



TERRELL PARK BOARD

6:00 PM, THURSDAY, NOVEMBER 10, 2022

CITY OF TERRELL SERVICE CENTER

400 INDUSTRIAL BLVD - TERRELL, TX

Matthew Malone
Chairman

Leonard Lancaster
Vice Chairman

Kimberly Cheney
Secretary

Reginald Pegram
Member


Katie Smith
Member

Kaitlyn Craven
Member

1. CALL TO ORDER & A MOMENT OF SILENCE
2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF JUNE 9, 2022
3. DISCUSS AND CONSIDER PARK BOARD MEETING SCHEDULE
4. DISCUSS PADIC IMPROVEMENTS MODULAR RESTROOMS
5. DISCUSS GOLD STAR PARK PROJECT
6. UPDATE ON PARTNERSHIPS
7. UPDATE ON CITY PARKS
 - A. FISCAL YEAR 2023 PROPOSED BUDGET
8. HEAR REMARKS FROM VISITORS
9. ITEMS FOR FUTURE MEETINGS
10. SET NEXT MEETING DATE - JANUARY 12, 2023
11. CONSIDER MOTION TO ADJOURN



I hereby certify that this notice was posted on the bulletin board at Terrell City Hall, 201 E. Nash St., Terrell, Texas, on Wednesday, November 2, 2022 by 5:00 P.M.


Dawn Steil, City Secretary
(Seal)



TERRELL PARK BOARD MEETING

6:00 PM, THURSDAY, JUNE 09, 2022

CITY OF TERRELL - SERVICE CENTER

400 INDUSTRIAL BLVD -TERRELL, TX 75160

6:00 PM

MEMBERS PRESENT: Leonard Lancaster, Reginald Pegram, Katy Craven, Melissa Nichols, Kimberly Cheney

MEMBERS ABSENT: Matthew Malone, Katie Smith

VISITORS PRESENT: Demeter Turner – Administrative Assistant Public Services, Percy Butler – Parks Foreman, Darius Densen, Alison Walker – Public Information Officer, Jamie Clough – Operations Manager

Terrell Residents: Marta Cox, Rosetta Allen, Loretta Gipson, Cecily Malone ABHP, Tracie Booker, Harold Wilson, Stephanie Holmes Thomas, Tonya Derrick

1. CALL TO ORDER & MOMENT OF SILENCE:

The meeting was called to order by Leonard Lancaster at 6.00 p.m.

2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF MAY 12, 2022:

MEETING MINUTE CORRECTION: From item 7. HEAR REMARKS FROM VISITORS

Visitor name was noted as Martha Cox – Corrected to Marta Cox.

Visitor address was noted as 400 State Lane Kings Street - Corrected as 400 Estate Lane.

Motion made by Melissa Nichols to approve minutes. Second by Kimberly Cheney. Motion Carried.

3. DISCUSS BREEZY HILL COMMUNITY CENTER FEES AND RENTAL HOURS

Leonard Lancaster presented the approved rental fees for the community center that were revised to \$50 per 4 hours for non-residents, and with a \$50 deposit. The Terrell resident fee remained the same at \$25 per 4 hours.

Motion made by Melissa Nichols to approve minutes. Second by Katy Craven. Motion Carried.

4. UPDATE ON FY20 SHORT-TERM PARK IMPROVEMENTS - DEFERRED MAINTENANCE:

4.1 Update from Reginald Pegram - Lights have been installed and are operational at the soccer facility and youth football fields.

4.2 Update from Demeter Turner – The plans for the shade structure for the pool showers at Ben Gill have been approved and should be arriving next week (the week of June 13). The pool Park is up and running – currently, the slide is down, and the pool pump will be installed tomorrow (June 10).

4.3 Update from Demeter Turner – Parks and Wildlife grant. The parks department applied for a grant from the Parks and Wildlife but was not awarded the grant this year. They will continue to look for other grants to help with King's Creek Park renovations.

5. UPDATE ON PARTNERSHIPS:

5.1. Tiger (TISD) swim pilot water safety program. The pilot program has been a success. This summer, the program started with second-grade students – there are approximately 200 students signed up

5.2. Agreement is in place with Terrell ISD for youth soccer and is up and running for both indoor and outdoor soccer. Hours are from 10-4. The youth program currently has up to ten (10) games on Saturdays. Facility use fee – While the fields are open, priority will be given to the TISD youth soccer during the season.

5.3. Adult softball – The softball league is increasing in size. The league wants to extend the season. Currently, the league is playing at the ballparks at Ben Gill Park. Games are on Sunday and Monday nights. There are currently eight (8) teams, but the league is hoping to continue to grow.

6. UPDATE ON CITY PARKS:

6.1. Ben Gill Park – Lighting has been installed. The next lighting project will be King's Creek Park and Arlie White Park.

6.2. Ben Gill Park bathroom update – Contract executed on December 5, 2021. Design approval occurred on February 26, 2022. Building plans were approved on May 25, 2022, with local approval on June 01. The goal is to add new bathroom facilities to the other parks.

6.3. Breezy Hill Park – Four (4) park benches have been donated to the park.

7. HEAR REMARKS FROM VISITORS:

7.1. Cecily Malone (108 East Newton): Expressed concern over the playground at Ben Gill Park. More specifically, she had concerns about the edge along the swing area being a trip hazard. In addition, only three (3) swings can be safely used. Can the damaged swings be fixed and/or replaced so that all of the swings can be used?

7.2. Marta Cox (400 Estate Lane): The City of Terrell has been called to get more traps out for the hogs that are in Kings Creek Park. More traps have been added to the area. Lights have been ordered and are on the way – so that should help with the loitering that is currently happening in the park.

8. SET THE NEXT MEETING DATE (JULY 14, 2022):

All members present agreed that the next meeting will be held on July 14, 2022, at the City of Terrell Service Center at 6.00 pm.

9. CONSIDER MOTION TO ADJOURN:

A motion was made by Kimberly Cheney to adjourn the meeting. Second by Reginald Pegram.
Motion carried.

Minutes taken by: Kimberly Cheney

| Fund 010 GENERAL FUND Department | | 2021 Actual | 2022 Budget | 2022 Actual | 2022 Projected | 2023 Proposed Budget |
|---|--|-------------|-------------|-------------|----------------|-------------------------|
| Fund 010 GENERAL FUND Fiscal Year 2021 | | | | | | |
| Expenses - Department 26 Parks | | | | | | |
| PERSONNEL | | | | | | |
| TOTAL | | 216,561 | 228,486 | 166,528 | 238,486 | 268,902 |
| PERSONNEL/SERVICES | | | | | | |
| TOTAL | | 140,379 | 155,216 | 117,630 | 155,216 | 164,828 |
| SUPPLIES | | | | | | |
| TOTAL | | 12,876 | 16,200 | 9,585 | 16,200 | 23,400 |
| MAINTENANCE | | | | | | |
| TOTAL | | 21,542 | 45,599 | 28,908 | 46,800 | 65,750 |
| CONTRACTUAL/SERVICES | | | | | | |
| TOTAL | | 132,032 | 223,642 | 157,144 | 228,490 | 303,972 |
| CAPITAL | | | | | | |
| TOTAL | | - | - | - | - | - |
| Expense Total | | 523,390 | 669,143 | 479,794 | 685,192 | 826,852 |

Parks

The Park Department's mission is to provide maintenance and operation of park and open space sites. Provide leisure facilities and activities for all residents and visitors to the community.

The Park Department is responsible for the maintenance of five (5) parks (175 acres) including baseball/softball fields, nine (9) soccer fields and one (1) youth football field, mowing city-owned property and assist with building maintenance and special events.

| Parks | 2022 | 2022 Budget | 2022 Revised | New Positions | 2023 |
|--------------------|------|----------------|-----------------|------------------|------|
| Foreman | 1.00 | 1.00 | 1.00 | - | 1.00 |
| Crew Leader | 1.00 | 1.00 | 1.00 | - | 1.00 |
| Equipment Operator | 2.00 | - | - | - | - |
| Maintenance Worker | 2.00 | 3.00 | 3.00 | - | 3.00 |
| | 6.00 | 5.00 | 5.00 | - | 5.00 |

Fund 010 GENERAL FUND
Department

2021 Actual

2022 Budget

2022 Actual

2022 Projected

2023 Proposed
Budget

Fund 010 GENERAL FUND
Fiscal Year 2021

Expenses - Department 26 Parks

PERSONNEL

| | | | | | |
|-----------------|---------|---------|--------|---------|---------|
| 26-4101-00 | | | | | |
| SUPERVISION | 56,766 | 57,551 | 48,174 | 57,551 | 61,724 |
| 26-4103-00 | | | | | |
| LABOR | 143,049 | 140,935 | 98,453 | 140,935 | 177,178 |
| 26-4104-00 | | | | | |
| PART-TIME | - | - | - | - | - |
| 26-4105-00 | | | | | |
| OVERTIME | 16,346 | 30,000 | 17,750 | 35,000 | 30,000 |
| 26-4106-00 | | | | | |
| STANDBY/STEP-UP | 400 | - | 2,150 | 5,000 | - |

| | | | | | |
|-------|---------|---------|---------|---------|---------|
| TOTAL | 216,561 | 228,486 | 166,528 | 238,486 | 268,902 |
|-------|---------|---------|---------|---------|---------|

PERSONNEL/SERVICES

| | | | | | |
|---------------------------|--------|--------|--------|--------|--------|
| 26-4110-00 | | | | | |
| SOCIAL SECURITY | 16,397 | 18,397 | 12,546 | 18,397 | 20,571 |
| 26-4111-00 | | | | | |
| T M R S | 35,353 | 39,776 | 27,387 | 39,776 | 45,794 |
| 26-4112-00 | | | | | |
| WORKMENS COMP | 4,673 | 8,946 | 4,283 | 8,946 | 10,153 |
| 26-4113-00 | | | | | |
| UNEMPLOYMENT BENEFITS | - | - | - | - | - |
| 26-4114-00 | | | | | |
| GROUP HEALTH & DENTAL INS | 83,956 | 88,097 | 73,414 | 88,097 | 88,310 |

| | | | | | |
|-------|---------|---------|---------|---------|---------|
| TOTAL | 140,379 | 155,216 | 117,630 | 155,216 | 164,828 |
|-------|---------|---------|---------|---------|---------|

SUPPLIES

| | | | | | |
|----------------------------|-------|-------|-------|-------|-------|
| 26-4201-00 | | | | | |
| OFFICE SUPPLIES | 1,479 | 1,600 | 542 | 1,600 | 1,500 |
| 26-4204-00 | | | | | |
| PRINTING | - | 100 | - | 100 | 150 |
| 26-4206-00 | | | | | |
| MINOR TOOLS & APPARATUS | 2,247 | 2,500 | 1,715 | 2,500 | 3,750 |
| 26-4206-01 | | | | | |
| LEAGUE EQUIPMENT | 664 | - | - | - | - |
| 26-4211-00 | | | | | |
| FOOD & CONCESSION SUPPLIES | - | - | - | - | - |
| 26-4220-00 | | | | | |
| UNIFORM RENTAL & LAUNDRY | 2,943 | 3,600 | 1,885 | 3,600 | 5,400 |
| 26-4221-00 | | | | | |
| UNIFORMS PURCHASE | - | 300 | - | 300 | 450 |
| 26-4223-00 | | | | | |
| PROTECTIVE CLOTHING | 1,052 | 1,250 | 800 | 1,250 | 1,875 |
| 26-4240-00 | | | | | |
| CHEMICALS | 567 | 2,000 | - | 2,000 | 3,000 |
| 26-4250-00 | | | | | |
| UNRECONCILED CREDIT CARDS | 3,923 | - | 4,642 | - | - |
| 26-4272-00 | | | | | |
| BALL FIELD CLAY | - | 4,750 | - | 4,750 | 7,125 |
| 26-4273-00 | | | | | |
| SAND | - | 100 | - | 100 | 150 |

| | | | | | |
|-------|--------|--------|-------|--------|--------|
| TOTAL | 12,876 | 16,200 | 9,585 | 16,200 | 23,400 |
|-------|--------|--------|-------|--------|--------|

MAINTENANCE

| | | | | | |
|-----------------|---|---|---|---|---|
| 26-4290-00 | | | | | |
| OTHER SUPPLIES | - | - | - | - | - |
| 26-4291-00 | | | | | |
| LEAGUE SOFTBALL | - | - | - | - | - |

Fund 010 GENERAL FUND
Department

2021 Actual

2022 Budget

2022 Actual

2022 Projected

2023 Proposed
Budget

Fund 010 GENERAL FUND
Fiscal Year 2021

Expenses - Department 26 Parks

| | | | | | |
|------------------------------|--------|--------|--------|--------|--------|
| 26-4301-00 | | | | | |
| OFFICE EQUIPMENT | - | - | - | - | - |
| 26-4303-00 | | | | | |
| INSTRUMENTS & APPARATUS | - | - | - | - | - |
| 26-4304-00 | | | | | |
| AUTOMATION (R) | - | - | - | - | - |
| 26-4305-00 | | | | | |
| OUTSIDE FURNITURE & FIXTURES | 443 | 2,299 | 2,090 | 2,500 | 4,000 |
| 26-4320-00 | | | | | |
| BUILDINGS | 1,921 | 2,500 | 373 | 2,500 | 3,750 |
| 26-4321-00 | | | | | |
| ATHLETIC FIELDS | 8,357 | 20,000 | 13,306 | 20,000 | 28,000 |
| 26-4323-00 | | | | | |
| PARK STRUCTURE MAINTENANCE | 10,820 | 19,800 | 12,139 | 19,800 | 28,000 |
| 26-4351-00 | | | | | |
| OTHER MAINTENANCE | - | - | - | - | - |
| 26-4391-00 | | | | | |
| TENNIS COURT | - | 1,000 | 1,000 | 2,000 | 2,000 |
| 26-4399-00 | | | | | |
| REPAIRS/MAINTENANCE | - | - | - | - | - |
| 26-4401-00 | | | | | |
| BEN GILL PARK POND CARE | - | - | - | - | - |

TOTAL

21,542

45,599

28,908

46,800

65,750

CONTRACTUAL/SERVICES

| | | | | | |
|-----------------------------|--------|--------|--------|--------|--------|
| 26-4402-00 | | | | | |
| MEMBERSHIP & DUES | - | - | 68 | 150 | - |
| 26-4403-00 | | | | | |
| DOWNTOWN IRRIGATION REPAIR | - | - | - | - | - |
| 26-4404-00 | | | | | |
| CONSULTANTS FEES & SERVICES | 8,330 | - | - | - | - |
| 26-4405-00 | | | | | |
| SPECIAL EVENTS | - | - | - | - | - |
| 26-4405-01 | | | | | |
| DOWNTOWN EVENTS | - | - | - | - | - |
| 26-4405-02 | | | | | |
| PLAY DATE IN THE PARK | - | - | - | - | - |
| 26-4411-00 | | | | | |
| COMMUNICATIONS | - | - | - | - | - |
| 26-4412-00 | | | | | |
| PARK EVENTS | - | 12,000 | 6,228 | 12,000 | 18,000 |
| 26-4414-00 | | | | | |
| EQUIPMENT RENTAL | - | 600 | 200 | 600 | 900 |
| 26-4418-00 | | | | | |
| TRAVEL & EDUCATION | 500 | 2,700 | 442 | 2,700 | 4,050 |
| 26-4419-00 | | | | | |
| TRAINING & PUBLICATION | - | - | - | - | - |
| 26-4430-00 | | | | | |
| UTILITIES | - | - | - | - | - |
| 26-4440-00 | | | | | |
| CONTRACT LABOR | 34,131 | 17,000 | 16,690 | 17,000 | 25,500 |
| 26-4440-01 | | | | | |
| CONTRACT SERVICES MOWING | 10,400 | 11,000 | 8,006 | 11,000 | 16,500 |
| 26-4440-02 | | | | | |
| DOWNTOWN LANDSCAPE/GROOM | - | 14,000 | 5,829 | 14,000 | 25,000 |
| 26-4440-03 | | | | | |
| DOWNTOWN TRASH PICKUP | - | 18,100 | 12,800 | 18,100 | 30,000 |
| 26-4440-04 | | | | | |

Fund 010 GENERAL FUND
Department

Fund 010 GENERAL FUND
Fiscal Year 2021

Expenses - Department 26 Parks

| | 2021 Actual | 2022 Budget | 2022 Actual | 2022 Projected | 2023 Proposed Budget |
|------------------------------|-------------|-------------|-------------|----------------|----------------------|
| PARKS WEEKEND CLEANING | - | 47,275 | 47,275 | 52,003 | 65,000 |
| 26-4450-00 | | | | | |
| EQUIPMENT RENTAL(R) | 63,077 | 68,267 | 54,404 | 68,237 | 69,972 |
| 26-4470-00 | | | | | |
| LANDSCAPE SERVICES | 14,871 | 32,200 | 5,200 | 32,200 | 48,300 |
| 26-4480-00 | | | | | |
| PARK MEMORIALS | 723 | 500 | - | 500 | 750 |
| 26-4490-00 | | | | | |
| OTHER SERVICES NOT LISTED | - | - | - | - | - |
| 26-4495-00 | | | | | |
| SUMMER RECREATION PROGRAMS | - | - | - | - | - |
| 26-4499-00 | | | | | |
| RESERVE FOR ENCUMBRANCES - A | - | - | - | - | - |
| 26-4501-00 | | | | | |
| PARK MASTER PLAN | - | - | - | - | - |

| | | | | | |
|--------------|----------------|----------------|----------------|----------------|----------------|
| TOTAL | 132,032 | 223,642 | 157,144 | 228,490 | 303,972 |
|--------------|----------------|----------------|----------------|----------------|----------------|

CAPITAL

| | | | | | |
|-------------------------------|---|---|---|---|---|
| 26-4502-00 | - | - | - | - | - |
| SOFTWARE ACTIVE NET | - | - | - | - | - |
| 26-4503-00 | - | - | - | - | - |
| REPLACE FENCING | - | - | - | - | - |
| 26-4504-00 | - | - | - | - | - |
| STALLINGS PARK IMPROVEMENTS | - | - | - | - | - |
| 26-4505-00 | - | - | - | - | - |
| PLAYGROUND EQUIP STALLINGS PA | - | - | - | - | - |
| 26-4506-00 | - | - | - | - | - |
| PARK/REC & OPEN SPACE MASTER | - | - | - | - | - |
| 26-4507-00 | - | - | - | - | - |
| DOWNTOWN PARK | - | - | - | - | - |
| 26-4508-00 | - | - | - | - | - |
| BACK FLOW PREVENTERS | - | - | - | - | - |
| 26-4509-00 | - | - | - | - | - |
| PLAYGROUND EQUIP ARLIE WHITE | - | - | - | - | - |
| 26-4510-00 | - | - | - | - | - |
| PARK LAND ACQUISITION | - | - | - | - | - |
| 26-4514-00 | - | - | - | - | - |
| METAL BUILDING | - | - | - | - | - |
| 26-4515-00 | - | - | - | - | - |
| PARK IMPROVEMENT | - | - | - | - | - |
| 26-4520-00 | - | - | - | - | - |
| R.C. HULSEY DONATION FOR FENC | - | - | - | - | - |
| 26-4540-00 | - | - | - | - | - |
| PLAYGROUND & PICINIC EQUIP | - | - | - | - | - |

| | | | | | |
|--------------|----------|----------|----------|----------|----------|
| TOTAL | - | - | - | - | - |
|--------------|----------|----------|----------|----------|----------|

| | | | | | |
|----------------------|----------------|----------------|----------------|----------------|----------------|
| Expense Total | 523,390 | 669,143 | 479,794 | 685,192 | 826,852 |
|----------------------|----------------|----------------|----------------|----------------|----------------|