

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

The Parks Advisory Board met on Tuesday, April 5, 2016 at 12:00pm in the Parks & Recreation Conference Room, 2000 S Loop 256, Palestine, Texas.

**The Following Members Were Present:**

John Ballard McDonald	Diane Davis
Thelma Holland	Mike Kelly
Carla Cubstead	

**Others Present:**

Roy Crouch	Rob Thames
Heather Hrebec	Danielle Shultz
Nate Smith	Brett Austin

**Members Not Present:**

Anne Coleman

A quorum of the Parks Advisory Board was present.

**CALL TO ORDER**

John Ballard McDonald called the meeting to order at 12:04pm.

**APPROVAL OF MINUTES**

Motion was made by Mike, seconded by Thelma, to approve the minutes of the February 2, 2016 meeting. Upon vote, motion passed unanimously.

**ITEMS FOR CONSIDERATION:**

**Discuss and Give Status Report on the Athletic Complex Restroom Renovations and Expansion Project**

Roy informed the Parks Advisory Board and everyone in attendance that current pictures of the Athletic Complex restrooms and expansion project were included in their packets. Brett Austin (the contractor completing the build-outs) was in attendance to give an update on these projects. He said that the concrete slab has been poured, and the preliminary sewer and water lines have been placed. The roofs for both buildings (the North and South concession stands) have been completed. He added that they were in the process of placing the footings for the wing walls on the restrooms in order to complete all (4) four doors. He explained that he estimates to have the entire project completed within 30 days.

### **Discuss and Give Status Report on the Restroom Door Installation Project at Willie Myers and Larry Street Parks**

Roy pointed out that the packet that was provided at the beginning of the meeting included pictures of the Larry Street as well as Willie Myers restrooms before and after the doors were installed. Both park's restroom doors have been painted, installed, and are lockable from the inside.

### **Discuss and Give Status Report on the 3<sup>rd</sup> Annual Egg-Normous Easter Egg Hunt held Saturday, March 26<sup>th</sup> from 11am – 1pm**

Heather passed out a summary of the Egg-Normous Easter Egg Hunt that took place March 26<sup>th</sup>.

“The Egg-Normous Easter Egg Hunt took place at the City of Palestine Athletic Complex. Fields 1, 6, 7 and 8 were used. Children were divided into categories by age: 0-3 (field 7), 4-7 (field 6), 8-10 (field 8). Field 1 was the Bunny Patch and was home to the main stage, inflatables, face painting, visits with the Easter Bunny, and KYYK's live broadcast. Kamel Concessions contracted with the Parks & Recreation Department for sole concessions, and in return we received 20% of the sales. Staff estimates over 2,000 people attended the event. Attendance was up this year thanks to social media promotions, extended coverage by the Palestine Herald Press, and the extended coverage of KYYK.”

“**Volunteers:** We had a total of 25 volunteers for the event who worked a total of 125 hours to help make this event a success.”

“**Strengths:** The addition of more inflatables helped spread out the crowd at the event. While lines were still long for face painting and Easter Bunny pictures, they were not as long as previous years. To help ease the lines at face painting we added two additional face painters. We provided 20,000 eggs for the event this year, insuring that each child would receive plenty of eggs.”

“**Weaknesses:** We had small problems with adults running over children on field 7. This will be addressed next year by limiting the number of adults per child. Parking was also an issue, with cars being parked as far away as N. Jackson and the road leading to the Texas Forest Service. We will work with the Police Department next year to develop a system for parking.”

### **Final Budget**

<b>ITEM</b>	<b>VENDOR</b>	<b>RATE</b>	<b>TOTAL COST</b>
<b>DJ</b>	CMB Music	\$300	<b>\$300</b>
<b>Balloon Art</b>	QB Clown	\$150/hr	<b>\$150</b>
<b>Party Time</b>	Inflatables	6	<b>\$1,150</b>
<b>Candy Stuffed Eggs</b>	American Carnival		<b>\$3,799</b>
<b>Tent / Stage</b>	Red Hat Rental		<b>\$873</b>
<b>Door Prizes</b>	American Carnival / Walmart		<b>\$580</b>
		<b>Total</b>	<b>\$6,852</b>

With Saturday, March 26<sup>th</sup> having perfect weather, the Egg-Normous Easter Egg Hunt was competing against (6) six different Easter Egg Hunts throughout the City.

**Discuss Up-Coming Palestine Citywide Community Yard Sale that will be held Saturday, April 23<sup>rd</sup>, 2016 from 8am – 2pm at the Palestine Mall Parking Lot**

Heather announced that the Citywide Community Yard Sale will be held at the Palestine Mall this year. It is an event created as a fundraiser for the Hot Pepper Festival held in October each year. A total of (9) nine vendors have already signed up. This is a large number for the amount of time left to register since Palestine has a history of procrastinating this commitment. Heather expects the number of vendors to double this year. The Palestine Herald Press will be doing an article advertising this event soon, and Heather will be on the radio. KYYK wants to be there on the scene, and Pine Country also wants to come out. Roy said that he expects a lot of vendors and shoppers due to the great visibility of the location of the Mall compared to the Civic Center.

**Discuss and Make Recommendation to Approve the 2016 Summer Aquatics Swimming Pool Schedule between the City of Palestine and the Palestine YMCA**

Roy informed everyone that inside their packets were the proposed 2016 Swimming Pool Schedule as well as the 2015 Swimming Pool Schedule attached behind it. He stated that there were several changes that are proposed to take place for this summer's calendar:

**Day Camp Eliminated:** 11:00am – 12:00noon

**Pool Clean / Reset Added:** 11:00am – 11:30am

**“Old” 2015 Public Swim:** 12:30pm – 5:00pm = \*42 total hours

**“New” 2016 Public Swim:** 11:30am – 5:00pm \*46 total hours

**“Old” 2015 Lifeguard In-Service:** 10:00am – 12:00noon (Friday)

**“New” 2016 Lifeguard In-Service:** 10:00am – 12:30pm (Friday)

**Saturday Schedule Added:** \*Special Event Pool Rentals 9:00am – 10:30am

\*Special Olympics Practice 10:30am – 11:30am

**Sunday Schedule Changes:**

**Y Family Swim Time:** “Old”: 1:30pm – 3:30pm (2 hours)

“New”: 1:30pm – 4:30pm (3 hours)

**Public Swim Time:** “Old”: 3:30pm – 6:30pm (3 hours)

“New” : 4:30pm – 7:30pm (3 hours)

**\*2015 Total Weekly Pool Operational Hours: 78.5 hours**

**\*2016 Total Weekly Pool Operational Hours: 82.5 hours**

**Net Gain of (4) Four Total Hours!**

Carla motioned to approve the 2016 Summer Aquatics Swimming Pool Schedule between the City of Palestine and the Palestine YMCA, and Mike seconded the motion. With none opposed, the motion passed to approve the pool schedule as presented.


**Director's Report:**

- Roy announced that pictures of the Reagan Park Landscape Project with installed plaques were included in everyone's packets
- HPF Event Recap previously discussed at Monday, March 28<sup>th</sup>'s City Council Meeting will be coming back during the April 11<sup>th</sup> Work Session
- The last monthly reports for the Parks & Recreation Department, Facility Maintenance & Retail Fund, and the Civic Center were included in the packets
- Currently working on window repairs at the Museum for East Texas Culture. Peterson Construction has been awarded the project bid at \$5,500
- Continuing to hire and interview seasonal Parks workers for our 2016 summer mowing season
- Just ordered Reagan Park Playground replacement parts such as single post swing top rail and tube slide sectional piece that was damaged, and free standing telescope (\$3837)
- Making preparations for the PYAA "opening day" baseball / softball season that will be held at the Athletic Complex on Saturday, April 16<sup>th</sup>. Rob & Parks Crews are busy getting the complex in maintenance order!
- Heather and Danielle are taking applications for the Spring Citywide Community Yard Sale scheduled for Saturday, April 23<sup>rd</sup> from 8am – 2pm.
- Danielle creates Weekend Activity Reports that are distributed to Parks Staff, and the City Manager every week (Last week's Weekend Activity Report is included in the packet.)
- Rob creates Team Assignment Sheets every day so that the Parks Department knows what everyone is doing each day (An example is included in the packet.)
- Evan's United Carnival is coming to town April 27<sup>th</sup> – May 3<sup>rd</sup>!
- Our next Parks Advisory Board Meeting will be held Tuesday, May 3, 2016

**The next Parks Advisory Board meeting will be Tuesday, May 3, 2016 at noon in the Parks and Recreation Department Conference Room.**

**ADJOURN:**

*Motion Made by Thelma and seconded by Mike to adjourn at 12:54pm.*

  
Danielle Shultz, Administrative Assistant