

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



**NOTICE OF MEETING
PARKS ADVISORY BOARD
August 5, 2025
12:00 P.M.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/83221046860?pwd=a34dTRGhPbb0ieoxbcz9mqIB8wOLnu.1>

Meeting ID: 832 2104 6860
Passcode: 048638

One tap mobile
+13462487799,,83221046860#,,, *048638# 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. Monthly Reports for April, May, and June 2025.

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the May 6, 2025, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding pavilion rental rate adjustments for Larry Street Park and Calhoun Park.

2. Discussion and possible action regarding the implementation of a Special Events Permit Application for use of city parks, roads, and the downtown area.

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 **Wednesday, July 30, 2025.**



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: 08/05/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Monthly Reports for April, May, and June 2025
Date Submitted: 07/28/2025

SUMMARY:

Monthly Reports for April, May, and June 2025.

RECOMMENDED ACTION:

No action is required; this is for discussion purposes only.

CITY MANAGER APPROVAL:

Attachments

April Monthly 2025
May Monthly 2025
June Monthly 2025

Parks and Recreation Department

April 2025

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 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 John Piersol regarding the ordering of fish for the catch tank for Family Fish Day May 24th
- Asst. Director looked up a online spray class for Byron so he can get her license
- Met with Casey City Manager's Admin to get idea for Juneteenth Parade theme
- Completed all evaluations for parks and facility
- Called Clear Choice Glass to have them look at the overhead door at Fire Station 1 due the door moving up and down without remote
- Made contact with Colt Moinger with Palstic Welding to assist with repair to slide at Willie Myers Park
- Completed monthly report for Council for 4-8-25
- Contacted Neches Plumbing to ok the bid for repair of mop sink in PD hallway and met them for work to be completed
- Met with fire at warehouse attempting to find building inspectors vehicle and found they had the wrong set of keys
- Asst. Director took car hauler to welder to move ramps from rear of trailer to side of tailer
- Asst. Director picked up cones from PD parking lot
- Called and obtained 3 quotes for a 25 hp tractor with implements
- Attended an after meeting with Chamber and city staff on dogwood festival
- Attended a city staff meeting on 4-2 at 2pm regarding dogwood festival
- Met with Fire Chief and Asst. Chief regarding fire buildings and doing a preliminary budget for upcoming year
- Spoke to Shelia Galloway from the movie Anderson County in an attempt to find a grave at city cemetery for Alton Paris

- Made contact with Modular Vehicle Barrier System to get estimate for road barriers for festivals and other events
- Created a road closure map for movie at court house and was approved by Chief Harcrow
- Assisted parks employee with setting out barricades for movie being done at court house
- Prepared a brief synopsis of division for CM to provide to Mayor for his City address
- Both directors completed cyber security training as assigned
- Made contact with 2 concrete companies to get quote for road repair behind Fire station 3
- Met with Janet in Development Services regarding a concrete bench that had fallen over at the new annex and family complained headstone sinking. Was able to set bench back up and level. Headstone advised they would have to get a monument company to relevel as we do not have proper equipment
- Calculated cost of clear bags to charge to Chamber for events
- Met with David Moses regarding a bid for 3 fishing docks in our lakes
- Had Cinco De Mayo meeting with CM, PD and Visitor Center
- Met Mike Searcy at Reagan Park for the caboose move
- Met with Clear Choice Glass at PD building behind CH in regards to replacing window that is continuously leaking
- Called J&K Electrical to come fix electrical issue with Fleet for power and lighting
- Turned splash pad on for summer
- Called Henry AC to have Pete come look at water leaking at Fire station 1 from duct work
- Asst. Director met with deliver company dropping 3 truck loads of rock at warehouse for PD impound yard
- Made contact with J&K Electrical to get a bid for changing out lights in fire station 1 where training takes place
- Resecured trim on door coming into main area of building at warehouse
- Met with Jacob and contractor at complex who was clearing wooded area for new parking lot
- Stuffed giveaway bags for Family Fish Day
- Was on phone conference with Kevin with Water Odyssey regarding issues with wickets not coming on during operation of splash pad
- Attended zoom meeting with SAM on cemetery mapping
- Met with Susan in Development Services and gave her information on TEEX's classes for code enforcement
- Spoke to Neches Plumbing about ordering a new urinal for the complex restrooms gave approval
- Got mower ready for Asst. Chief of Police to use at gun range
- Met with CR and William in Fleet to learn how to start and use lift that was delivered
- Met with AFB transport who was delivering two benches for Reagan Park

- Spoke to Linda Dickens regarding a plaque that would need to be placed on one of the benches
- Worked with Cindy at YMCA to create a swimming calendar for this years pool
- Met with Water Odyssey at splash pad to have warranty work completed and to reset splash pad to come on 8a-8p
- Went to Walmart and paid for 4 pallets of water for city personnel
- Took 1 parks employee to drug check due to accident
- Did a disciplinary on parks employee
- Treated over 60 ant beds at Reagan Park preparing for Easter Egg Hunt
- Found water leak at Reagan Park called Neches Plumbing to come mark and schedule to repair
- Met with Aqua Rec at pool with parks guys and assisted with removing pool cover
- Called Neches Plumbing to come un-winterize pool for summer months
- Met with CR in fleet to order two harnesses for the new lift
- Met with Cindy and new aquatics director Ron Stanley at the pool regarding the use of Aqua Rec for pool maintenance and was advised they will handle all this to include pool cleaning in house
- Met with CM regarding creating a letter to cancel current contract with Phil Helms with Aqua Rec for the maintenance of pool and cleaning. Letter sent to Phil who advised he wished to end contract end of April 2025
- Met with Great American T-shirts to cerate a t-shirt for family fish day next year and to have some hand towels printed as well
- Met with Braly's to pickup giveaways for goody bags for Family Fish Day
- Removed caution tape from two benches installed at Reagan Park
- Met with Linda Dickens to pickup donation check and plaque she wishes to have installed on bench
- Met with Jimmy from J&K Electrical to get bid for replacement of ballast in auction warehouse
- Went to Veteran's Park to check and verify water and electrical both worked for Downtown Rotary project
- Cleaned Family Fish Day signs
- Called and met with Pete with Henry AC to look at unit in sally port that was frozen up and to discuss preventative maintenance for all city owned buildings for ac's
- Had meeting with CM and FD to discuss clearing of land at complex for parking lot
- Attended staff meeting on Tuesday 4-29
- Met with tree loggers at Upper Lake
- Met with CM to discuss cert pay for CPO in parks
- Met Clear Choice at CH to have trim on main door secured
- Director and Asst. Director did a fish fry for our crew to show appreciation
- Met with Heather Giles with J&K Electrical at Willie Myers Park after she called advising her two man crew had been shot at. Upon arrival 5 PD officers and a Detective were on-scene. Mrs. Giles did advise that she was halting all work due

to the unsafe environment. Mrs. Giles did advise she would be reaching out to the CM to discuss further. These repairs were being made due to vandalism from the later part of 2024.

- Began adding numbers into budget for upcoming discussions
- Spoke with Clearwater out of Houston regarding getting a quote for 3 floating docks 60' with T's

Goals: To place ADA equipment in all major parks.

Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **PURCHASE NEW ADA SWING REAGAN PARK**
- **SHADE CLOTH REAGAN PARK EQUIPMENT**

Lakes

- 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)**.
- Finish clearing creek bed on westside of cemetery

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 2026)

PARKS MONTHLY REPORT APRIL 2025
LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED APRIL 2025

1 parks guy put out additional trash cans for Willie Myers and Reagan Park for two Easter Events	3 parks guys installed two metal benches Reagan Park
1 parks guy went to Reagan Park to splash pad to sweep up and blow off broken glass	1 parks guy picked up all additional trash cans from Reagan and Willie Myers
1 parks guy delivered 8 barricades to Chamber for literacy event	2 parks guys went to splash pad to clean off after heavy rain
1 parks guy cleaned warehouse and moved extra boarders and pipes to lower warehouse	1 parks guy installed new signage at front gate of warehouse
1 parks guy worked on closing off streets for movie being filmed at Anderson Courthouse	2 parks guys picked up barricades from movie set downtown courthouse
1 parks employee sanitized splash pad	2 parks employees installed new playground equipment Calhoun Park
4 parks employees installed new boarder around Calhoun equipment	1 parks guy unloaded pallet of new cones for events
1 parks guy took two picnic tables to welder to have repaired	Parks staff cleaned and detailed work truck and equipment
2 parks guys worked on filling in cracks at splash pad and using self leveling caulk	1 parks guy removed cones and painters tape from splash pad
1 parks guy trimmed bushes and trees around PD and City Hall	1 parks guy cleaned flower beds at library
1 parks guy raked up all leaves around city hall and PD	Parks crew installed new fall surface to Calhoun Park

MAJOR ISSUES WHERE CONTRACTORS USED

Neches Plumbing water leak Reagan Park	J&K Electrical fleet warehouse
Neches Plumbing repair water leak mop sink PD hallway	J&K Electrical to replace electrical line Willie Myers Park (Currently Halted)
Clear Choice Glass replace window PD	Clear Choice Glass trim main door CH

SAFETY ISSUES

1 parks guy bumped a headstone Memorial Cemetery while turning around in driveway	
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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)	1
Total Rentals Paid	19
Refunds Given	
Total Revenue Collected	\$930.00

Activities:

Special Events: Mayor's Easter Egg Hunt Reagan Park/Willie Myers Easter Egg Hunt

Facility Maintenance Projects Completed APRIL 2025

- Provided AC filter for warehouse to Henry AC while checking unit
- Picked up extra motor for pool and brought back to warehouse and stored
- Changed bulbs in CID meeting room
- Went to city hall to look at trim coming away from glass entrance door pushed back in
- Went to all city building locations to drop flags to half mass for death of Pope
- Replaced Texas flag at Veteran's Park
- Met with Lightfoot flooring to get bid for flooring in fire station 1
- Met with Clear Choice Glass to get bid for replacing two roll up doors fire 1
- Took water and trash bags to city hall customer service
- Dropped water off to city secretary and city hall
- Went to library to turn sprinkler system back on for summer
- Met with Ana from Library to get list of possible budget projects for this coming budget year
- Met Neches Plumbing at complex to install new urinal
- Picked up 8 barricades from in front of chamber
- Fixed gate at PD impound yard with assistance from 1 parks guy
- Went to check sink at Reagan Park found sensor had been ripped off of sink Director instructed to replace with paddle faucet
- Met Leon Sign at Fire 2 to get bid for new letters for station
- Met with Town and Country to obtain several bids for budget purposes
- Met Angela from Chamber to pickup round tables from Auction Warehouse
- Met Town and Country at Library to see about fixing door plate that causes door to stick when moisture or rain occur
- Met Town and Country at Annex Library to get bid for painting hallway and rooms
- Looked at library electrical room to see if we could install overhead storage rack found area has no ceiling and this will not work. Spoke to Director who suggested placing a storage cabinet in restroom with lock and key
- Met 3 contractors for fire 3 concrete replacement
- At request of director took contractor to PW building 2 to get bid for replacing wood rot and paneling
- Took paper products to Annex Library
- Met electrician at complex to have a ballast replaced
- Met with electrician to have exhaust fan replaced pool
- Went to Braly's to have 17 new locks keyed to one key
- Delivered water to Development Services
- Took new air fresheners to front lobby of city hall and installed
- Changed air filters at Library Annex
- Went to Visitor Center to fix desk that was apart, put up white board and metal sign
- Assisted parks crew with leveling sign at main entrance of yard

- Called J&K Electrical to get bid for adding outlets to Visitor Center inside and outside
- Did cyber security training
- Met with Clear Choice Glass Fire 1 to have roll up door repaired for second time
- Met with director and went with her to all fire stations to get an overview of budgetary items for next budget
- Went to Walmart and picked up couple of push mowers and weed eaters they wrote off after being returned
- Met with Calvary Construction fire 3 to be bid for bedrooms
- Took 12 cases of clear bags and toilet paper to complex
- Met with Henry AC to get bid for ac duct replacement fire 1
- Met with Town and Country to get bid for new awning at Fire 4
- Dropped off tables and chairs to Curious Museum
- Met Peace of Mind at each fire station to get bid for new cameras for buildings
- Took water to visitor center
- Changed light bulbs library
- Met with Director and one contractor and drove area to see potential projects for upcoming year
- Changed light in main hallway City Hall after was advised by director
- Replaced air filters PD
- Hammered nails on boardwalk around Visitor Center to prevent trip hazard
- Went to city hall to find foul smell in front lobby area
- Went to visitor center to move a desk and rolling mat

Splash Pad Before Caulking



Tennis Courts Current Condition



Washout City Cemetery Bridge



Crack in Slide Willie Myers Before



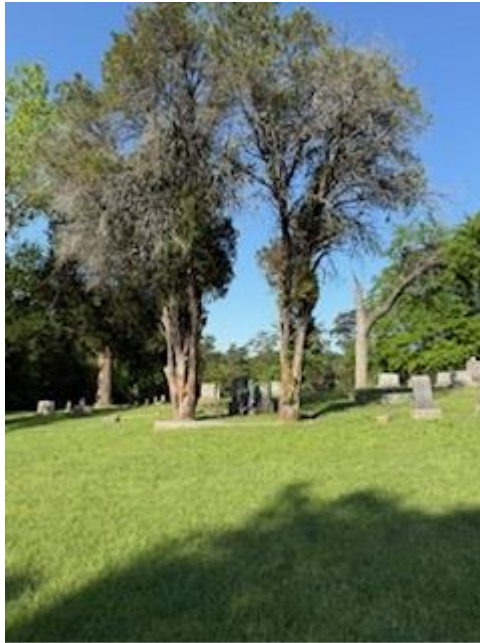
Slide Willie Myers After Repair



Fallen Bench City Cemetery



Dead Trees Easthill/City





Pool Cover Removal



Benches Reagan Park



Brick Shift Upper Restroom Reagan Park Before



Bricks Reagan After Repair



Parks and Recreation Department

May 2025

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 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
- Installed a plaque on a bench at Reagan Park and sent photo to Linda Dickens
- Went to library to see about water coming into lower section of building, found threshold plate was bowed and allowed water to run down
- Met with CM and HR regarding opening up foreman position due to Asst. Director retiring
- Attended parks board meeting on May 6, 12 noon
- Completed monthly report for April and attached to council agenda along with pool schedule
- Met with parks board member Cleo Wright regarding a basketball court at Reagan Park
- Assisted parks crew with helping to mow City Cemetery for Memorial Day
- Completed information for a grant for Farmer's Market at request of Mary Ann
- Met with facility and Town and Country at library to show them where water was coming into facility
- Met with facility maintenance to show him where to caulk downstairs of library door and on adding door sweeps to doors to help prevent water from going under doors
- Met with two staff members to discuss the removal of cert pay due to not using
- Myself, Asst. Director and HR did 4 interviews city hall
- Met Jacob at complex to meet with drilling company for soil testing
- Met with Kevin Stanford with Ramtech Roofing to get proposal for roof sealant at warehouse and farmer's market
- Attended staff meeting on Tuesday May 13
- Met with James from WWTP and got him a case of task brand towels
- Filled out auto claim form for HR on damage to unit 611

- Handled two disciplinary actions on two parks employees
- Attempted to fix a door at Willie Myers in order for it to be lockable
- Began making repairs to restroom walls at Green's Park
- Met with Cassie and Casey at city hall regarding an event that is taking place at least 3 different times at Reagan Park and asked for a meeting with organizer
- Called J&K Electrical to come fix some exposed wires at flag pole at Fire Station 4
- Attended community impact meeting for Juneteenth Festival/Parade city hall Wednesday 5-14
- Attended 1st budgetary meeting city hall finance and CM
- Met Moses at Willie Myers to have him weld a small section of door at Willie Myers that was causing door to not close
- Spoke to Mark with Town and Country on doing repair for public works on wood rot and damaged wall
- Met with Eric from L&M Cleaning to discuss getting a new cleaning person for city hall, pd, visitor center
- Met with Curtis in code enforcement as he had questions regarding junk vehicles
- Obtained a chain for Green's Park Restrooms
- Called J&K Electrical to see about scheduling work to be finished at Willie Myers Park
- Sent pool schedule to customer service so they could post for public
- Went to library and picked up wet vac and paint and put in storage at warehouse
- Cut up two bags of old uniforms as rags for parks division
- Went to Great American T-shirt and picked up CM shirt for Family Fish Day
- Met with Neches Plumbing at complex to look at urinal that was overflowing found item stuffed in drain of urinal
- Went to City Cemetery to look at a washout close to Campbell monument
- Called Depend A Can to schedule porta john for delivery at Blue Lake for Family Fish Day
- Met with Asst. Fire Chief Blue Lake to see if they could draft water from lake into catch tank for Family Fish Day
- Tested sump pump to make sure working properly for catch tank
- Called Neches Plumbing to check sewer smell at PD by front offices
- Met Eric and new cleaning lady at city hall
- Got numerous cleaning supplies for city hall and placed in closet for cleaning person
- Got cleaning supplies out for Fire 2 due to their code not working
- Put fishing hooks on all fishing poles going out to Blue Lake for Family Fish Day
- Cleaned and sorted fishing tackle for Family Fish Day
- Obtained fireworks contract and sent over to CM for signature and placed on council agenda for approval
- Created PO for fireworks shows for 2025
- Revamped budget numbers for parks
- Met parks guys at Blue Lake to show them how to setup catch tank
- Met Parks and Wildlife at Blue Lake as they delivered catfish

- Met John Piersol and catfish vendor at Blue Lake for delivery of fish for catch tank
- Met fire department at Blue Lake to have water drafted from lake and into catch tank
- Attended council meeting on Tuesday May 27
- Met with Scott Johnson and John Piersol regarding getting sponsorship for next years family fish day
- Ordered 4 pallets of water from Fastenal
- Met Depend A Can at Blue Lake for placement of porta john
- Worked Family Fish Day event on Saturday May 24
- Took remainder of week off for last week of May
- Setup tables for give aways and bait for FFD
- Put out 6 barricades for FFD at Blue Lake
- Picked up blue barrels from Tampico that were donated

Goals: To place ADA equipment in all major parks.

Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **PURCHASE NEW ADA SWING REAGAN PARK**
- **SHADE CLOTH REAGAN PARK EQUIPMENT**

Lakes

- 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)**.
- Finish clearing creek bed on westside of cemetery
- Complete cemetery mapping for all areas

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 2026)

PARKS MONTHLY REPORT MAY 2025
LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED MAY 2025

2 parks guys delivered and setup catch tank at Blue lake for FFD	1 parks guy put out FFD signs down loop
2 parks guys delivered 2 folding tables and 8 chairs to Blue Lake for FFD	2 parks guys delivered 2 picnic tables to Blue Lake for FFD
1 parks picked up a second sump pump to place in catch tank for fish due to low oxygen	2 parks guys brought back 6 buckets of ice for catch tank to cool water down
3 parks guys delivered generator for catch tank	1 parks guy stayed over night at Blue Lake to keep generator going and watching supplies at location
3 parks guys worked FFD event and setup canopy over tables	1 parks guy cleaned splash pad after heavy rain
Parks guys unloaded all trailers and vehicles from FFD event and stored back in warehouse	Parks guys with facility moved out old conference tables conference room and chairs
Parks guys delivered leather chairs to air port and took tables and green chairs to PW	1 parks guy removed dead bush from in front of library
2 parks guys trained on man lift for parks	1 parks guy moved round tables from chamber back warehouse
2 parks guys picked up 4 tables turned over at farmer's market	1 parks guy picked up horse mats from ditch at farmer's market
1 parks guy used tractor to fill in sink hole city cemetery section B in 400 plot due to washout from rain	2 parks guys filled in 4 sunken graves Memorial and put 2 headstones back up
1 parks guy fixed chain on toilet at library	Parks guys picked up barricades and FFD signs and brought back to warehouse
2 parks guys repaired bench at Willie Myers by basketball court	1 parks guy delivered 10 cases of trash bags to customer service
1 parks guys fixed pipe under sink at Willie Myers park in mens restroom	Parks guys went to Magnolia Sandwich shop for an appreciation lunch
1 parks guy mowed strip of grass on loop so FFD signs could be put out	Parks guys worked overtime to get all 3 cemeteries completed for Memorial Day

MAJOR ISSUES WHERE CONTRACTORS USED

Town and Country repaired threshold plate library and put up door sweeps	J&K Electrical repaired outlet behind AC unit PD
Neches Plumbing repaired urinal complex men's room	Henry AC to repair unit behind PD for patrol room
Moses used welder to repair door Willie Myers Restroom	1 parks guy assisted with picking up blue barrels from Tampico

SAFETY ISSUES

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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	25
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	24
Refunds Given	
Total Revenue Collected	\$1380.00

Activities:

Special Events: Family Fish Day Event Blue Lake

Facility Maintenance Projects Completed MAY 2025

- Met Mark with Town and Country at PD to get bid for new door for Sgt. office
- Called Henry AC to work on PD ac unit due to it not cooling and turning off and on at random
- Called J&K Electrical to come replace outlet outside of PD by ac units that was burnt up
- Sat at Blue Lake to keep eye on catch tank and fish till parks guy showed up at 5 pm
- Assisted with working Family Fish Day
- Picked up FFD signs from loop and brought back to warehouse
- Picked up barricades from FFD at Blue Lake
- Assisted parks guys with moving conference tables and chairs from cm conference room
- Met with Town and Country to make sure they sealed threshold plate are at main door of library to prevent leaks from rain
- Put together couple of chairs in finance
- Met with director at library to see where to caulk and place door sweep for lower door understairs
- Unlocked splash pad controller box for parks guys to clean splash pad area
- Met with ASAP roofing to get quote for roof replacement
- Unlocked gate at Wolf Creek Damn for tree service
- Picked up tables and chairs from Curious Museum
- Unlocked restrooms at Mitchell Campbell for event happening over weekend
- Took boxes of trash bags to customer service
- Picked up invoices from Town and Country for repairs at Reagan Park
- Assisted parks guys with moving round tables back to storage area
- Met with M&M Pest Control and took them around to all city buildings to get quotes for extermination
- Dropped off cases of water to city hall for city secretary
- Caulked around door on lower level at Library
- Out for 1 week
- Began painting windows at city hall new green color
- Went to Willie Myers park to check under pavilion for any sharp object that might cause injury
- Went to Veteran's Park to pickup fallen flag and replaced
- Put new clasp on flag at PW
- Assisted parks with mowing cemeteries
- Assisted with picking up blue barrels form Tampico

Family Fish Day Fire Filling Catch Tank



Delivery of Fish Ducks Unlimited





Blue Barrels Donated by Tampico



Table Setup FFD Event



Family Fish Day Event





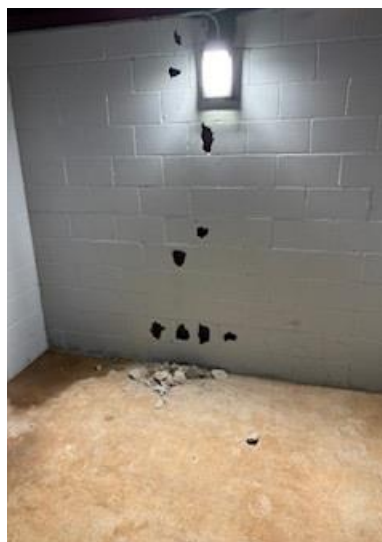




Outlet Behind PD AC Unit



Damage Green's Park Restroom



Parks and Recreation Department

JUNE 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
- Was contacted by individual who showed me a video of a massive fight at Willie Myers Park
- Met with Susan Davis in Development Services to discuss cemetery mapping briefing
- Monday June 2, 2025 did 7 interviews for Parks Foreman position with Richard Johnson, Courtney Acklin, HR, Casey and Susan Davis
- Completed monthly report for month of May to have on agenda
- Met with CM regarding Huey Helicopter project and information obtained from engineer advised to send to Mayor as this is not a city project
- Met with Mary Ann at Farmer's Market in regards to a new Lion water fountain possibly being installed in July
- Spoke to PD Dispatcher on Saturday May 31 about a visitor being locked in the Texas State Railroad park, was advised they did not have a key holder, I reached out to Steven Presley to have him unlock gate for patron
- Was contacted by PD Dispatch concerning the splash pad not working, found that the patrons at location did not push activator
- Attended staff meeting on Tuesday June 3rd
- Spoke to Nicole regarding restrooms not being opened before 7 AM Reagan Park
- Called and spoke to David McCoy with McCoy funeral home regarding an open grave at Memorial Cemetery, was advised that due to rain the grave kept collapsing and they postponed burial till following Monday. Had parks guys to put up barriers around grave
- Called Town and Country regarding door install PD and that it was unacceptable and needed to be fixed

- Worked on Council float with David and Casey
- Was advised of an extension cord being plugged into power pole at Veteran's Park and found that the company next door was taking power, called PD to report
- Called J&K Electrical on seeing about repairing or replacing box so that it could be locked down at Veteran's Park
- Began mowing back half of warehouse until mower broke
- Drove to Lower Lake to look at some trees that are hanging over a property at 2127 and owner requested trees be removed from over property
- Spoke to Mike in Streets about getting a bid for repaving roads in City Cemetery
- Went to City Hall to meet with PTX and Cassie and CM, PTX failed to show for meeting
- Attended Mpact meeting for final walk through for Juneteenth festival and parade
- Reached out to JT Warthog's, and Big Dub's BBQ for being vendors at fireworks show
- Contacted Depend A Can to secure porta johns for fireworks show
- Spoke with Beam Shaved Ice who requested to be apart of the fireworks show
- Cleaned out rest of Asst. Directors office so that the foreman could get settled
- Attended council meeting on Monday June 9
- Did retirement celebration at warehouse for Richard Dorsey
- Made request to PD to have extra patrol at Upper Lake due to drug paraphernalia being located in pavilion area
- Sent two sight complaints to code enforcement
- Sent email to Nancy Malone regarding ADA parking at complex over weekend with softball tournament
- Sat down and met with new foreman for Parks and discussed projects for upcoming week
- Made contact with Rick at Computer Land on getting him setup with computer
- Met with Andrew in Finance to see about getting Santee a city cell phone
- Attended meeting with PISD Jason Marshall, Jacob Wheeler, CM and Mayor and Councilman Conner on update for complex
- Reached out to Jacob Wheeler to see about getting physical copy of soil sampling report
- Reached out to Nelson Garcia for quote to fix rock wall city cemetery
- Finished putting garland around hoops on council float
- Met with Ron Stanley regarding him putting in application for parks
- Went to take photos of debris piled up at Steven Bennett Park and had parks guys to put caution tape around playground equipment
- Sent email to Mike in Streets regarding washout behind fire station 1 where they park personal vehicles
- Called Del's Masonry to get a bid for repair of rock wall city cemetery
- Went to city hall where water was leaking into door frame of back entrance, noticed water was going down behind trim will need to caulk
- Met with Peace of Mind to look at gate at warehouse found that mother board for controller was fried from lightening strike

- Spoke to Casey CM Admin to put out email to police and fire about gate not working currently at warehouse
- Met with Nelson Garcia at city cemetery to come up with plan for a makeshift berm to divert water flow to creek
- Went to library to look at water flow by stair well saw water running heavily but was going into drain
- Spoke to Jason in Public Works about setting out some sandbags in case they needed them
- Water to Reagan Park turned off due to emergency asked Casey to post on Facebook for temporarily being down
- Called Mark with Town and Country to see about flooring and doors at animal control
- Made phone contact with Stream Foundation regarding library flooding and getting quote for French drain
- Made phone contact with Sarah Losh with Veritas regarding vendors for upcoming July fireworks show
- Met with Mike at City Cemetery to discuss adding drainage to roadway to divert water to creek
- Met with Mike in Streets regarding large washout at Upper Lake Dam
- Met with Riteway Foundation at library to get idea of quote for French drain
- Attended hot pepper meeting
- Called J&K Electrical to convert ballast from regular to LED for copier room
- Met with Carolyn with Delayn's Specialty advised her to contact Veritas for temporary permit for fireworks show
- Completed PO for repair of rock wall at city cemetery was advised Corp of Engineers will be getting involved with repair
- Attended meeting with CM and M&M Pest Control
- Mowed soccer field where pyro will setup fireworks display
- Brush hogged southeast portion of Steven Bennett Park
- Assisted with mowing front half of city cemetery
- Picked up 7 boxes of plastic fence posts from city hall
- Picked up 4 catfish plates for parks guys for lunch
- Picked up two burnt bulbs from table outside HR office city hall
- Met Peace of Mind at warehouse for new computer board to be installed for warehouse gate
- Put 2 boxes of caution tape up for fireworks show
- Put up 4 boxes of absorbent pads for library in warehouse
- Attended council meeting on Monday June 23
- Met with Andrew regarding 911 phone repair for pool
- Began dismantling float for council

Goals: To place ADA equipment in all major parks.

Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **PURCHASE NEW ADA SWING REAGAN PARK**
- **SHADE CLOTH REAGAN PARK EQUIPMENT**

Lakes

- 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)**.
- Finish clearing creek bed on westside of cemetery
- Complete cemetery mapping for all areas

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 2026)

PARKS MONTHLY REPORT JUNE 2025
LOCATIONS MOWED

Calhoun Park x 2	Greens Park x 1
Crestline x 1	Fitzhugh Park x 1
Reagan Park x 2	Gateways x 1
Farmers Market x 1	Vaughn @ Crockett x 1
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 1
Inwood x 1	Veterans Park x 1
City Hall/PD x 2	TDCJ Monument x 1
Blue Lake x 1	Upper Lake x 1
Wolf Creek Lake x 1	Lower Lake x 1
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 1
Fire Station 4 x 1	Two Lots Between City/Easthill x 1

PARKS PROJECTS COMPLETED JUNE 2025

2 parks guys removed broken steps at Reagan Park due to safety concerns	2 parks guys detailed former Asst. Director truck so it would be ready for new foreman
Parks guys put out barricades at bridge city cemetery due to bridge washing out	Parks guys put down heavy plastic over washout to try and prevent further washing
Parks guys put new reflective tape on barricades	Parks guys put out barriers and caution tape around washout Wolf Creek
Parks guys began cutting tops out of plastic barrels to make new trash cans	Parks Foreman began sorting through numerous keys trying to figure them out
Parks guys sanitized splash pad every day	Parks guys cut and removed fallen trees at Upper lake road
Parks Foreman found water was eroding around concrete at Upper Lake dam	Parks Foreman found large washout at Upper Lake Dam
Parks Foreman completed weekly report	Parks Foreman has implemented new morning meetings with parks guys
Parks guys put out barricades Memorial Cemetery due to road washing out	Foreman put in new batteries in flushers and sink upper restrooms Reagan Park
Foreman took a box of C and D batteries to cleaning person city hall	Foreman replaced 4 light bulbs in copier room city hall
Foreman called Streets to place barricades at MLK and water works road due to flooding	Foreman went to Fastenal and picked up 2 boxes of absorbent towels for library
Foreman placed trash can liners in each barrel downtown for Juneteenth Festival	Parks guys power washed pavilion 2 for flag ceremony
Parks guys cleaned out window seals library	Parks guys put out barriers for festival and parade
Parks guys detailed trucks for parade and festival	Entire crew worked parade with 1 driving float
Foreman went over applicants and setup interviews with HR	1 parks guy met with Facilities and helped move tables from PEDC to storage
Parks crew filled in sunken graves Memorial	Parks crew filled in washouts at Memorial with base
Parks crew trimmed trees at Reagan School due to complaint of limbs hitting vehicles	Foreman took Scag mower to Jacksonville Sadler Marina
Parks guys cut and removed at Willie Myers	Parks guys attended cyber security training at city hall
Parks guys put out additional trash cans Calhoun Park for small festival	Parks guys picked up barriers, trash cans from downtown area from festival

MAJOR ISSUES WHERE CONTRACTORS USED

Town and Country repaired doors at Animal Control Building	J&K Electrical repaired ballast in copier room city hall
Town and Country replaced door PD office	Henry AC Fire Station 1 AC unit
Peace of Mind door Library due to condensation in control button	Neches Plumbing to fix toilet city hall front lobby area
Clear Choice Glass to fix leaks in windows PD records	Neches Plumbing sump pumps Library

SAFETY ISSUES

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Rentals and Special Events

Rentals:

Facilities	Number of Rentals
Pavilion Rentals	17
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	
Total Rentals Paid	14
Refunds Given	
Total Revenue Collected	\$760.00

Activities:

Special Events:

Facility Maintenance Projects Completed JUNE 2025

- Went to lower lake boat dock and sprayed a hornets nest due to complaints
- Took boxes of trash bags to city hall customer service
- Met Town and Country at PD to see about getting door replaced
- Went to library to look at door controller and called Peace of Mind to fix
- Called elevator company about doing inspection on elevator library
- Called East Texas Fire Extinguisher to check fire alarm on elevator library
- Assisted with doing float with director and Casey
- Met Henry AC at PD on ac unit outside for 4th time
- Went to Visitor Center to put chair together and hung up white board
- Went to Willie Myers and sprayed WD-40 in door lock to get it functioning again
- Met with Director and J&K Electrical at Veteran's Park on how to fix fuse box
- Went to Memorial Cemetery and made sure to place caution tape around open grave
- Met with Ryan's Tree Service on removal of trees on property line at lower lake and 2127 MLK
- Contacted Henry AC to look at Fire Station 1 unit as it is having condensation building up and dripping
- Picked up trash barrel from complex and brought back to warehouse
- Met Calvary at city hall to get bid on revamping the restrooms in front lobby
- Called Neches Plumbing to fix toilet in women's restroom city hall
- Took water to city secretary
- Went to Visitor Center to look at ceiling fan and found remote needed new batteries
- Left half day on 6-10
- Called in on Wednesday 6-11
- Dropped off supplies to library and annex
- Assisted Director with decorating for retirement party
- Went to Hobby Lobby and picked up some table cloths
- Met with elevator company at library
- Met with Fire Marshal at library regarding fire suppression system
- Unlocked and locked splash pad controller box for parks guys
- Assisted with tear down of retirement party decorations
- Took water to visitor center as per Cassie
- Went to library used wet vac to clean up flood water from heavy rains for two days
- Attended safety meeting city hall
- With help from parks guys moved tables from PEDC to warehouse
- Got supplies for cleaning crew for public works
- Assisted parks guys with mowing city cemetery
- Met with Clear Choice Glass PD to look at windows in records room
- Met with Town and Country to get invoice for repairs done at Animal Control Building

- Went to Green's Park to repair swing that was flipped over and not usable at the time
- Called Henry AC to unclog line on AC unit warehouse
- Changed air filter warehouse
- Went to City hall and unclogged toilet in women's restroom
- Met Neches Plumbing at library to check sump pumps under elevator and ramp

Bridge Washout City Cemetery



Retirement Celebration



Flooding Stevent Bennett



Damaged Equipment Removal Reagan Park



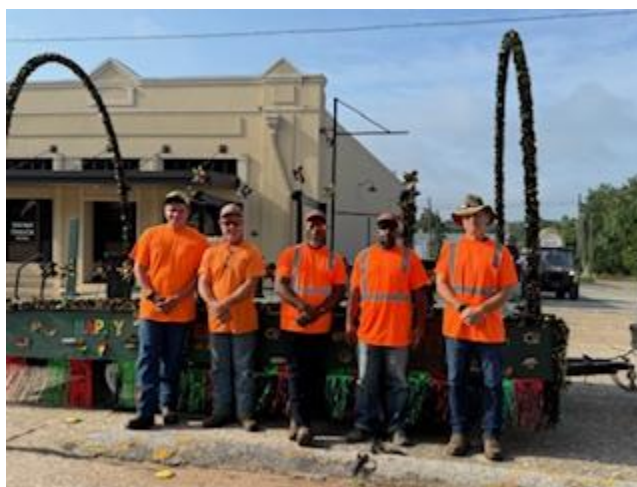
Plastic Cover Bridge City Cemetery



Debris Steven Bennett



Juneteenth Float Council



Washout Memorial Cemetery



Washout Wolf Creek Lake



Temporary Fix Bridge City Cemetery



Trees Reagan Park Front of Museum



Washout Reagan





Agenda Date: 08/05/2025
To: Parks Advisory Board Agenda Item
From: April Jackson, City Secretary
Agenda Item: Approval of Minutes
Date Submitted: 07/30/2025

SUMMARY:

Consider approval of minutes from the May 6, 2025, meeting.

RECOMMENDED ACTION:

Staff recommends approval as presented.

CITY MANAGER APPROVAL:

Attachments

May 6, 2025, 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, May 6, 2025, at 12:00 p.m., in the City Hall Conference Room, 504 N. Queen Street, Palestine, Texas, with the following people present: Vice-Chair Megan Hogan; Board Members Chris Arthur, Sylvia Brown, Cleo Wright, and Rogerick Gill.

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

Chair Jacob Wheeler and Board Member Chaston Pruitt were absent.

CALL TO ORDER

With a quorum present, Vice-Chair Megan Hogan called the meeting to order at 12:03 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

Parks and Recreation Director Patsy Smith presented the monthly reports for December 2024, January 2025, February 2025, and March 2025.

APPROVAL OF MINUTES

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

Motion by Chair Megan Hogan, seconded by Board Member Chris Arthur, to approve the item as presented. Upon vote, the motion carried 5-0.

DISCUSSION AND ACTION ITEMS

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

2. Parks and Recreation Director Patsy Smith presented the 2025 Swimming Pool Schedule and the Extended Swimming Pool Schedule.

Motion by Chair Megan Hogan, seconded by Board Member Chris Arthur, to approve the item as presented. Upon vote, the motion carried 5-0.

ADJOURN

With no other business to come before the board, the meeting was adjourned at 12:14 p.m.

PASSED AND APPROVED THIS 5TH DAY OF AUGUST 2025.

Jacob Wheeler, Chair

ATTEST:

April Jackson, City Secretary



Agenda Date: 08/05/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Pavilion Rental Rate Adjustments for Larry Street Park and Calhoun Park
Date Submitted: 07/28/2025

SUMMARY:

Currently, our rental forms list incorrect hourly rates for two park pavilions. We are bringing this item back to the Parks Board to request approval to update the pricing to reflect the available amenities.

Larry Street Park – The current rental rate is listed as \$10 per hour. However, this pavilion has electricity, and the rate should be updated to \$20 per hour.

Calhoun Park – The current rental rate is also listed as \$10 per hour. This pavilion also has electricity, and the rate should be updated to \$20 per hour.

At this time, Pavilion 3 at Reagan Park is the only pavilion that does not have electricity and will remain at the \$10 per hour rate.

Please see the attached rental form currently in use.

RECOMMENDED ACTION:

Staff recommends approving the hourly rental rate increase from \$10 to \$20 for the pavilions at both Larry Street Park and Calhoun Park.

CITY MANAGER APPROVAL:

Attachments

Pavilion Form



The City of Palestine Park Pavilion/Field Rental Application Form

Park/Field Pavilions are available for reservation to both residents of Palestine, and non-residents. These facilities may be reserved for any day of the week. **Park Hours are 6:00 am until 10:00 pm.** Reservations are as follows **(reservation fees are charged by the hour, fees will not be pro-rated for half or quarter-hour increments):**

Pavilion Electricity Charge - \$10.00 one-time charge	Athletic Field Light Charge: \$50.00 Hourly
Regan Park Pavilion #1 (Crockett Road) - \$20.00 per hour Pavilion #2 (Brick) - \$20.00 per hour Pavilion #3 - \$10.00 per hour (electricity not available) Multipurpose Court - No Charge Tennis Courts Lights - No Charge	Calhoun Park Pavilion - \$10.00 per hour Pavilion Electricity Charge - \$10.00 one-time charge Field Reservation - \$10.00 per hour Athletic Field Lights - \$50.00 per hour
Willie Myers Park Pavilion - \$20.00 per hour (electricity not available)	Mitchell Campbell Field Reservation - \$10.00 per hour Athletic Field Lights - \$50.00 per hour
Larry Street Park Pavilion - \$10.00 per hour (electricity not available)	

Name of applicant:		Phone number:	
Email:		Amount Owed: \$	
Street Address:		City/ State/ Zip:	
Date:	Time:	Electricity: Yes	No
Park/ Field requested:			Pavilion number:
Community Event or Private Party:			

Vehicles are not permitted in the grassy areas of the park. All City Parks are Gun-Free, Smoke-Free, and Drug-Free zones. No Alcoholic Beverages are Allowed. Please review full list of Rules and Regulations emailed to you at time of reservation

In the event the pavilion is already occupied during your scheduled event it will be the renter's responsibility to call **NON-EMERGENCY POLICE: (903) 729-2254 Opt. 0** and have the responding officer remove the other party. You will need to provide your receipt and rental application to the responding officer. If the renter chooses not to call non-emergency the rental fee will be forfeited / non-refunded

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



Agenda Date: 08/05/2025
To: Parks Advisory Board Agenda Item
From: Patsy Smith, Parks and Recreation Director
Agenda Item: Approval of Proposed Special Events Permit Application
Date Submitted: 07/29/2025

SUMMARY:

Attached is a proposed Special Events Permit Application that would be required for any non-profit organization or individual planning a large event in a city park, on a city street, or within the downtown area. We have recently seen an increase in special event requests, particularly at Reagan Park and in the downtown district, with many events expecting attendance of over 50 people.

While these events bring positive engagement to the community, they also present recurring challenges. The most significant issues include:

- Parking and traffic flow – Large gatherings often result in vehicles parking along both sides of the street, creating traffic congestion and preventing access for emergency vehicles.
- Restroom capacity – Events with high attendance place a substantial strain on existing restroom facilities. This application will allow staff to require event organizers to provide portable restrooms as needed.

The proposed application would also require a pre-event coordination meeting between the event organizer and city staff to review logistics, address potential concerns, and ensure the event is well-supported. In addition to improving coordination and safety, this application will help staff with planning future events, parades, and festivals, and with determining whether the proposed event location is suitable or if an alternative site should be recommended.

RECOMMENDED ACTION:

Staff recommends adopting the Special Events Permit Application as a required form for all large-scale event requests in parks, roadways, and the downtown area, to ensure public safety, operational readiness, and effective communication between event organizers and city departments.

CITY MANAGER APPROVAL:

Attachments

Special Event Draft

CITY OF PALESTINE SPECIAL EVENTS PERMIT APPLICATION

Please attach any other supplemental documentation under the File Upload section. Applications submitted past the due date (60-120 days, depending on event type) are subject to denial.

Applications are not accepted more than 12 months prior to the event date.

After submitting the application, staff review the application and respond within 14 days. Responses include:

1. Approval
2. Approval pending additional information or meeting with staff
3. Denial

Special Event Permit Fee and Application Deadline (Check one)

Event Type	Expected Attendance	Fee	Application Deadline
<input type="checkbox"/> Park Pavilion Rental*	Less than 50 people	\$20/hour, all parks	No less than 1 week ahead of event. Additional information not required. Sale of food is not permitted.
<input type="checkbox"/> Standard Event ^	50-499, or less than 50 with sale of food	\$100.00	60 days prior to event
<input type="checkbox"/> Large Event **	500+	\$150.00	120 days prior to event
<input type="checkbox"/> Distance Event **	Any, road closure required	\$150.00	90 days prior to event
<input type="checkbox"/> Parade ^	Any, road closure required	\$100.00	90 days prior to event

* Electrical service may be available at some parks for a fee of \$10.00.

^ Applicants may select from a pre-approved route map to expedite approval process.

** A pre-event planning meeting may be required.

EVENT INFORMATION

Event Name _____

Event Location _____

Event Address _____

Estimated # of Participants/Attendees _____

Description / Purpose of the Event Please provide a brief description and/or purpose of the event and the primary event elements (such as 5K run/walk, children's activities, vendors, live music, etc.)

Date of the Event If this is a multi-day event, please state the beginning and end date of the event and provide a full schedule below. (Attach an additional sheet, if necessary)

Is this a multi-day event? (circle one) Yes No Event Start time _____ Event End time _____

Is this the first time the event is being held? (circle one) Yes No

Has this event received any Hotel Occupancy Tax Funds for this year? (circle one) Yes No

APPLICANT INFORMATION

The applicant is responsible for ensuring all information submitted in the application is correct and accurate to the best of their knowledge and understanding.

If the applicant is not the Event Organizer or person responsible for the planning and execution of the event, please indicate this and provide the Event Organizer's information below.

A signed authorization stating that the applicant has the authority to represent and act on behalf of the Organization may be required and must be presented to the City before the City will issue the requested Special Event Permit.

Applicant Name _____ **Applicant Email** _____

Applicant Phone _____

Hosting Organization Name (What organization do you represent?) If you are not applying on behalf of an organization, please enter "N/A". _____

Hosting Organization Address If no organization, please enter your own address.

Organization Website _____

Is the Applicant the same as the Event Organizer? (circle one) Yes No

ON-SITE PRIMARY CONTACT

The Event Organizer must designate an on-site primary contact for the day(s) of the event. The on-site contact is the person is responsible for ensuring City ordinance is adhered to before during and after the event. If this contact changes after the application is submitted, updated information will be required during the permit process.

The on-site contact may be the Event Organizer or a representative designated by the Event Organizer. Additional on-site contacts may be added during the permit process.

Is the On-Site Contact the same as the Applicant or Event Organizer? (circle one) Yes No

If no, who is the on-site contact? _____

SITE PLAN / ROUTE MAP

Please attach your preliminary site plan/map below. Note: Blank or incomplete site plans may delay the application review or cause the application to be denied. Where applicable, the areas that should be shown and/or labeled on your site plan include:

- Temporary structures (tents, equipment, canopies, inflatables, etc.)
- Food, beverage, merchant booths, food trucks, etc.
- First-aid station, fire lanes, EMS equipment
- Stage, loudspeakers with orientation
- Signage, parking, accessible parking
- Trash cans, portable restrooms
- Generators
- Fenced area(s)

- Road/lane closures
- Barricades
- Fireworks/pyrotechnics/drones launch area
- Alcohol service locations
- Start/Finish line location

For stationary events including festivals, carnivals, etc. - a preliminary site plan must be submitted with the application

For parades, marches, or distance events including 5K/10K races, fun runs, parades, bicycle rallies, etc. - A preliminary site plan and route map must be submitted with the application. A more detailed final site and/or route map may be required later in the permitting process.

Site Map & Other Supplemental Documents

A draft site map must be submitted with your application. Please also upload any other supplemental documents you have (traffic control plan, private property letters, vendor list, general liability insurance, etc.)

Will any part of the event be located on or utilize private property? (circle one) Yes No

Private property is any property that is not owned by the City of Palestine. This may include commercial and residential properties.

Will any part of the event be located on City Property or a Public Street? (circle one) Yes No

EVENT ACTIVITIES Please circle all that apply.

- ☐ Run/Walk/Bike Race
- ☐ Parade/March
- ☐ Rides
- ☐ Inflatables
- ☐ Bounce Houses
- ☐ Animal Exhibit/Interaction
- ☐ Interactive Games
- ☐ Other

Is your event considered a fair, carnival, tradeshow, exhibit, or festival? (circle one) Yes No

Will your event include any vendor booths that will be selling or distributing information?
(circle one) Yes No

Will the event include a firework display, pyrotechnics, and/or an open flame? (circle one) Yes No

TEMPORARY TENTS & STRUCTURES

Staking tents on city property is NOT permitted. To avoid damage to underground sprinkler/irrigation lines, tents must be secured with weights sufficient to withstand windy conditions.

If putting 10'x10' and/ or 10'x20' tents together, please note for every 400 square feet there needs to be a 10' break.

Will the event include any tents in excess of 400 sq ft or a canopy in excess of 700 sq ft? (circle one) Yes No

Will the event include a stage, grandstands, bleachers, or any other temporary structures?

- ☐ Stage(s)

- Grandstands
- Bleachers
- Other Temporary Structures
- None of the above

Will the event be utilizing temporary fencing? (circle one) Yes No

NOISE / AMPLIFIED SOUND

- Will have amplified sound over 70 decibels
- Will have amplified sound after 10 pm
- No, the event will not have amplified sound.

FOOD / BEVERAGE / ALCOHOL

Will the event offer food/beverages? (circle one) Yes No

Will the event require any food preparation on site (including food trucks or vendors preparing food for attendees)? (circle one) Yes No

Will the event provide, sell or distribute alcoholic beverages? (circle one) Yes No

You will be required to obtain a TABC permit and have Host Liquor Liability Insurance in order to include alcoholic beverages. You will also need to provide a licensed peace officer as security.

STREET CLOSURE REQUEST

Does the event propose closing, blocking or using City streets? (circle one) Yes No

This includes (but is not limited to) significantly inhibiting traffic or temporarily occupying city streets for a festival, procession, parade, etc

PARKING

Does the proposed event site have sufficient parking to accommodate all participants/attendees?

(circle one) Yes No

Note: When calculating parking capacity for an event area, divide the estimated expected attendance by 2.5. The result will be the approximate number of parking spaces suggested to accommodate that attendance.

Please list all proposed parking locations for the event

Note: If you plan on using privately owned lots, written permission from the owner will be required to meet permit requirements.

ELECTRICAL SERVICES

All electrical equipment and installations (including generators) must comply with currently adopted version of the National Electric Code and be indicated on final site plan. Event planner or participants are responsible for providing all electrical generators.

Will your event require electrical service/generator(s)? (circle one) Yes No

SIGNAGE

Will you be providing/utilizing signage at the event location? (circle one) Yes No

PUBLIC SAFETY SERVICES

Who will provide event security services? (select all that apply)

- ☐ Palestine Police Department
- ☐ Private Security
- ☐ None – I don't want security at my event, unless it is required

Depending on event details, Palestine Police Department personnel may be required to work. For rates of pay and to request Palestine Police Department service for your event, please contact the Palestine Police Department directly.

Emergency Medical Services (EMS) Request Depending on event details, EMS may be required, and a fee, due to EMS may be required.

Will the event have a celebrity, political figure or person of significance attend? (circle one) Yes No

Will the event be political or possibly considered "controversial" in nature? (circle one) Yes No

TRASH, RECYCLING, & SANITATION SERVICES

Select your waste management strategy

- ☐ Use existing trash and recycle containers (not available for over 50 attendees)
- ☐ Use of trash receptacles provided by Parks department. Parks will determine the number necessary. You will be responsible for emptying these containers during the event.
- ☐ Other

Please select all sanitation options that will be available to participants/attendees during the event

- ☐ Park restrooms (not available for over 50 attendees)
- ☐ Temporary restroom facilities (porta-potties)
- ☐ Sinks/hand washing stations
- ☐ Hand sanitizing stations
- ☐ Other

AMERICAN WITH DISABILITIES ACT REQUIREMENTS & GUIDELINES

People with disabilities must be able to enjoy the same goods, activities, services, and benefits as other members of the public. At a temporary event, participants with disabilities must be able to:

- ☐ Obtain information and directions prior to the event.
- ☐ Arrive at the site in the same ways as others can (e.g. via private automobile, taxi, public transportation, event shuttles).
- ☐ Find and use accessible parking.
- ☐ Get from accessible parking to entrances.
- ☐ Obtain additional information and directions on site.
- ☐ Move around the site as needed.
- ☐ Attend performances, participate in activities, and enter exhibits.
- ☐ Experience and enjoy activities, even if the participant's disability affects their ability to communicate.
- ☐ Select and purchase items at concessions.

- Use public toilet rooms, telephones, water fountains, shelters, first aid stations, and other common amenities.

For more information on planning an accessible event, please view the [Planning Guide for Making Temporary Events Accessible to People With Disabilities](#).

- ☐ **By checking this box, I acknowledge that the event will comply with the Americans with Disabilities Act (ADA) and ensure accessibility for all attendees.**

INSURANCE

Insurance coverage must be provided for the day of the event. The following shall be listed in the Description of Operation; "The City of Palestine, its' officers, officials, employees, boards and commissions, agents, and volunteers are to be covered as "additional insured", as required by contract in respect to: liability arising out of premises owned, occupied or used by the Festival/Event." The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees or volunteers.

Commercial General Liability: \$500,000 limit per occurrence for bodily injury, personal injury and property damage, \$1,000,000 Aggregate. If food is being provided to attendees or participants, Festival/Event must provide Product Liability in the amounts listed above. NOTE: The aggregate loss limit applies to each event.

Certificate address is City of Palestine, 504 N. Queen St. Palestine, TX 75801

Additional coverages and/or requirements may be requested depending on event descriptions and operations.

- ☐ **By checking the box, I acknowledge that a certificate of general liability insurance is required for any public event or event held on City property.**

NEXT STEPS

The Special Event Application will be submitted to the Special Event Review Committee for consideration. Once reviewed, the Applicant will be notified whether they have been given permission to proceed in planning the proposed Event. If notice to proceed is given, the Applicant will be provided the Special Event checklist within 14 business days of submission. I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge and I have the authority to apply for this event on the Event and Organization's behalf.

Furthermore, I, THE UNDERSIGNED APPLICANT AND THE ORGANIZATION I REPRESENT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE CITY OF PALESTINE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.

Please sign and print your name.

Applicant Signature

Print

Today's Date _____

Please return this completed permit application and the applicable application fee to the City of Palestine Development Services department at 504 N. Queen St. Palestine, TX 75801.