

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

The Parks Advisory Board met in regular session on Tuesday, February 3, 2015 at 12:00pm in the Parks & Recreation Conference Room, 2000 S Loop 256, Palestine, Texas.

The Following Members Were Present:

Thelma Holland	Mike Kelly
Eric Musil	Diane Davis

Others Present:

Roy Crouch	Danielle Shultz
Heather Hrebec	

Members Not Present:

John Ballard McDonald	Carla Cubstead
Anne Coleman	

A quorum of the Parks Advisory Board was present.

CALL TO ORDER

Thelma Holland called the meeting to order at 12:10pm.

APPROVAL OF MINUTES

Motion was made by Mike, seconded by Eric, to approve the minutes of the February 5, 2015 meeting.

Upon vote, motion passed unanimously.

ITEMS FOR CONSIDERATION:

Discuss Status and Give Update on the "Angel of Grief" Statue Installation

Roy announced that he called Joseph Thompson to arrange for his help installing the "Angel of Grief" statue at Veteran's Park. Monday, March 9th, they will get in touch again to set up the exact date sometime between March 9-13th for the installation of the statue. This project should be completed by Friday, March 13, 2015. Mike said that he told Anne he could help with the moving of the statue.

Discuss Status and Update on the “Angel of Grief” Statue Installation and Time-line for Moving

Rob Thames will need to be called to set up and establish a date to get this project done and the statue in place. The City of Palestine appreciates Anne’s donation. Anne will coordinate with Rob and let Roy know the scheduled date and time for the relocation of the Angel of Grief statue into Veteran’s Park.

Discuss and Hear Presentation from the Director of Parks & Recreation on the 2015**Departmental Strategic Plan**

Roy said that the Strategic Plan is the outline of how the Parks & Recreation Department will operate for the rest of this year. This document is presented to City Council. It is broken up into three (3) different areas:

(1) Organization and Communication Goals

- 1) Restructure monthly reporting procedures to follow trends and compare year to year
- 2) Review Civic Center / Event Coordinator Job Description and up-date with current data / needs required for position
- 3) Create and develop post-event client survey for Civic Center operations
- 4) Create and develop pre-event check-in form for Civic Center operations
- 5) Up-grade Civic Center webpage to add on-line reservation form, *and* up-grade the Civic Center booking calendar online
- 6) Create and develop new event “Library Book Festival”

(2) Department Projects

- 1) Create /develop and install a new landscape beautification project for Reagan Park that involves funding from a private donation from the Legacy in the Park program and general department budget.
Project Completion Date: March - April 2015 - \$19,000
- 2) Greens Park Disc Golf Completion - **Project Completion Date: January - April 2015 - \$4,000**
- 3) Reagan Park Pavilion #1 roof replacement - **Project Completion Date: February - March 2015 - \$4,500**
- 4) Reagan Park Bandstand roof replacement - **Project Completion Date: February - March 2015 - \$4,000**
- 5) Larry Street Park beautification project - **Project Completion Date: April - May 2015 - \$12,000**
- 6) Fibar replacement at Willie Myers / Reagan Park playground areas - **Project Completion Date: April - May 2015 - \$7,000**
- 7) Phillips Park Irrigation / Beautification project - **Project Completion Date: May - June 2015 - \$5,000**
- 8) City Cemetery Block “C” concrete borders - **Project Completion Date: June - July 2015 - \$10,000**
- 9) All Cemetery Roadway tree pruning project - **Project Completion Date: February - May 2015 - \$13,000**
- 10) Upper Lake East Park beautification / renovation - **Project Completion Date: May - July 2015 - \$3,000**
- 11) Removal of old / existing playground equipment: *Larry Street *Greens Park *Calhoun Park *Reagan Park
Removal Completion Date: April - September 2015 - \$2,000
- 12) Park improvements “Athletic Complex” project - **Project Completion Date: February - April 2015 - \$50,000**
- 13) City Cemetery Block “D” concrete borders project - **Project Completion Date: February - March 2015 - \$5,000**
- 14) City Hall Council Chambers Carpet - **Project Completion Date: July 2015 - \$12,000**
- 15) Awning at PD ramp installation - **Project Completion Date: August 2015 - \$5,000**

- 16) Customer Service desks / countertops replacements - **Project Completion Date:**
September 2015 - \$7,500
- 17) City Hall Council Chambers Ceiling tile replacement - **Project Completion Date:**
July - April 2015 - \$4,000
- 18) Replace security lock system on City Hall back door - **Project Completion Date: February 2015 - \$1,100**
- 19) Enlarge Customer Service window located in PD lobby (Chi) - **Project Completion Date:**
May 2015 - \$3,000
- 20) Purchase (30) tables & (400) chairs – 8’ rectangle at Civic Center- **Project Completion Date:**
August 2015 - \$9,000
- 21) Create info area in Foyer with (2) large screen TV’s at Civic Center - **Project Completion Date:**
September 2015 - \$2,500
- 22) Purchase qty:16 new trash receptacles for Lobby and Multipurpose Room at the Civic Center -
Project Completion Date: March 2015 - \$1,000
- 23) Purchase refurbished floor scrubber machine for the Civic Center- **Project Completion Date:**
June 2015 - \$4,000
- 24) Aarons warehouse roof replacement (5,000 sq. ft.) - **Project Completion Date:**
November 18, 2014 - \$11,750
- 25) Exterior paintings of J.C. Penny’s (North & South faces) – **Project Completion Date:**
November 30, 2014- \$7,000
- 26) TVCC Fire Alarm activation system replacement- **Project Completion Date:**
November 10, 2015 - \$2,400
- 27) Pain Clinic fire suppression risers repairs - **Project Completion Date: November 19, 2015 - \$2,100**
- 28) INET / Suite 50 storage area overhead door / ramp installation - **Project Completion Date:**
February 2015 - \$11,000
- 29) (5) skylight replacements in Palestine Mall common areas - **Project Completion Date:**
March 2015 - \$5,000
- 30) Complete city-wide moving / storage and scheduling plan (move into INET area) - **Project Completion Date: March 2015 - \$2,000**
- 31) Farmers Insurance exterior façade painting / repairs - **Project Completion Date: May 2015 - \$3,500**
- 32) Complete lower level ceiling tile replacement at the north end of the Palestine Mall - **Project Completion Date: March 2015 - \$5,000**
- 33) Replace quantity: 2 HVAC units located in Palestine Mall’s common areas concourse – (1) West concourse unit & (1) East concourse unit - **Project Completion Date: June 2015 - \$20,000**
- 34) Replace existing (2) men’s urinals in Palestine Mall’s public bathroom - **Project Completion Date:**
May 2015 - \$2,200
- 35) Remodel and enlarge existing mall staff shop - **Project Completion Date: January 20, 2015 - \$2,700**

- 36) Hot Pepper Festival Event preparation (planning, organizing, fundraising, organizing / implementation) -
Project Completion Date: October 2015
- 37) 2nd Annual Egg-Normous Easter Egg Hunt event preparation (planning / organizing & implementation) -
Project Completion Date: March, 2015
- 38) Implement Summer Reading Program at Palestine Public Library - **Project Completion Date:**
August, 2015

*Roy said that of the 38 department projects, 14 of them have already been completed, 10 are in process, and 14 of them have not yet been started.

(3) Budgetary Goals

- 1) Partner with Junior Service League (\$100,000 contribution) to complete Reagan Park Jogging Trail with Exercise Stations
Total Budget - \$80,000 city; \$100,000 from Junior Service League
= Total Cost of \$180,000
- 2) Request the purchase of (3) three new playground units at the following parks:
1. **Larry Street Park** (\$60,000) 2. **Calhoun Park** (\$75,000) 3. **Greens Park** (\$110,000). Currently the existing play equipment at these park locations are extremely unsafe, and could cause injury to the users. We are at a point that we are considering pulling out all current unsafe equipment at these park locations which will virtually leave nothing behind for the children to play on.
- 3) Construct and install World's Largest Railroad Spike project near Farmers Market area -
Total budget \$15,000
- 4) Requesting (1) one full time Parks employee position and (3) three additional seasonal employee positions. The reduction and restrictions imposed on the inmate crews have negatively impacted our services and daily operations, while growth and expectations remain strong and steady, man-power has diminished to get everything done. The loss of inmate assistance on a regular and consistent basis has put a lot of stress on our Parks labor forces.
(1) full time employee at \$23,000, and (3) seasonal positions at \$9,000 each = \$27,000.
Total budget \$50,000
- 5) Request the purchase of a tractor with a front end loader. Tractor will need to be suitable for turf management, aeration, overseeding, moving materials around in parks, lakes and cemetery areas. Currently our department rents this equipment or borrows from another department. Usually this tractor is not available to us, or their equipment is too big for the job. Rental for this tractor is \$215.00 per day.
Total budget \$35,000
- 6) Request the purchase to complete a new design / build landscape beautification project that will be located at the Wall of Honor site on Spring Street. Project will include large landscape bed with irrigation running along the length of the wall and (23) two 24ft radius quarter circle beds, one at each end of the wall. Design fee included **Total budget = \$19,000**

- 7) Request the purchase and installation of new field lighting at the Palestine Athletic Complex. Based on the age of the current lighting system and the materials used in the installation (wood poles and cross arms) it is our recommendation that the system should be replaced. Current system has severely depreciated to the point that the lighting is not adequate for safe night time play and through our lighting survey that was just completed, most of our fields were found well below industry standards. This will be a multi-year budget process to replace field lighting on 8 fields. Recommended fields #7 and #5 to start the replacement project
Total budget = \$195,000
- 8) Request the purchase of a new floatable fishing dock for Wolf Creek Lake. Currently Wolf Creek Lake is the only lake in our park system that does not have a fishing pier for our citizens to enjoy recreational fishing. This fishing dock will include handrails and will be ADA compliant.
Total budget = \$16,800
- 9) Request the purchase to replace Palestine Mall signage which will include the addition of new library graphic book spines on the front mall entry columns and the west end blue sign pole refurbished with (2) new sign faces for Library / TVCC and west end blue sign pole additional cabinet to accommodate 4 new tenants and east end existing brown pole Palestine mall sign replacement & refurbish with new (2) double sided sign faces to read Palestine Mall with City of Palestine logo
Total budget = \$45,000
- 10) Purchase mall utility vehicle for litter pick-up on 22 acres and transporting of materials and supplies to various mall locations. This utility vehicle will also double as a special event workhorse to carry supplies / equipment during special events held throughout the year. **Total budget \$9,700**
- 11) Replacement of (5) five HVAC split system units at Carnegie Library. The current units no longer work, which causes interior deterioration and overall general decline in the building structure. We must act very soon to get this building's HVAC back in working order or we will lose the entire interior integrity/envelope of this beautiful facility **Total budget \$18,000**
- 12) Purchase wall sconce lighting in Civic Center auditorium for facility upgrading and patron lighting safety during events **Total budget \$8,500**
- 13) Re-surface Civic Center parking lot. Current parking lot surface has potholes, washout areas, pitting, and worn thinning areas and overall general deterioration. **Total budget \$30,000**
- 14) Renovate / up-grade Civic Center restrooms **Total budget \$15,000**
- 15) Purchase new digital marquee signage OR replace with standard marquee signage due to existing pole and signage cabinet failure and deterioration
Total budget (Digital) \$35,000 OR (Standard) \$14,000
- 16) Replace (1) set of theater curtains in Civic Center auditorium **Total budget \$12,000**

Discuss and Give Update on the Up-Coming 2nd annual Egg-Normous Easter Egg Hunt Scheduled for March 28, 2015

Heather announced that during the Egg-Normous Easter Egg Hunt this year, she would like for everyone to come and participate in the event whether you are volunteering, or enjoying the experience. The event will be at the Athletic Complex March 28, 2015 from 11:00am – 1:00pm. Over 15,000 eggs will be hidden throughout three fields for the three age groups of kids (ages 1-3, 4-7, and 8-10). What-a-burger employees are intended to go to the Civic Center next week to volunteer to stuff the eggs with over 200 pounds of candy. Golden eggs will also be hidden on all three fields, and are redeemable for prizes at the main stage on Field 1. This event has arranged for a petting farm, bounce houses, concessions, music, face painting and much more to be at the Athletic Complex during this time. It is fun to watch when Roy says “GO!” because all of the kids race to clear the fields, and are done within five minutes. Roy and Danielle are planned to be on stage passing out the prizes and making announcements. This event is not church based, so everyone inside and around Palestine are invited and welcome to attend. Heather asked that everyone help get the word out about this event. Last year it is estimated that over 1,000 children attended, and we are expecting more this year. Heather also said that it will be advertised in the newspaper, and both radio stations. She concluded by saying that Danielle created Egg-Normous Easter Egg Hunt posters and exclaimed, “Posters are everywhere!”

Discuss and Provide Update on the 2015 Hot Pepper Festival

Two Hot Pepper Festival meetings with the Executive Committee have already taken place to get ready for this year’s event. Heather said that it takes a full year to prepare for and promote the Hot Pepper Festival. She also said, “We must be doing something right because this January, vendors were already calling to reserve their spaces!” She said, “Roy’s quote for this event is ‘Go big, or go home!’, and we go big. We already have a committee and volunteers. If we can pull it off, we are really going big this year!” She invited everyone to go to the Hot Pepper Festival this year and see what or department can do. This is definitely a good event. It includes a BBQ cook-off that we are trying to grow. This is a family friendly event. We do not create this event to make money, but to promote the City of Palestine. As soon as Heather gets more details confirmed, she will share with everyone.

DIRECTOR'S REPORT:


- * Friday, March 6th from 9:00am – 11:00am, the Westwood 2nd grade students will visit City Hall to be educated by getting a glimpse into the City of Palestine's operations throughout various departments. The Parks & Recreation Department is preparing to speak with 120 students to teach them how we safely keep the City of Palestine's parks, lakes, and cemeteries beautiful, as well as enlighten them with the fun aspect of our positions by creating special events for them to enjoy throughout the year. We will create an entertaining atmosphere with music, and will distribute pens, stress balls, as well as educational and fun documents for them to look through and color at home.
- * Movies in the Park has been moved from March 7th to March 14th.
- * The Dogwood Festival has been scheduled for Saturday, March 21st in Downtown Palestine. The Parks & Recreation Department helps with the logistics of the event, while the Chamber of Commerce is in charge of gathering the volunteers and vendors to create the parade and entertainment.
- * Evans United Carnival is scheduled to arrive in Palestine April 2nd, and will stay in the Mall parking lot through April 12th.
- * The Parks & Recreation Department is ready to accept applications in search of 10 seasonal workers this year to maintain the parks, lakes, and cemeteries throughout the City of Palestine. Interviewing will begin late March / April and they will work through September.
- * Tuesday, April 14th at noon will be the next Parks Advisory Board meeting.

Thelma asked Roy about Steve Sussdorf's bell tower project. Roy responded by saying that he hasn't heard from Steve recently. Monday night he is expected to present his project to City Council. Steve should be back in a month to give an update and answer questions.

The next meeting will be April 14, 2015 at noon in the Parks and Recreation Department Conference Room.

ADJOURN

Motion Made by Diane and seconded by Eric to adjourn at 12:55pm.


Danielle Shultz