

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

The Parks Advisory Board met on Tuesday, December 6, 2016 at 12:00pm in the Parks & Recreation Conference Room, 2000 S Loop 256, Palestine, Texas.

The Following Members Were Present:

Mike Kelly	Diane Davis
Thelma Holland	Anne Coleman
Sunny Broyles	Billy Joe Miller I

Others Present:

Patsy Smith	Mike Alexander
Danielle Shultz	Josh Woods
Ricky Dorsey	

Members Not Present:

All members were present.

A quorum of the Parks Advisory Board was present.

A. CALL TO ORDER

Patsy Smith called the meeting to order at 12:10pm.

Mike Alexander, City of Palestine's City Manager, wanted to introduce the new members and responsibilities of the newly named Community Services Department to the Parks Advisory Board. He announced that Patsy Smith is the new Director and is "sort of taking over what Roy was occupying". Danielle Shultz was promoted to Project Manager. Ricky Dorsey is the new Assistant Director. Josh Woods was promoted to the Supervisor of the Parks Division.

Mike said, "I am excited about our new leadership team. I am excited about these guys and the things they will bring to the table." He also stated to the Parks Advisory Board Members that the Community Services Department will be looking to the Parks Advisory Board Members for guidance.

He said that Danielle stepped up and kept the train on the track. He also stated that she loves being creative.

Mike also said that Patsy was looking for a new opportunity although she will still be working with Code Enforcement.

Mike also stated that he is "pleased with the results of things going on". He said that the newly formed group is a good team of folks who get along and enjoy working with each other. He thinks the City will be pleased with the results of this group.

B. APPOINTMENT OF PARKS ADVISORY BOARD CHAIRMAN

Mike Kelly announced that he would accept the position. All approved, none opposed.

C. APPOINTMENT OF PARKS ADVISORY BOARD VICE CHAIRMAN

Diane Davis announced that she would accept the position. All approved, none opposed.

D. APPROVAL OF MINUTES

Motion was made by Diane, seconded by Anne, to approve the minutes of the July 5, 2016 meeting. Upon vote, motion passed unanimously.

E. ITEMS FOR CONSIDERATION:

1. Discuss the Recent Re-Organization of the Parks & Recreation Department:

City Manager Mike Alexander discussed the re-organization of the Parks & Recreation Department which is now Community Services.

2. Discuss Replacement of Playground Equipment at Greens Park:

Pictures of the current state of the playground equipment at Greens Park were included in a packet distributed to all present. Patsy stated that many kids are in and around the playground equipment daily. She stated that she had citizens contact her with concerns of its safety. A toy bear located inside the park has a large hole in the top of it. Spring-action toys located in the park are not trustworthy. A dead tree needs to be removed from the basketball court due to the possibility of dead limbs falling. The Community Services Department will look into revamping the basketball courts with maybe new netting, goals, and the court itself to make it more appealing. Josh has quotes to replace the fencing. Thelma asked how the renovations would interfere with the Disc Park that is also located in Greens Park. Patsy replied by saying that the Disc Golf Course is located further back from the playground and far enough away from the basketball court for there to be no interference. Thelma also asked about the funding to repair the park. Patsy said that those details are being worked out, and several people are coming up with ideas. The playground equipment is currently a liability issue for the City, and must be given attention to. The department needs to look at pulling it out while re-thinking and re-strategizing what we will need to do next. Anne announced that she feels it needs to be pulled as soon as possible, and Patsy agreed.

3. Discuss and Give Final Status Report on the Fall Citywide Community Yard Sale that was held Saturday, September 17, 2016 from 8am – 2pm at the Palestine Mall Parking Lot

Danielle announced that the Fall Citywide Community Yard Sale was a complete success. She said that the overall total number of vendors was 45. The total amount of revenue received from the sale was \$1,385 as a fundraiser for the Hot Pepper Festival. It was a very well received event for the Palestine Community. Facebook buzzed with excitement through vendors and shoppers alike. This event has been scheduled in the Fall and Spring for several years through the Parks & Recreation Department as a fundraiser for the Hot Pepper Festival.

4. Discuss and Give Final Status Report on the 2016 Hot Pepper Festival that was held Downtown Saturday, October 22, 2016

The 2016 Hot Pepper Festival "Operational" Recap was included in the packets distributed to everyone in attendance. Danielle announced that Diane took charge of the Hot Pepper Festival Parade. Diane exclaimed what a huge success the parade was this year. Danielle announced that the total number of vendors for the festival was 118. Food vendors equaled 20, Arts & Crafts vendors equaled 86, and the Kidz Zone vendors equaled 12. She also stated that she does not have the final cost analysis on the festival yet, but will have it for the overall presentation to the City Council Monday, December 12th. That is the day that the Hot Pepper Festival Recap will be announced to the City Council at 5:30pm at the Council Chambers in City Hall. Danielle Also announced that Hot Pepper Festival t-shirts are still available at the Visitor's Center for \$5.

The Hot Pepper Festival Recap includes the members of the committee along with some of the many responsibilities of each of them. It gives details as to the hotel occupancy rates for this year as well as the previous 4 years during the weekend of the festival. It shows that the overall percentage of occupancy in **2012 was 51.2%**, **2013 was 53.4%**, **2014 was 56.6%**, **2015 was 42.4%**, and **this year was 70.3%**. These numbers prove that this year the City of Palestine experienced its highest attendance of vendors and participants for the Hot Pepper Festival ever!

5. Discuss Give Final Status Report on Breakfast with Santa that was held Saturday, December 3, 2016 at the Civic Center from 8:00am – 10:00am

Danielle announced that the adult tickets were \$15, and children's tickets were \$10. This year, Breakfast with Santa included 212 guests. This is a much lower number than was expected, but the Civic Center was still a "full house". It is believed that heavy rain had a lot to do with the low turnout. Danielle explained that the Breakfast with Santa event was success this year. Many new games were included along with entertainment on stage and lots of prizes and "throw-a-ways" towards the end. Notes have been made for next year to make it even more successful.

3. Discuss Upcoming Christmas Parade of Lights Re-Scheduled for Saturday, December 10, 2016 Beginning at the Anderson County Courthouse at 7:00pm

After much anticipation for the Christmas Parade of Lights to take place Saturday, December 3rd, due to severe weather forecasts, it will need to be re-scheduled for Saturday, December 10th. Given the extra time to prepare, parade participants are expected to increase.

Director's Report:

- **The Next Parks Advisory Board Meeting is scheduled for Tuesday, January 3, 2017 at 12:00noon in the Community Services Conference Room.**

ADJOURN:

Patsy announced to adjourn at 12:45pm.


Danielle Shultz, Project Manager