

**PARKS AND RECREATION
ADVISORY BOARD
MINUTES**

August 4, 2021

A meeting of the Parks and Recreation Advisory Board was held on Wednesday, August 4, 2021, at 6:00 p.m. via ZOOM videoconferencing and in person at City Hall, 1313 N. Stuart Place Road.

Those attending in person were:

John Topp, Chairman
Michael Galvan, Vice Chairman

Board Members
Julie Herrington
Sylvia Rivera
Karin Hansen
Jane Mercier
Scott Nelson

Staff Present: Sylvia R. Trevino, City Secretary

CITIZEN COMMUNICATION: No public comments were offered.

MINUTES OF THE MEETING OF JUNE 2, 2021, APPROVED

There being no corrections, a motion was made by J. Herrington to approve the minutes as presented.

K. Hansen seconded the motion and the motion carried unanimously.

UPDATE ON THE JULY 4 (Independence Day) event

S. Rivera commented that about the only issue or complaint voiced was the lack of parking due to a miscommunication and the Club not anticipating the large turnout for the event. Everyone felt that the bike riders were a nice addition. A suggestion was made to have water/refreshments during the line up of the parade. All in all, the event was a success. S. Rivera was commended for her leading this event and keeping the expenses to a minimum.

VETERANS PARK UPDATE:

J. Topp went over the **bid proposal** report. He stated that bids were sent out to H2O Construction, MVP Installations, LP, Palm Pros, Peacock General Contractors, Inc, and SpawGlass Contractors, Inc. The deadline to submit proposals was June 18, 2021, at 5:00 p.m.

The subcommittee consisting of J. Topp, M. Galvan and J. Herrington met on June 24 to unseal the bids. After review of the bids, Peacock General Contractors, Inc. was the low bidder.

J. Topp and M. Galvan also met with MVP Installations, LP with regards to the pavers. Their proposal quote is \$5,120.00. Peacock General Contractors agreed to include this quote as part of their proposal, bringing the proposed amount to \$39,000.00. The project will commence right after approval by the City Council on August 17.

J. Topp invited everyone to attend the groundbreaking ceremony on August 18 @10:00 a.m. over on Polo Circle. The project is anticipated to be complete by November 11. Question was raised about having the motorcycle riders at the ceremony.

S. Nelson made a motion to accept the low bid submitted by Peacock Construction for the construction of the project.

J. Mercier seconded the motion and it carried unanimously.

J. Topp continued to discuss the **pavers**. S. Rivera, J. Herrington, and J. Topp met with MVP Installations, LP in Donna to look at paver sizes, paver colors, paint colors and paver coatings.

J. Topp stated that MVP, with their years of experience, is recommending selling the **brick pavers** for \$50.00 not \$100.00. Minutes of the last meeting reflected pavers would be sold for \$100.00. More pavers will be sold at \$50 rather than \$100.

Pavers: 4" x 8" at a cost of \$14.50 before installation and \$17.75 after installation.

Price: \$50.00 before September 1 OR \$70 after deadline

Color: Terra Cotta

Engraving: Black

No paver coating due to the fact it would be to be redone periodically.

Delivery is 4 weeks for pavers

Delivery is 1 week for engraving

J. Topp reported that to this date 47 pavers have already been sold. A proof of the engraving will be sent to each buyer. There will be an engraving charge of \$14.50 per paver. After the deadline the cost will be an additional \$3.25

He added that updates on the progress of the Veterans Park project will be reflected in the City's next newsletter.

Minor discussion was held on the September 1 deadline and the ceremony on November 11. The sooner the pavers are ordered, the sooner they can be ready in time for the ceremony.

A motion was made by S. Nelson to accept the vendor, related costs and sell price for the pavers.

K. Hansen seconded the motion and it carried unanimously.

BENCHES

After researching many cement bench vendors, both nationally and locally, J. Topp recommended offering a large, curved bench (14" W x 53" L x 17.5" H) from Double D Statuary, Inc. in Odem, Texas. The site has room for a maximum of four large benches. The delivery time is 4 weeks at a cost of \$129.00 each. MPV Installations will engrave 6 lines with 50 spaces on each bench for \$85.00 each at a total cost of \$214.00. City staff will drive to Odem and pick them up and return in one day using a city trailer and then deliver them to Donna for the engraving. Recommended price for the purchase of a bench: \$500.00.

(Bench pic displayed on shared screen).

A motion was made by J. Herrington to accept the vendor, Double D Statuary, Inc. in Odem TX with city staff picking them up at a total cost of \$214.00 with a sell price of \$500.00.

K. Hansen seconded the motion and it carried unanimously.

J. Topp commented that three benches have already been committed.

FLAGS

J. Topp proceeded to discuss the flags. The top flag will be a 4'x6' and the 2nd flag will be 3'x5'. Flags will fly 24/7 made from nylon which last from six months to a year.

Kimberly, the daughter of the company's owner has offered to educate the contractor on the correct flagpole based on the rating for winds in South Texas.

Price: 4'x6' American flag - \$49.00

3'x5' POW-MIA flag - \$26.00

Shipping cost: \$9.00 per order. Ships in two business days.

Total cost estimate: \$84.00

Vendor: Flags USA

(Flag pics displayed on shared screen)

Additional flags will be ordered to have in stock and cut on the shipping costs if ordering additional flags later.

A motion was made by S. Nelson to accept the vendor for the flags, FLAGS USA and order two sets of both kinds of flags which will now a total of \$159.00

S. Rivera seconded the motion and it carried unanimously.

PLAQUES

J. Topp, after his research, recommended ordering bronze plaques from Artistic Bronze, Inc. They offer a 100% satisfaction guarantee.

There will be 5 – 5” diameter bronze Armed Forces Military Seals – Army, Navy, Air Force, Marines and Coast Guard \$130 delivered.

1 – 16”x33” bronze plaque with inscription@ \$1,465 delivered.

Total estimated cost: \$2,115.00

Delivery 4 weeks to ship from Florida.

(Pics were displayed on shared screen)

A motion was made by S. Nelson to accept the vendor, Artistic Bronze, Inc. as noted above with Single line border; plaque into cement with studs; leatherette texture in the dark bronze using Palatino small caps as the font for the plaque and using the inscription below:

IN HONOR OF THOSE WHO SERVED OUR COUNTRY, THOSE WHO GAVE
THE SUPREME SACRIFICE, THOSE STILL MISSING AND THOSE WHO
CAME HOME BOTH WHOLE AND BROKEN.

J. Herrington seconded the motion and it carried unanimously.

As an FYI, J. Topp commented that the Veterans Parks estimated cost is \$43,030.00 with estimated revenue of \$4500.

**RECOMMENDATION TO CITY COUNCIL THE APPROVAL OF THE
VETERANS PARK RELATED ITEMS AS LISTED ABOVE AND ACCEPTED
BY THE PARKS AND RECREATION ADVISORY BOARD**

S. Nelson noted the increase for the price of two sets of flags instead of one.

M. Galvan made a motion to make the recommendation to City Council of all the above approvals by the Parks and Recreation Advisory Board related to the Veterans Park.

S. Nelson seconded the motion and it carried unanimously.

J. Topp commented that now there is revenue of \$3,850. The anticipated revenue was \$4500 so the total cost might be less.

BUDGET UPDATE – FY 2020-21

J. Topp went over the expenses that have been incurred in this fiscal year as per the budget included in the agenda packets.

M. Galvan commented that there is an effort to spend as much as necessary in this year's budget to request less in next year's budget.

This was an update only. No action was required.

J. Topp stated that a budget is a moving target and that it is important for the Board to understand this. By the time the budget recommendation goes to the Council, the numbers could change.

BUDGET – FY 2021-22

J. Topp went over the proposed budget for FY 2021-22. He informed the Board that he met with Borchers Electric to obtain a quote for electrical wiring to have LED spotlights reflecting on the median on El Camino. Borchers wild guess was \$1500-\$2000.00 to set up the electrical for these lights that will be on a timer. J. Topp will obtain another quote.

S. Nelson commented that nowhere is there a cost for the actual electricity. J. Topp informed him that the electric bill will be paid through the City's general fund and not from the Parks budget.

All in all, at this time the budget to be recommended to the City Council for their approval is \$40,989.00 which includes \$159 for the additional set of flags; \$1500 for the soft lighting on the median and \$750.00 for the grand opening event expenses.

A motion was made by J. Herrington to recommend to the Council the proposed budget and allowing for adjustments to be made as necessary before presenting it.

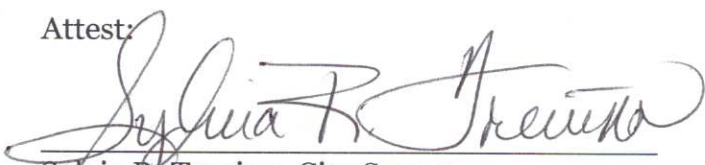
J. Mercier seconded the motion and it carried unanimously.

There being no further business, the meeting adjourned at 7:17 p.m.



John Topp, Chairman

Attest:



Sylvia R. Trevino, City Secretary