

Cleo Wright, Chair  
Rogerick Gill, Vice-Chair  
Ruth Rodriguez, Board Member  
Chris Arthur, Board Member  
Jacob Wheeler, Board Member  
Sylvia Brown, Board Member

Patsy Smith,  
Parks & Rec. Director



**NOTICE OF MEETING  
PARKS ADVISORY BOARD  
May 5, 2026  
12:00 P.M.  
City Hall Conference Room  
504 N. Queen Street  
Palestine, Texas**

**Zoom Link:**

<https://us02web.zoom.us/j/86102585487?pwd=q9G1lb5HJhfrZ8mntd6rRJI5xlZsta.1>

Meeting ID: 861 0258 5487

Passcode: 595270

One tap mobile

+13462487799,,86102585487#,,,,\*595270# 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/palestinex/](https://www.facebook.com/palestinex/)

**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. February and March 2026 Monthly Reports

**F. APPROVAL OF MINUTES**

1. Consider approval of the minutes from the February 03, 2026, meeting.

**G. DISCUSSION AND ACTION ITEMS**

1. Discussion and possible action regarding proposed pool rates and charges for the 2026 pool season and pool rules and regulations, including the Senior Program through the Texas Workforce Commission.

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, April 29, 2026.

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above the printed name.

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](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: 05/05/2026  
To: Parks Advisory Board Agenda Item  
From: Patsy Smith, Parks and Recreation Director  
Agenda Item: February and March Monthly Reports  
Date Submitted: 04/29/2026

---

**SUMMARY:**

Parks and Recreation/Facility Maintenance monthly reports for February and March.

**RECOMMENDED ACTION:**

No action is required.

**CITY MANAGER APPROVAL:**

---

**Attachments**

February 2026  
March Monthly 2026

# Parks and Recreation Department

## FEBRUARY 2026

### 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 weeded. 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
- Director reached out to each individual parks board members to remind of meeting in February
- Director put skirting on Mardi Gras Float
- Director reached out to Animal Control due to aggressive black and white pitbull running at large Reagan
- Spoke with Jon Gardner with Master Gardner's and obtained a PDF of what to expect with renovation of triangle area by dog park and attached to agenda
- Called Neches Plumbing to come fix toilets at Calhoun Park and Mitchell Campbell park due to freeze damage
- Director put final décor on Mardi Gras float for council
- Director attended staff meeting on Tuesday 2-3-26
- Director called and spoke to Hugh Summers regarding map for Veteran's Park and advised would provide a sample
- Met with HR to discuss how we could get Huey Helicopter on insurance before it was moved to Veteran's Park
- Director met with TDLR inspector to service boiler at city hall
- Took call from Anthony who is grave digger who needed plot marked for upcoming funeral, called Development Services to get handled
- Director called M&M Pest Control to take care of mice in dispatch area
- Director met with Town and Country to let them in at PD to install access panel
- Director assisted parks crew with removing partitions and desk tops at old call center
- Director and foreman met with CM to discuss requests for upcoming festival by chamber

- Director called and spoke to CM regarding no storage for desks, chairs and partitions from call center then spoke to PEDC Director
- Director and foreman met with Finance Director to discuss adding additional items to auction
- Director obtained photos of all auction items and emailed to Andrew in finance
- Director was called to Larry Street Park due to two puppies being dumped over wall in restrooms, called Animal Control to come pickup
- Director met with streets and provided them with task paper towels
- Director met with Collin to get him air filters for public works
- Spoke to Hugh Summers regarding two maps he installed at Veteran's Park advised him to take down and we would attach to QR code, was then advised of new pad for helicopter
- Went to Veteran's Park found where a concrete pad had been poured on southend of park, was completely unaware of situation and began making calls
- Director dismantled Mardi Gras float and began prepping for dogwood parade
- Director attended council meeting on Monday 2-9 and presented 40 year pin to retired city employee
- Director met with Jonathan Mayo to see new products on market for parks
- Director met with Jon Gardner from Master Gardner's to discuss first phase of beautification project at Reagan Park
- Director took photos of Huey Helicopter and sent over to HR
- Met with Andrew on Teams to do another walk through on invoice program
- Met with Fastenal to get 4 pallets of water
- Took directors truck to fleet to have oil changed
- Director and Foreman attended the City Address by Mayor in council chambers
- Met with Mike in Streets at city cemetery to discuss when asphalt would be laid at bridge was advised there was a shortage due to TxDot
- Director met with Santee and PW Director farmer's market to discuss lion water fountain
- Met with Henry AC to discuss when AC will be installed city hall advised would be picking up next week
- Director met with Nelson at warehouse to obtain bid for wall repair Fleet
- Director attended staff meeting on Tuesday 2-17
- Director began making tissue flowers for upcoming council float for Dogwood
- Director reached out to Justin Pruett with fireworks company to get ETA on contract for upcoming fireworks
- Director met with foreman to go over creating new map for fireworks and logistics
- Director finished reading over all parks evaluations and sent to CM through Teams for final approval
- Met with CM to discuss sculpture for Farmer's Market
- Director met with Daniel from Peace of Mind to get Santee added to list for alarm calls at warehouse and complex
- Director was contacted on Sunday Feb 22 regarding graffiti at complex called PD to have additional patrol of area
- Director installed 3 air fresheners at city hall in customer service area

- Director received call on Saturday Feb 21 regarding a slide having damage at Reagan Park and a child getting injured. Call in parks guy to block off till we could get slide removed for repairs
- Director reached out to Colt Moninger to get estimate for slide repair and approved
- Found two headstones knocked over at Memorial Cemetery advised foreman wanted to try and use tractor to sit back in place
- Director attended the Black History program at Crockett Road Church of Christ
- Director spoke to Colt again regarding flange area of slide needing repaired as well advised would take care of when down in Palestine
- Director met with HR, Chief of Police and CM to discuss July Fireworks show
- Director and two parks guys picked up drinks at Walmart for city luncheon
- Director attended luncheon for city
- Director met with fleet to go over list of equipment for insurance
- Director showed fleet how to save to desktop and forward an email with attachment

*Goals: To place ADA equipment in all major parks.*

#### Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **SHADE CLOTH REAGAN PARK EQUIPMENT**
- **COMPLEX RENOVATIONS**

#### 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 2027)
- 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 2027)

PARKS MONTHLY REPORT FEBRUARY 2026  
LOCATIONS MOWED

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

PARKS PROJECTS COMPLETED FEBRUARY 2026

Parks guys picked up fallen limbs at Reagan park	2 parks guys cleared ice from sidewalks on Main Street
1 parks guy dismantled 3 wooden shelves	Parks guys began turning water back on at all parks to check restrooms for broken pipes or faucets
2 parks guys picked up tables from council chambers after fire exam	2 parks guys removed the dead mums from city planters at city hall
2 parks guys replaced busted faucet at Larry Street park due to freeze	Parks guys took trailer load of scrap metal to sell and brought check back for finance
Parks guys cleaned and rearranged warehouse to prepare for upcoming auction	Parks guys took broken tables and chairs to transfer station as these will not sell at an auction
Parks guys went to call center and began dismantling desks and partitions and stacking on south wall	Parks guys moved some chairs from old call center to warehouse and had to move back due to not enough room
Parks guys put out barricades for Mardi Gras parade	4 parks guys worked Mardi Gras parade and drove float for council
2 parks guys dropped off 4 tables and 8 chairs to brick square at Magnolia	2 parks guys picked up barricades from Mardi Gras Parade and brought back to yard
1 parks guy picked up an illegal dump from Green's Park 8 bags of trash on BB court	2 parks guys picked up 8 boxes of files from HR and placed in storage

Parks guys began clearing 100' section of creek bed at City Cemetery	3 parks guys went to complex to remove graffiti from building and repainted
1 parks guy removed graffiti from sidewalk area of restroom Green's Park	2 parks guys began repairing broken water line at pool
Parks guys filled in two sunken graves city cemetery	1 parks guy put a replacement water line on toilet at Farmer's Market
1 parks guy reseated toilet at Farmer's Market in womens	1 parks guy did welding on trailer to make a quick repair
All parks crew attended Black History Event Crockett Road Church for city	2 parks guys went with director to purchase drinks for city for luncheon
2 parks guys cleaned coolers and iced down drinks	2 parks guys delivered 4 coolers of drinks to Shelton gin and set up 3 plastic tables
All parks crew attended a luncheon for city employees	2 parks guys delivered additional drinks to city hall for city secretary
2 parks guys began placing base in PD impound yard	2 parks guys removed brick, pipe and other items from PD impound yard and placed outside fence area

MAJOR ISSUES WHERE CONTRACTORS USED

Neches Plumbing repaired toilets Calhoun and Mitchell Campbell	M&M Pest Control mice in Dispatch area
Nepada Masonry repair brick wall fleet	Neches Plumbing busted pipe in wall showers pool and cut off valve
Waste Connection replacement dumpster warehouse	

SAFETY ISSUES

--	--

## Rentals and Special Events

### Rentals:

Facilities	Number of Rentals
Pavilion Rentals	2
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	
Total Rentals Paid	0
Refunds Given	
Total Revenue Collected	\$60

### Activities:

### Special Events:

#### Facility Maintenance Projects Completed FEBRUARY 2026

- Met with Director to get list of projects that are pending and needing updates on
- Lubed door lock and resecured hinges on door warehouse
- Connected garage door opener and reset parameters PW
- Loaded road base and put in at upper lake drive behind shelter
- Delivered table and chairs to council chambers
- Organized awning bids through 3 separate contractors
- Re-installed toilet handle women's public works
- Replaced 6 faucets at different parks due to freeze
- Re-installed desk for Development Services
- Assisted parks crew with dismantling desks at call center
- Went to check for possible water leak at upper restroom Reagan Park found not issues
- Replaced all air filters through out city buildings
- Fixed gap in glass doors on PD building
- Met with Clear Choice on doors in front of PD
- Went to Walmart and picked up 3 mowers and 3 weed eaters donated to parks
- Put out grass seed Memorial Cemetery after PW's cleared ditches
- Picked up 12 cases of water and brought to warehouse for parks crew

- Delivered 2 cases of water to city admin
- Replaced American Flag and 2 Texas flags downtown area
- Replaced bulbs in women's restroom PEDC
- Met with painter at CH to get quote for painting under windows around city hall and PD
- Met with director and foreman to discuss placement of concrete pad and water drain for lion water fountain
- Painted inside warehouse and moved tv to opposite wall
- Hung up new white board in warehouse
- Met with contractor from Lomax to obtain bid for city hall and pd
- Met with Clear Choice to get ETA on windows for records division
- Delivered trash bags to city hall customer service
- Reached out to two separate contractors to get bids for restrooms at city hall
- Installed new light at Willie Myers restroom area to help with lighting or area
- Swept front entry way of library and common areas city hall
- Went to PD to fix thermostat will continue to watch may have to replace
- With assistance from 1 parks guy removed large slide at Reagan Park due to damage
- Assisted with water line repair pool
- Met with 3<sup>rd</sup> contractor to get restroom renovation bids city hall
- Assisted with icing down drinks for city luncheon

# Parks and Recreation Department

## MARCH 2026

### Overview

The Parks and Recreation Department incorporates the following divisions.

Parks  
Cemeteries  
Lakes  
Facilities Maintenance

The department includes 10 full time employees. The division oversees 38 individual locations totaling approximately 400 acres that are mowed and weeded. 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 approved invoices for month
- Director began installing tissue paper flowers on benches for float
- Director spoke to Nancy Malone with PYSO and advised they have Mitchell Campbell and Calhoun reserved for PYSO from March 1 – June 30. Advised their coaches will need to work out their own schedules for field usage
- Made contact with Cunningham Recreation to get quote for replacement slides at Reagan park due to years of sun damage and use
- Met with Mike in Streets to get help with placing base in impound yard and using blade to spread out
- Director completed February monthly report and submitted to council agenda
- Met with Casey and approved mapping for Veteran's park with list of names
- Director attended staff meeting on Thursday 3-5-26
- Director met with Henry AC as they began installing new AC for council chambers
- Director met with Susan in Development Services to discuss the cemeteries and sewer lines and easements
- Director attended council meeting on Monday 3-9-26
- Met with Henry AC about replacing unit #4 at city hall due to it no longer working and exchanging with units in warehouse
- Went and set all thermostats at city hall to 72 degrees
- Met with CM to order solid metal thermostat covers for all of city hall
- Director covered two ac vents in city secretary's office
- Put new roll of toilet paper in dispenser in women's restrooms city hall
- Called and spoke to Cody Wilson with Wilson's fireworks to see about city getting put on actual July 4<sup>th</sup> for fireworks could not do this year but advised if city uses him this year for show he will guarantee the spot for city next year

- Attended Dogwood Festival meeting for city staff on Wednesday 3-11 1:30 p
- Met with facilities and advised him to paint all new metal thermostats to a black color and I would show him where all thermostats are located
- Stopped at Reagan park to visit with Community Impact and see if they needed anything from us
- Spoke to Cassie at Visitor Center to let her know that Mr. Williams was wanting to get a Juneteenth meeting setup by April
- Met facilities and foreman at city hall so they could pickup new life vests for pool
- Director met with 1 parks guy and we removed a rotary bench from spring street sidewalk and placed in storage area
- Did morning meeting with parks guys regarding breaks and cell phone usage due to complaint from citizen
- Did zoom meeting with CM and USA pools to discuss schedules and pool opening
- Met with Chasity in Development Services regarding Oncor needing a facility where they could store vehicles and poles found the amount they needed we could not accommodate
- Finished making paper plate flowers for float and stapled onto trailer
- Created rules and regs for pool and sent to CM for review
- Created ideas for front desk attendant for pool and contacted TWC to get assistance with finding workers
- Met with Colt with plastic repair for slides at Reagan so he could begin repairs
- Reached out to Cunningham Recreation to secure the ordering of a new slide for Reagan Park and clover leaf climber
- Working with Mike Logan with USA pools to get schedule created for upcoming pool season
- Met with Brenda Murry at office regarding Willie Myers Park for Easter Egg hunt advised no charge for event
- Called Corby to get meeting setup with CM to discuss upcoming evaluations, creating job position for front desk attendant pool and pool rules and regs
- Sent Corby a flyer for upcoming virtual hiring with USA pools for lifeguards and asked to have placed on Facebook and city web page
- Met with Nelson Propane at warehouse to look at propane tank in back, advised to soak bolts and would come back Friday to see if could replace fixtures, did not see any real issues with tank
- Met with Chris Holman at Complex regarding damage to roof line and shingles due to mischief. Sent email to facilities to have him put on list for repair
- Called Peace of Mind to see about upgrading camera's at complex due to vandalism increasing
- Called and spoke to Rosenbush with TWC to secure possible seniors for gate attendant for pool, can use 4 years at no cost to city
- Met with Angela with Chamber and picked up two checks to give to parks guys
- Met with 1 parks individual to discuss disciplinary issue over breaks
- Called and spoke to Mike Searcy regarding dolphin either getting repaired or replaced due to damage from over a year ago

- Had morning meeting with parks guys to discuss expectations in field, breaks again and littering
- Cut lettering for Juneteenth parade float
- Setup meeting for USA pools and CM next Wednesday 2 pm
- Painted letters for Juneteenth float
- Met with Henry AC regarding unit for asst. HR and it not currently working found out it is a heat pump and will have to rig system to make it through till next budget, as this unit will have to be replaced in its entirety
- Completed daily training for parks guys over policy book and municode this is being done Tuesday, Wednesdays and Thursdays

*Goals: To place ADA equipment in all major parks.*

#### Parks

- **REPLACE BROKEN BORDERS WILLIE MYERS PARK**
- **SHADE CLOTH REAGAN PARK EQUIPMENT**
- **COMPLEX RENOVATIONS**

#### 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 2027)
- 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 2027)

PARKS MONTHLY REPORT MARCH 2026  
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 3	Willie Myers x 1
Lorraine x 1	Phillips Park x 1
Inwood x 1	Veterans Park x 1
City Hall/PD x 1	TDCJ Monument x 1
Blue Lake x 1	Upper Lake x 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 2	Steven Bennett x 1
PD Impound Yard x	City Barn x 1
Fire Station 4 x 1	Two Lots Between City/Easthill x

PARKS PROJECTS COMPLETED MARCH 2026

2 parks guys began installing base in impound yard for PD	1 parks guy assisted facilities in building a shelf for asst. HR
1 parks guy delivered Kleenex and trash bags to PD	Parks guys picked up 6 dump trailer loads of ground mulch from compost and dropped at Railroad museum
Parks guys assisted with spreading mulch at railroad museum in open areas	Foreman, facilities and 1 parks guy adjusted lights on multi use court Reagan
Foreman replaced 3 chairs 2 for code and 1 for building official	Foreman picked up new grabbers for parks guys
Foreman and facilities pulled small slide from Reagan Park	Foreman created a map of lights for Calhoun park and tested all lights and found only 5 not working
1 parks guy and facilities went to Davey Dogwood Park and worked the fairy garden workshop	2 parks guys moved auction items from outside and placed on pallets for viewing
Foreman began cleaning pool deck	Sent 1 parks guy to drug check for random
Foreman and facilities installed new shelf for asst. HR	Parks guys picked up 2 headstones at Memorial Cemetery and set back up
Foreman changed out locks to lights at Mitchell Campbell and Calhoun and provided code to PYSO	Parks guys took supplies to city hall and trash bags to customer service
2 parks guys finished installing weedeater racks for last two trailers	Foreman met with Andy in finance to get a dumpster placed at Reagan

	Park for weekend trash
Foreman attended several Dogwood Festival meetings at Chamber	1 parks employee detailed work trucks
2 parks guys removed two chairs and other boxes from HR's office and placed in auction	All parks guys attended AI and Cyber training with HR
Foreman and 1 parks guy went to PISD bus barn and picked up 4 backboards and took to welder	Foreman met with Mike Searcy from Redlands and discussed moving tables at Farmer's Market
Parks guys cleaned drainage area at Farmer's Market and blew under covered area	Parks crew set out barricades and water barriers for festival
Parks guys set out cones and caution tape for festival	Parks guys delivered 10 tables and 30 chairs to farmers market for arts council
Parks guys set out trash cans for festival	Foreman kept check on pool through out the month
Foreman picked up water aerobic dumbbells for pool and put in locked area	Parks took concrete buckets to downtown area for chamber
Foreman and Facilities took motor out of air handler at pool motor burned up	Facilities took motor from pool to Henderson Electric to see about rebuilding
Parks guys rearranged tables at Farmer's Market for arts council	Parks guys picked up all barriers from festival over weekend
Parks guys picked up all trash cans from downtown area	Parks guys picked up tables and chairs from Farmer's Market

MAJOR ISSUES WHERE CONTRACTORS USED

J&K Electrical to ceiling fans and electrical Farmer's Market	Henry AC replaced unit #4
Henry AC replaced large unit for council chambers	Aqua Rec fill valve

SAFETY ISSUES

--	--

## Rentals and Special Events

### Rentals:

Facilities	Number of Rentals
Pavilion Rentals	4
Pavilion Non-Payment/Cancelled	
Athletic Fields (Mitchell Campbell/Calhoun)	1
Total Rentals Paid	0
Refunds Given	
Total Revenue Collected	\$260

### Activities:

### **Special Events:**

Volks Wagon Tour stayed at Reagan Park March 19 overnight

### Facility Maintenance Projects Completed MARCH 2026

- Installed new photocell at Willie Myers pavilion and checked operation was good
- Went to city hall and cleaned some ceiling tiles and replaced 4 bulbs
- Removed ballast from exterior light at lower Reagan restrooms and rewired direct to accept regular bulb and replaced photocell
- Removed and reinstalled toilet women's restroom farmer's market and placed new wax seal
- Supervised 2 parks guys doing pipe repair pool from water break
- With assistance from foreman and 1 parks guy adjusted lights at multi use court Reagan
- Replaced 2 bulbs in lights on multi use court Reagan
- Unclogged drain pipe on stainless steel fridge city hall
- Began building shelf for HR assistant with help from 1 parks guy
- Placed order for pallet of clear bags for parks and complex
- Met with 1 parks guy at Davey Dogwood Park and assisted with fairy garden workshop
- Put new pull cord on weedeater
- Installed new light bulbs in building inspectors office
- Assisted parks guys in resetting two head stones at Memorial Cemetery
- Replaced a bench seat at Wolf Creek Lake

- Performed courtesy check at PEDC and Visitor center for lights and any other possible issues that needed attention
- Rebuilt Sloan valve for women's restroom pd
- Replaced faucet and water line in upper restroom Reagan Park due to items being stolen
- Met with Henry AC to learn where filters are located for new ac unit for council chambers
- Began repainting grid for ceiling at city hall
- Picked up thermostat covers for city hall and began painting them flat black
- Assisted with picking up life vests from city hall and taking to pool area and locking in storage room
- Assisted with spreading mulch at railroad museum
- Checked exhaust fan at pool found motor was burned up needed to replace
- Assembled CM office chair
- Cleaned up back of city hall from leaves and trash
- Replaced pull cord on pole saw
- Replaced two bulbs at PEDC office
- Assisted parks guys with weedeating gateways and crestline
- Attended morning parks meetings each morning with director and foreman
- Assisted 1 parks guys with mowing and weedeating Library and Veteran's Park
- Weeded flower beds in walkway Library
- Met with director at city hall to begin installing thermostat covers
- Attended safety meeting city hall
- Assisted with moving out an outdoor ac unit for Henry AC so it could be installed city hall
- Met with director and plastic repair guy for repairs to slides
- Installed small slide back on equipment at Reagan Park
- With assistance from 1 parks guy removed anchors to old tube slide Reagan Park
- Completed AI/Cyber training for city
- Resealed glass holder on main door across from customer service
- Went to city hall to find breaker that blew due to code having 3 heaters in office running at same time
- Reset all thermostats to 72 degrees as per request of CM
- Replaced rope on flag pole at visitor center and replace both flags
- Pulled motor from air handler pool took to Henderson found could not be rebuilt ordered new one
- Did repair on roof shingles and trim upper concession complex due to vandalism
- Made repair on urinal at pd that was leaking
- Went to Henderson and picked up new motor for air handler pool and reinstalled



Agenda Date: 05/05/2026  
To: Parks Advisory Board Agenda Item  
From: April Jackson, City Secretary  
Agenda Item: Approval of Minutes  
Date Submitted: 04/29/2026

---

**SUMMARY:**

Consider approval of the minutes from the February 03, 2026, meeting.

**RECOMMENDED ACTION:**

Staff recommends approval as presented.

**CITY MANAGER APPROVAL:**

---

**Attachments**

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, February 3, 2025, 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, Cleo Wright, and Rogerick Gill.

Staff present: Parks & Rec. Director Patsy Smith, Parks Foreman Santee Manning, and City Secretary April Jackson.

Board Member Chaston Pruitt was absent.

Board Member Sylvia Brown arrived at 12:06 p.m.

### **CALL TO ORDER**

With a quorum present, Chair Jacob Wheeler called the meeting to order at 12:01 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**

1. October, November, and December 2025 Monthly Reports

Parks & Rec. Director Patsy Smith presented the monthly reports for October, November, and December 2025.

### **APPROVAL OF MINUTES**

1. Consider approval of minutes from the May 6, 2026, meeting.

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

**DISCUSSION AND ACTION ITEMS**

1. Discussion and possible action regarding the establishment of a basketball court at Reagan Park.

Board Member Cleo Wright requested that the Board consider his proposal to add a basketball court to the multi-use court at Reagan Park. Discussion was held regarding continued use of the multi-use court for soccer and the addition of a basketball court as an additional option, without impeding current soccer use. Board Member Jacob Wheeler reported that Palestine ISD would be able to assist with the proposed steel-plate backboards and metal chains. Ms. Smith confirmed that the painting of the court could be completed in house.

Motion by Board Member Cleo Wright, seconded by Board Member Rogerick Gill, to approve use of the multi-use court for both soccer and basketball, with painting of the lines and installation of poles and goals to be completed in house by City staff. Upon the vote, the motion carried 5-0.

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

Motion by Chair Jacob Wheeler to appoint Cleo Wright as the Chair of the Parks Advisory Board, seconded by Board Member Chris Arthur. Upon the vote, the motion carried 5-0.

Motion by Chair Jacob Wheeler to appoint Rogerick Gill as the Vice-Chair of the Parks Advisory Board, seconded by Board Member Sylvia Brown. Upon the vote, the motion carried 5-0.

**ADJOURN**

With no other business to come before the board, the meeting was adjourned at 12:19 p.m.

**PASSED AND APPROVED THIS 5TH DAY OF MAY 2026.**

ATTEST:

\_\_\_\_\_  
Cleo Wright, Chair

\_\_\_\_\_  
April Jackson, City Secretary



Agenda Date: 05/05/2026  
To: Parks Advisory Board Agenda Item  
From: Patsy Smith, Parks and Recreation Director  
Agenda Item: Discuss Pool  
Date Submitted: 04/29/2026

---

**SUMMARY:**

Discussion and review of proposed 2026 pool rates and charges, and pool rules and regulations, including the Senior Program through the Texas Workforce Commission.

**RECOMMENDED ACTION:**

No action is required.

**CITY MANAGER APPROVAL:**

---

**Attachments**

Pool Rates  
Rules and Regulations  
Pool Attendant Job Description

## Regional Pool Cost Comparison (Resident Rates)

City	Resident Daily Entry	Resident Season Pass	Notes
Palestine	FREE	FREE	Must have active City Utility Account.
Tyler	~\$4.00	~\$65.00+	Rates vary by age; family passes available.
Jacksonville	~\$3.00 - \$5.00	~\$50.00+	Managed at Nichols Green Park.
Athens	~\$3.00 - \$5.00	~\$60.00+	Cain Center residents often get discounts.
Corsicana	~\$3.00	~\$50.00 - \$75.00	Family passes capped at 4–5 members.

### Differences in Palestine's Policy

- **The "Water Bill" Requirement:** While other cities let any resident walk up and pay a daily fee, Palestine requires you to prove residency via your water/utility bill at City Hall to get your season pass. This was a change made in May of 2015. Water bill must be current before a pass is given.
- **Household Cap:** Palestine's free pass typically covers up to **6 individuals** per household. If you have more than 6, you may have to pay a **\$5.00** guest fee for each additional person.
- **Non-Resident Fees:** For those living just outside the city limits, Palestine charges **\$60.00** for a pass, which aligns closely with the season pass rates of its neighbors.

#### Staff recommends:

\$60 seasonal pass up to 5 people per pass

\$5 gate fee for all patrons entering pool

\$2 gate fee for seniors and Veteran's

Daycare rates: \$2 per child per visit to include adults

## **City Pool at Steven Bennett Park Rules and Regulations**

### **Supervision and Age Requirements**

- Children 5 years of age and under shall be accompanied by an adult and when using the pool must be within arm's reach of an adult (ages 16 or older) who is actively supervising the child.
- Children ages 6 through 11 must have an adult present in the aquatic facility who shall be responsible for supervising the Child's use of the pool. Drop-offs are not permitted.
- Swimming is prohibited when lifeguards are not on duty.

### **Hygiene and Health Requirements**

- All patrons must shower before entering the pool.
- Swim diapers are required for infants and toddlers.
- Individuals with open wounds, contagious illnesses, or diarrhea are not permitted in the pool.
- Diapers must be changed in designated restrooms only and not on the pool deck.
- Spitting, nose-blowing, and drinking pool water are prohibited.

### **Swimwear Requirements**

- Proper swim attire is required.
- Swimwear must be appropriate for a family-oriented environment.
- Clothing such as denim, sports bras, and leggings is prohibited. Inappropriate or excessively revealing swimwear is not permitted.

### **Pool Conduct**

- Running, rough play, wrestling, and excessive splashing are prohibited.
- Ladders are for entry and exit only. Hanging or playing on ladders is not permitted.
- Alcohol, illegal drugs, and glass containers are prohibited in the pool area.
- Tobacco products, including vaping, are not permitted.
- Food, gum, snacks, and beverages are not permitted in the pool area. Water is allowed. Designated picnic areas outside the facility may be used for food and drinks.
- Bicycles, skateboards, and scooters are not permitted on the pool deck (ADA mobility devices are allowed).
- Breath-holding games and hyperventilation activities are prohibited.
- Unauthorized photography or video recording is prohibited.

### **Flotation Devices**

- Only U.S. Coast Guard-approved life jackets are permitted.
- Inflatable devices, including water wings, inner tubes, and baby floats, are not permitted.

### **Groups and Daycares**

- Reservations are required in advance. Walk-ins are not permitted.
- Daycare participants must be 5 years of age or older, with a minimum ratio of one (1) adult per seven (7) children in the water.
- All groups must comply with Texas HB 59 (effective September 1, 2023)

- Requests for group use must be submitted at least one (1) week in advance.

**Animals**

- Only certified service animals are permitted on the pool deck.
- Service animals are not allowed in the water at any time.

**Enforcement**

- Individuals who violate these rules may be removed from the facility and/or have pool privileges suspended.
- City staff and authorized personnel may enforce additional rules as necessary to ensure the safety and enjoyment of all patrons.



## Job Description – Pool Attendant

<b>Job Title:</b>	Pool Attendant	<b>Department:</b>	Parks and Recreation
<b>Group:</b>	5	<b>FSLA Status</b>	Non-Exempt
<b>Salary Range:</b>	\$13.85 – Not to exceed mid-range	<b>Position Type:</b>	Seasonal
<b>Reports To:</b>	Parks and Recreation Director	<b>Directs:</b>	N/A

**Applications Accepted By:**

**E-MAIL:**  
hrdirector@palsetine-tx.org

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)**

City of Palestine Human Resources  
504 North Queen  
Palestine, Texas 75801  
(903)731-8421

**Subject Line:**  
Attention: Human Resources/ Job Title

**Job Description**

**OBJECTIVE**

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

Under close supervision, performs a variety of customer service and operational support duties related to the City Pool at Steven Bennett Park.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Greets and assists patrons entering and exiting the pool facility.
- Keeps a daily count of participants for swim lessons and water aerobics programs using a spreadsheet.
- Maintains scheduled times for daycare groups and conducts participant headcounts.
- Assists with cleaning restrooms, pool deck, entrance, and front desk area.
- Restocks restroom and facility supplies as needed.
- Scans pool passes and processes admissions.
- Answers questions regarding pool programs, including swim lessons and water aerobics.
- Provides information on payment options, including in-person and QR code payments.

**OTHER IMPORTANT JOB FUNCTIONS**

- Knowledge of applicable local, state and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Ability to operate basic computer systems, scanners, and spreadsheets.
- Ability to use cleaning equipment and supplies.
- Skill in communicating effectively.
- Skill in establishing and maintaining effective working relations with employees, other departments,



## Job Description – Pool Attendant

vendors, contractors, the general public and others having business with the City of Palestine.

- Maintains a positive and professional attitude

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

A high school diploma or GED is preferred.

### PHYSICAL REQUIREMENTS

- Work is performed in an outdoor environment.
- May be required to lift and/or carry bulky supplies, materials and other items weighing up to 30 pounds.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

REGULAR ATTENDANCE IS REQUIRED.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine’s citizens.

### ADDITIONAL INFORMATION

**This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.**

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.

**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

Reviewed By:	Patsy Smith	Date:	03/25/2026
Approved By:		Date:	03/25/2026
Last Updated By:	Patsy Smith	Date/Time:	03/25/2026
Received By:		Date:	