthly 2025

Parks and Recreation Department

March 2025

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 approximately 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
- Had meeting with parks guys regarding listening to instructions as given and not wavering from what was said and to stop being wasteful and to clean trucks weekly
- Met with First Light Technologies regarding solar lighting for Reagan Park
- Met with J&K Electrical to get better idea of estimate for hardwire lights verses solar lighting in our parks
- Reached out to City of Austing, Corpus Christi and Bryan College Station regarding SOP's for Code enforcement and gave to Development Services
- Gave quote for newspaper of Green's Park
- Spoke to Councilman Conner regarding setting up a meeting with PYSO and CM and staff to discuss complex
- Met with CR on bids for lift for parks
- Attended staff meeting on Tuesday 3-4
- Called Red Bud supplier to order 60 new cones
- Dismantled soap dispenser for complex and unclogged tubing and put back together
- Replaced solar panel on solar light and rewired
- Called Bailey Bark to get quote for 4 truck loads of fall surface for Reagan Park and Calhoun
- Completed evaluations for parks and facilities and sent through teams for CM to review
- Completed safety meeting with parks to incorporate the use of cones behind vehicles
- Attended cemetery mapping by use of teams
- Began putting new fishing lines on poles for family fish day

- Met with Vicki from Braly's on donations for Family Fish day event
- Began going through K&J plots at City Cemetery regarding numbing of lots
- Called Discount Playground Equipment to get bid for 2 pallets of 12" 4' plastic boarders for Calhoun Park
- Called Discount Playground Equipment to order a saucer swing for Reagan Park
- Myself and Asst. Director moved fridge from office area into small break room at warehouse
- Met with Master Gardner's regarding planting in flower beds City Hall and then spoke to Mrs. Ava at Dogwood Garden Club
- Attended council meeting on Monday 3-10
- Friday 3-1 finished doing section J of New Annex at City Cemetery
- Met Susan from Development Services at City Cemetery and went over few sections that we have discrepancies with
- Began creating spreadsheet on sections J&K from City Cemetery to provide to SAM before next cemetery meeting
- Attended cemetery mapping meeting by use of teams on 3-12 11 am
- Went to Reagan Park and caught a rooster that had been dumped and took to Barc Shelter
- Began repainting wall in warehouse where fridge and cabinets used to be located
- Began putting skirting on float for Dogwood Festival Parade
- Ordered 2 pallets of plastic boarder for Calhoun Playground
- Ordered 1 saucer swing for Reagan Park
- Met with CM to discuss pool and complex
- Myself and Asst. Director with Asst. HR did 4 interviews
- Met with CM to discuss Laza Case and speak to city attorney through TML
- Fixed signatures on Asst. Director and Fleet Supervisor computers for their emails
- Met with Mike Sercey regarding two bids for the roof at Farmer's Market, approved 2nd bid in amount of \$2,000
- Met with Asst. Police Chief R. Johnson regarding criminally trespassing individual from warehouse as he is a known sex offender
- Created PO for metal carport building for Fire Station 4 for training
- Created PO for lift from Capital Improvement list for parks
- Ordered supplies for complex
- Met Bailey Bark at warehouse for delivery of 4 trucks fall surface
- Called Henry AC to get bid for adding vent in Development Services office
- Met with Mike Sercey and Mary Ann Admire regarding doing a rubber coating on roof of Farmer's Market for next budget
- Met with Tracy who cleans City Hall, Pd, Visitor, Parks, PEDC and Public Works. Showed her how to properly mix chemicals for cleaning gave her list of expectations from contract and even showed her how to clean so that it makes a difference
- Met with CM to look into possibly creating two new positions for cleaning of city owned buildings verse contracting out
- Called Neches Plumbing to come fix sink at Willie Myers

- Met with CM and TML attorney at city hall on Friday 3-14 at 9 am
- Attached monthly report to council packet for 3-24
- Began putting float together for Dogwood Festival
- Met with Angela from Chamber at warehouse so she could pickup concrete buckets for festival
- Repainted letters for float to match color scheme
- Cut 3/4 " pipe for lollipop bases for float
- Completed Affidavit for attorney with TML out of Tyler
- Attended staff meeting on Tuesday 3-18
- Worked with parks guys to place barricades and cones for parade and festival
- Worked on making candy for float and candy wrappers
- Met with Colt from Henry AC to show him where we wanted new vent in Development Services office
- Attended council meeting on Monday 3-24
- Met Mary Ann Admire at Warehouse to unload 24 propane tanks for Farmer's Market
- Began dismantling float from Dogwood Festival
- On Saturday 3-22 with assistance from Casey and her sister float was put together for Dogwood
- Worked with East Texas Fire Extinguishers to update and place in vehicles that did not currently have an extinguisher
- Met with Asst. Fire Chief regarding some project set up walk through to get better understanding of requests
- Met with Nick from Streets on getting their help with moving fall surface to Calhoun Park
- Coordinated with Jacob from PISD on plan to develop new parking lot area for complex
- Met with Susan and code officers to go over procedures for warrants for properties
- Met with Nick in Streets to get idea of cost for more rock for PD impound yard
- Began doing evaluations for parks employees
- Put up 3 cases of task brand towels in storage room warehouse
- Did table and chair count for Rotary to pickup April 4
- Went with 1 parks guy to show him where to put barricades for movie shoot
- Directed streets crew with dump trucks where to unload fall surface at Calhoun
- Ordered another pallet of plastic boards for Calhoun Park
- Sprayed weeds in PD impound yard
- Filled in sink hole Cemetery bridge

Goals: To place ADA equipment in all major parks.

Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **PURCHASE NEW ADA SWING REAGAN PARK**
- **INSTALL NEW REPLACEMENT PARTS SWING REAGAN PARK**
- **ADD FALL SURFACE TO REAGAN PARK/GREEN'S PARK**

Lakes

- Mow and weedeat all areas of dams
- Have dead trees removed from forestry area at Upper and Lower
- Remove excess vegetation from all lakes

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)**.
- 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 2025)
- 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 2025)
- Repair fence for Green's Park basketball court

PARKS MONTHLY REPORT MARCH 2025
LOCATIONS MOWED

Calhoun Park x 1	Greens Park x 1
Crestline x 1	Fitzhugh Park x 1
Reagan Park x 1	Gateways x 1
Farmers Market x 1	Vaughn @ Crockett x 1
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	Upper Lake x
Wolf Creek Lake x	Lower Lake x
Statue Park x 1	Memorial Cemetery x 1
Easthill Cemetery x 1	City Cemetery x
Athletic Complex x 2	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 MARCH 2025

Parks guys removed all old solar lights from Reagan park and brought to warehouse	Parks guys repainted floors at Willie Myers and Mitchell Campbell restrooms
Parks guys put cement around all light poles at Reagan Park	1 parks guy power washed restrooms Larry Street park and locked up restrooms
2 parks guys worked on installing new playground equipment Calhoun Park	1 parks guy dismantled one section fence PD impound to extend section out
2 parks guys met with PD at shooting range to pickup two gates and couple poles	1 parks guy put two cones in every Parks vehicle
2 parks guys removed counter and cabinets from warehouse and placed outside	1 parks guy removed all old plants from planters city hall
1 parks guy did fairy garden workshop at Davey Dogwood	1 parks guy and facility moved tables from under pavilion FM to outside area
1 parks guy removed two trash cans from blue lake	2 parks guys installed solar lights around warehouse yard to give more lighting
1 parks guy delivered supplies to Chris at Complex	1 parks guy put out trash cans for festival area for dogwood
1 parks guy attempted to load dump trailer with fall surface and deliver to Calhoun Park	1 parks guy drove float in parade
3 parks guys worked Dogwood parade	3 parks guys began installing plastic borders around Calhoun Park Equip
1 parks guy leveled graves city cemetery	All crew leveled fall surface Calhoun

MAJOR ISSUES WHERE CONTRACTORS USED

Henry AC to install new vent Development Services Area	Neches Plumbing sink Willie Myers
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SAFETY ISSUES

1 parks guy cut his thumb while doing work	
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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	18
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	
Total Rentals Paid	18
Refunds Given	
Total Revenue Collected	\$1,160
A	

Activities:

Special Events: NONE

Facility Maintenance Projects Completed MARCH 2025

- Went to Reagan Park restrooms lower section to remove graffiti
- Met with Chris from complex and picked up solar lights from location
- Picked up soap dispenser from complex and brought back to director so she could make repair
- Picked up and moved all solar lights from warehouse and placed outside so they could charge and we could see which worked
- Did safety training with Director on placement of cones in vehicles
- Put up two pallets of clear bags in storage area
- Put up 4 pallets of black bags for customer service in warehouse
- Went to Farmer's Market to check on toilet that kept running had to call Neches to come fix
- Assisted parks crew in moving furniture at city hall
- Went and unlocked gate at compost for contractor removing trees Green's Park
- Delivered supplies to library annex

- Ordered paint at Braly's for equipment at Green's Park
- Took paint to parks crew so they could finish painting restrooms Reagan Park
- Worked with Director on checking solar lights left outside to charge
- Went to pool and turned off water fill and turned on skimmer
- Changed door knob on office door at warehouse
- Installed new outlet covers on walls in warehouse where they were missing
- Picked up 8 frost free hydrants from Lowe's for Farmer's Market
- Finished painting lower restrooms Reagan park
- Finished painting men's restroom Calhoun Park
- Washed and cleaned city truck
- Dropped off trash bags to customer service
- Dropped off case of water to Susan in Development Services
- Reinstalled soap dispenser at complex
- Dropped off box of welcome bags to visitor center
- Delivered water to customer service area
- Placed silicone around window outside Heavner's Office
- Took off remaining week for spring break
- Unclogged sink city hall break room
- Replaced light in janitorial office city hall side
- Picked up bulk in D batteries for cleaning person for paper towel dispensers
- Delivered 12 chairs and 7 tables to Farmer's Market
- Unloaded pallet of supplies in warehouse storage area
- Checked on leak in mop closet PD, had to call Neches Plumbing to get quote for repair
- Delivered 2 cases of toilet paper to complex
- Assisted director with taping and wrapping candy for float
- Took off for 2 days for vacation
- Went to city hall to replace threshold plate 1st office Development Services office
- Picked up 25 chairs and 7 tables from Curious Museum
- Rode with Director to see how barricades put out for festival and parade
- Delivered toilet paper and trash bags to library annex
- Dropped off additional cones and sign for PD parking lot
- Met with 1 parks guy and fixed roof and ceiling at concession 2 complex
- Went to CID area due to complaint on sewer smell in women's restroom called Neches Plumbing to fix
- Met with Will from PEDC at results building to see about possibly removing cubicles and desks found job would require contractor due to electrical components
- Met with electrician so he could replace exhaust fan in pool area
- Replaced soap dispenser in men's restroom city hall
- Pulled 12 tables and 60 chairs for Rotary to pickup next Friday on 4-3

Green's Park



Calhoun Equipment



Playground Fall Surface Before



Plastic Boarder Calhoun Park



Candy for Float





Float Dogwood Festival Parade







Agenda Date: 05/06/2025
To: Parks Advisory Board Agenda Item
From: April Jackson, City Secretary
Agenda Item: Approval of Minutes
Date Submitted: 05/02/2025

SUMMARY:

Consider approval of minutes from the November 7, 2023, and August 6, 2024, meetings.

RECOMMENDED ACTION:

Staff recommends approval of the minutes as presented.

CITY MANAGER APPROVAL:

Attachments

November 7, 2023, Minutes
August 6, 2024, 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 7, 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 MAY 2025.

ATTEST:

Jacob Wheeler, Chair

April Jackson, City Secretary

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, August 6, 2024, at 12:00 p.m., in the City Hall Conference Room, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Jacob Wheeler; Board Members Chris Arthur, Sylvia Brown, and Cleo Wright.

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

Board Members Megan Hogan, Sharon Hester, and Darrel Brooks were absent.

CALL TO ORDER

With a quorum present, Chair Jacob Wheeler called the meeting to order at 12:09 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 March, April, May, and June 2024.

APPROVAL OF MINUTES

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

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

DISCUSSION AND ACTION ITEMS

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

Parks and Recreation Director Patsy Smith discussed proposed signage for Steven Bennett Park. Staff received one bid from Nelson Garcia for \$10,000.00 to build the structure for the new

signage. Mr. Kirk Davis informed staff that he would seek donations to pay for the sign that would be placed in the structure. Staff contacted local sign companies, but none could complete the signage for Steven Bennett Park. Ms. Smith informed the Board that Leon Sign's Inc. could complete the signage. Chair Jacob Wheeler proposed that staff seek funding for the signage through the Palestine I.S.D School Board. The estimated cost for signage is \$2,500.00. Board members preferred to receive additional bids for the construction of the structure before approval. Staff will seek additional bids from contractors for the construction of the structure and electricity to illuminate it.

Motion by Board Member Cleo Wright, seconded by Board Member Chris Arthur, to approve the budgeted amount of \$10,000.00 for new Steven Bennett Park signage. Upon vote, the motion carried 4-0.

ADJOURN

With no other business to come before the board, the meeting was adjourned at 12:32 p.m.

PASSED AND APPROVED THIS 6TH DAY OF MAY 2025.

Jacob Wheeler, Chair

ATTEST:

April Jackson, City Secretary



Agenda Date: 05/06/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Pool Schedule 2025
Date Submitted: 04/24/2025

SUMMARY:

The Parks and Recreation Department and the YMCA have been able to complete a regular pool usage schedule and an extended swim season schedule as well. Both copies of the schedules are attached to this report.

RECOMMENDED ACTION:

Staff recommends approval of the regular swim season schedule and the extended swim season schedule.

CITY MANAGER APPROVAL:

Attachments

2025 Swim Season
Extended Swim Season



Swimming Pool Schedule

MAY 24th – August 15th



Details

Available At

PalestineYMCA.org

Parks & Recreation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Public: Lap Swim 6:15am – 8:45am	Public: Lap Swim 6:15am – 8:45am	Public: Lap Swim 6:15am – 8:45am	Public: Lap Swim 6:15am – 8:45am	Public: Lap Swim 6:15am – 8:45am	YMCA SWIM 1 pm – 3 pm	
Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 Without Pool Pass 9:00am – 10:00am		
Swim Lessons 10:00am – 12:00pm YMCA Kid Swim 12 pm – 1 pm	Swim Lessons 10:00am – 12:00pm YMCA Kid Swim 12 pm – 1 pm	Swim Lessons 10:00am – 12:00pm YMCA Kid Swim 12 pm – 1 pm	Swim Lessons 10:00am – 12:00pm YMCA Kid Swim 12 pm – 1 pm	In-Service/Life Guards ONLY 10:00am – 12:00pm	Public: Open Swim 11:00am - 8:00pm	
Public: Open Swim 1 pm – 5 pm	Public: Open Swim 1 pm – 5 pm	Public: Open Swim 1 pm – 5 pm	Public: Open Swim 1 pm – 5 pm	Public: Open Swim 1 pm – 8:30 pm		
Swim Lessons 5 pm – 6:00 pm	Swim Lessons 5 pm – 6 pm	Swim Lessons 5 pm – 6 pm	Swim Lessons 5 pm – 6 pm	<div>Free to Palestine Resident Only</div> <div>For more Information Call Customer Service 903-731-8400 Ext. 1</div>		
Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm			
Public: Open Swim 7:15pm – 8:30pm	Public: Open Swim 7:15pm – 8:30pm	Public: Open Swim 7:15pm – 8:30pm	Public: Open Swim 7:15pm – 8:30pm			

NOTES

Public / City Swim

City & Y Programs

In-Service

Pool Passes Available at City Hall Mon-Fri 9AM-12PM & 2PM – 4PM Call 903 731 8400 Ext. 1

Swimming Pool Schedule

August 11th – Sept 28th



Parks & Recreation



Details

Available At

PalestineYMCA.org

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Public: Lap Swim 7 am – 9 am	Public: Lap Swim 7 am – 9 am	Public: Lap Swim 7 am – 9 am	Public: Lap Swim 7 am – 9 am	Public: Lap Swim 7 am – 9 am	In-service/Life Guards Only 10 am – 12 pm	YMCA SWIM 1 pm – 3 pm
Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 9:00am – 10:00am	Public: Water Aerobics \$2 Without Pool Pass 9:00am – 10:00am		
Swim Lessons 5 pm – 6 pm	Swim Lessons 5 pm – 6 pm	Swim Lessons 5 pm – 6 pm	Swim Lessons 5 pm – 6 pm	Public Swim 5pm – 8:30 pm	Public: Open Swim 1 pm – 8 pm	Public: Open Swim 3 pm – 6:00 pm
Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm	Public Water Aerobics \$2 6:00pm – 7:00pm	Free to Palestine Resident Only For more Information Call Customer Service 903-731-8400 Ext. 1		
Public: Open Swim 7 pm – 8:30pm	Public: Open Swim 7 pm – 8:30pm	Public: Open Swim 7 pm – 8:30pm	Public: Open Swim 7 pm – 8:30pm			

NOTES

Public / City Swim

City & Y Programs

In-Service

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