

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

The Parks Advisory Board met on Tuesday, February 2, 2016 at 12:00pm in the Parks & Recreation Conference Room, 2000 S Loop 256, Palestine, Texas.

The Following Members Were Present:

John Ballard McDonald	Anne Coleman
Thelma Holland	Mike Kelly

Others Present:

Roy Crouch	Rob Thames
Heather Hrebec	Danielle Shultz

Members Not Present:

Diane Davis	Eric Musil (Resigned)
Carla Cubstead	

A quorum of the Parks Advisory Board was present.

CALL TO ORDER

John Ballard McDonald called the meeting to order at 12:03pm.

APPROVAL OF MINUTES

Motion was made by Mike, seconded by Thelma, to approve the minutes of the December 1, 2015 meeting. Upon vote, motion passed unanimously.

ITEMS FOR CONSIDERATION:

Discuss Palestine Athletic Complex Restroom Renovations & Expansion Project

Roy announced that December 1st the Parks Advisory Board voted in support of moving the Athletic Complex Restroom Renovation and Expansion Project forward with the recommendation of Stainless Steel fixtures as well as a baby changing table to the City Council. Tom Manskey and the PEDC Board voted to move \$50,000 forward from last year's unused money put aside for the Athletic Complex to join this year's \$50,000, and it was supported by City Council December 25th. This project will total approximately \$111,000 to include Stainless Steel fixtures, and will take roughly 60 days to complete which will bring this project to a close during the first week of April.

This project includes (4) four different phases: North Roof Replacement, South Roof Replacement, New Storage Building, and the men and women's South restroom expansion.

Roy explained that the Parks and Recreation staff is in the Athletic Complex during the day while completing various up-keep duties such as maintenance, mowing, weeding, and irrigation. When the staff leaves, they lock it up. The athletic groups that have permission from us to use the Athletic Complex are all under contracts. Their officials sign contracts that are clearly explained line-by-line what is expected of them so they know exactly what they are signing on to. They understand that they are responsible for unlocking the Complex when they arrive and take ownership of it until they lock up when they are done for each day. If they fail to lock up the Athletic Complex, they will be held accountable.

Discuss and Consider Possible Action Regarding the Installation of Restroom Doors at Willie Meyers & Larry Street Parks

Roy announced that during the last Parks Advisory Board Meeting in December, Thelma said that she would visit with Council Member Vicki Chivers about her concern for the lack of restroom doors at Willie Meyers and Larry Street Parks. Thelma did speak with Ms. Chivers last week, and she wants to move forward with the installation of the bathroom doors for privacy. Because each door will cost approximately \$1,500, the Parks & Recreation Department will not be able to complete all of the doors for each park at one time. Thelma moved to go forward with the bathroom doors at Willie Meyers and Larry Street, and Anne seconded the motion. All were in favor, and none opposed.

Discuss Up-Coming Egg-Normous Easter Egg Hunt

Heather explained what is expected with the Egg-Normous Easter Egg Hunt scheduled for Saturday, March 26th from 11:00am – 1:00pm at the Athletic Complex. She said that last year the attendance was approximately 2,000, and it is expected to be the same, if not grow this year. 20,000 eggs will be divided between (3) three age groups on (3) three different fields: ages 1-3, 4-7, and 8-10. “Golden Eggs” will be placed on each field, and those will be redeemed at the stage at Field #1 for special prizes. Along with the egg hunt many more fun activities are planned: an interactive Easter Bunny, inflatable bounce houses, (2) face painters, a clown and balloon artist, and a DJ providing fun and exciting music. She said that she is ordering pre-stuffed eggs, and Wal-Mart donated some as well. The total for this event is approximately \$6,000. Heather said that she will be looking for volunteers to help the event move smoothly. This event will be advertised on flyers / posters, in Social Media, the radio, as well as in the newspaper.

Discuss and Present 2016 Yearly Special Events Calendar

Heather announced that the Parks & Recreation Staff put together the 2016 Special Events Calendar so that everyone can see everything this department is involved in. “If anyone says there is nothing to do in Palestine, you can show them this and let them know there is plenty to do!” Anne wanted clarification that the Hot Pepper Festival would only be one day this year, and Heather confirmed that it would be Saturday only in order to help control cost.

Discuss and Give Status Report on the Breakfast with Santa & Christmas Parade of Lights

Heather announced that the Breakfast with Santa event took place December 5th from 8:30am – 10:30am at the Palestine Civic Center. She arranged (6) six activity stations for this event: Reindeer Food Making, Santa’s Cupcake Walk, Build a Christmas Tree, Ornament Making, and Letters to Santa.

Children visited with Santa Clause and each of them had a chance to win door prizes. A total of 11 volunteers worked a total of 116 hours to make this event a success. 320 children attended Breakfast with Santa this year. Ticket sales brought in a total of \$2,859, and the expenses were \$3,087.39 to equal a loss of \$228.39. The feed-back was positive with suggestions to make this event more “come and go” next year. The Parks & Recreation Staff is working to streamline the event to make Breakfast with Santa more cost effective for 2016. Heather said, “All in all, it was a fun event!”

The Christmas Parade of Lights took place December 5th from 7:00pm – 8:30pm at the Anderson County Courthouse. 28 applicants signed up for the parade with an additional 53 showing up to participate. A total of 81 participants attended the parade. Expenses equaled \$1,210, and included trophies, the DJ, and festive toys and candy to be distributed during the tree-lighting ceremony. The feed-back from this event was positive with a request for staff to search for more bands to participate. The Parks & Recreation Staff will work to entice more parade entries to stay after the parade for the celebratory activities.

Director’s Report

- Our next Parks Advisory Board Meeting will be held Tuesday, March 1st
- Teresa Herrera (the City Secretary) announced that the Mayor needs to re-appoint each position on the Parks Advisory Board since everyone’s term has expired. Eric Musil has resigned his position. Everyone else currently on the board needs to decide if they want to continue on the board, and fill out an application if they want to continue to serve.

The next Parks Advisory Board meeting will be Tuesday, March 1, 2016 at noon in the Parks and Recreation Department Conference Room.

ADJOURN

Motion Made by John and seconded by Anne to adjourn at 12:56pm.


Danielle Shultz, Administrative Assistant