



## TERRELL PARK BOARD

6:00 PM, THURSDAY, NOVEMBER 10, 2022

CITY OF TERRELL SERVICE CENTER

400 INDUSTRIAL BLVD - TERRELL, TX

Matthew Malone  
Chairman

1. CALL TO ORDER & A MOMENT OF SILENCE
2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF JUNE 9, 2022

Leonard Lancaster  
Vice Chairman

3. DISCUSS AND CONSIDER PARK BOARD MEETING SCHEDULE
4. DISCUSS PADIC IMPROVEMENTS MODULAR RESTROOMS

Kimberly Cheney  
Secretary

5. DISCUSS GOLD STAR PARK PROJECT

Reginald Pegram  
Member

6. UPDATE ON PARTNERSHIPS

Katie Smith  
Member

7. UPDATE ON CITY PARKS
- A. FISCAL YEAR 2023 PROPOSED BUDGET

Kaitlyn Craven  
Member

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.

  
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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

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**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

Department	2021 Actual	2022 Budget	2022 Actual	2022 Projected	2023 Proposed Budget
<b>Fund 010 GENERAL FUND</b>					
<b>Fiscal Year 2021</b>					
<b>Expenses - Department 26 Parks</b>					
<b>PERSONNEL</b>					
<b>PERSONNEL/SERVICES</b>	<b>TOTAL</b>	216,561	<b>228,486</b>	166,528	238,486
<b>SUPPLIES</b>	<b>TOTAL</b>	140,379	<b>155,216</b>	117,630	155,216
<b>MAINTENANCE</b>	<b>TOTAL</b>	12,876	<b>16,200</b>	9,585	16,200
<b>CONTRACTUAL/SERVICES</b>	<b>TOTAL</b>	21,542	<b>45,599</b>	28,908	46,800
<b>CAPITAL</b>	<b>TOTAL</b>	132,032	<b>223,642</b>	157,144	228,490
<b>Expense Total</b>		523,390	<b>669,143</b>	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
<b>Fund 010 GENERAL FUND Fiscal Year 2021</b>					
<b>Expenses - Department 26 Parks</b>					
<b>PERSONNEL</b>					
26-4101-00					
SUPERVISION	56,766	<b>57,551</b>	48,174	57,551	61,724
26-4103-00					
LABOR	143,049	<b>140,935</b>	98,453	140,935	177,178
26-4104-00					
PART-TIME	-	-	-	-	-
26-4105-00					
OVERTIME	16,346	<b>30,000</b>	17,750	35,000	30,000
26-4106-00					
STANDBY/STEP-UP	400	-	2,150	5,000	-
	<b>TOTAL</b>	<b>216,561</b>	<b>228,486</b>	<b>166,528</b>	<b>238,486</b>
					<b>268,902</b>
<b>PERSONNEL/SERVICES</b>					
26-4110-00					
SOCIAL SECURITY	16,397	<b>18,397</b>	12,546	18,397	20,571
26-4111-00					
T M R S	35,353	<b>39,776</b>	27,387	39,776	45,794
26-4112-00					
WORKMENS COMP	4,673	<b>8,946</b>	4,283	8,946	10,153
26-4113-00					
UNEMPLOYMENT BENEFITS	-	-	-	-	-
26-4114-00					
GROUP HEALTH & DENTAL INS	83,956	<b>88,097</b>	73,414	88,097	88,310
	<b>TOTAL</b>	<b>140,379</b>	<b>155,216</b>	<b>117,630</b>	<b>155,216</b>
					<b>164,828</b>
<b>SUPPLIES</b>					
26-4201-00					
OFFICE SUPPLIES	1,479	<b>1,600</b>	542	1,600	1,500
26-4204-00					
PRINTING	-	<b>100</b>	-	100	150
26-4206-00					
MINOR TOOLS & APPARATUS	2,247	<b>2,500</b>	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	<b>3,600</b>	1,885	3,600	5,400
26-4221-00					
UNIFORMS PURCHASE	-	<b>300</b>	-	300	450
26-4223-00					
PROTECTIVE CLOTHING	1,052	<b>1,250</b>	800	1,250	1,875
26-4240-00					
CHEMICALS	567	<b>2,000</b>	-	2,000	3,000
26-4250-00					
UNRECONCILED CREDIT CARDS	3,923	-	4,642	-	-
26-4272-00					
BALL FIELD CLAY	-	<b>4,750</b>	-	4,750	7,125
26-4273-00					
SAND	-	<b>100</b>	-	100	150
	<b>TOTAL</b>	<b>12,876</b>	<b>16,200</b>	<b>9,585</b>	<b>16,200</b>
					<b>23,400</b>
<b>MAINTENANCE</b>					
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
<b>Fund 010 GENERAL FUND Fiscal Year 2021</b>					
<b>Expenses - Department 26 Parks</b>					
26-4301-00					
OFFICE EQUIPMENT	-	-	-	-	-
26-4303-00					
INSTRUMENTS & APPARATUS	-	-	-	-	-
26-4304-00					
AUTOMATION (R)	-	-	-	-	-
26-4305-00					
OUTSIDE FURNITURE & FIXTURES	443	<b>2,299</b>	2,090	2,500	4,000
26-4320-00					
BUILDINGS	1,921	<b>2,500</b>	373	2,500	3,750
26-4321-00					
ATHLETIC FIELDS	8,357	<b>20,000</b>	13,306	20,000	28,000
26-4323-00					
PARK STRUCTURE MAINTENANCE	10,820	<b>19,800</b>	12,139	19,800	28,000
26-4351-00					
OTHER MAINTENANCE	-	-	-	-	-
26-4391-00					
TENNIS COURT	-	<b>1,000</b>	1,000	2,000	2,000
26-4399-00					
REPAIRS/MAINTENANCE	-	-	-	-	-
26-4401-00					
BEN GILL PARK POND CARE	-	-	-	-	-
<b>TOTAL</b>	<b>21,542</b>	<b>45,599</b>	<b>28,908</b>	<b>46,800</b>	<b>65,750</b>
<b>CONTRACTUAL/SERVICES</b>					
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	-	<b>12,000</b>	6,228	12,000	18,000
26-4414-00					
EQUIPMENT RENTAL	-	<b>600</b>	200	600	900
26-4418-00					
TRAVEL & EDUCATION	500	<b>2,700</b>	442	2,700	4,050
26-4419-00					
TRAINING & PUBLICATION	-	-	-	-	-
26-4430-00					
UTILITIES	-	-	-	-	-
26-4440-00					
CONTRACT LABOR	34,131	<b>17,000</b>	16,690	17,000	25,500
26-4440-01					
CONTRACT SERVICES MOWING	10,400	<b>11,000</b>	8,006	11,000	16,500
26-4440-02					
DOWNTOWN LANDSCAPE/GROOM	-	<b>14,000</b>	5,829	14,000	25,000
26-4440-03					
DOWNTOWN TRASH PICKUP	-	<b>18,100</b>	12,800	18,100	30,000
26-4440-04					

Fund 010 GENERAL FUND Department	2021 Actual	2022 Budget	2022 Actual	2022 Projected	2023 Proposed Budget
<b>Fund 010 GENERAL FUND Fiscal Year 2021</b>					
<b>Expenses - Department 26 Parks</b>					
PARKS WEEKEND CLEANING	-	<b>47,275</b>	47,275	52,003	65,000
26-4450-00					
EQUIPMENT RENTAL(R)	63,077	<b>68,267</b>	54,404	68,237	69,972
26-4470-00					
LANDSCAPE SERVICES	14,871	<b>32,200</b>	5,200	32,200	48,300
26-4480-00					
PARK MEMORIALS	723	<b>500</b>	-	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	-	-	-	-	-
<b>TOTAL</b>	<b>132,032</b>	<b>223,642</b>	<b>157,144</b>	<b>228,490</b>	<b>303,972</b>
<b>CAPITAL</b>					
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 & PICNIC EQUIP	-	-	-	-	-
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expense Total</b>	<b>523,390</b>	<b>669,143</b>	<b>479,794</b>	<b>685,192</b>	<b>826,852</b>