

PARKS AND RECREATION
ADVISORY BOARD

MINUTES

September 15, 2022

A meeting of the Parks and Recreation Advisory Board was held on September 15, 2022, at 6:00 p.m. The meeting was held at Palm Valley City Hall, located at 1313 N. Stuart Place Road, Palm Valley, Texas.

Present:

John Topp, Chairman
Julie Herrington, Vice Chairman
Scott Nelson
Jennifer Gresham
Shane Strubhart
Melissa Tice

Absent: Karin Hansen

Staff Present:

Sylvia R. Trevino, City Secretary
Jose Rivera, Support Services Aide

PLEDGE OF ALLEGIANCE - Led by Chairman Topp.

CITIZEN COMMUNICATION – None

APPROVAL OF MINUTES – August 11, 2022

The minutes were approved with no corrections upon a motion made by J. Gresham and a second by S. Nelson.

The motion carried unanimously by those present.

CHAIRMAN'S UPDATE

Chairman Topp stated that the proposed new budget was scaled down to \$8,000 from \$10,000.

Chairman Topp then proceeded to assign each Board member the leadership of each of the upcoming events:

Veterans Day – Chair S. Strubhart, Co-chair M. Tice
Lighting of the Palms – Chair J. Herrington, Co-chair S. Nelson
Christmas Decorating Contest – Chair J. Gresham
Memorial Day – Chair M. Tice, Co-chair S. Strubhart
July 4th – Chair S. Nelson, Co-chair J. Gresham
Beautification – J. Herrington
Welcome Committee/Packets – Chair J. Gresham

Chairman Topp will lead and help everyone.

VETERANS DAY EVENT:

Nov. 11 @ 9:00 a.m.

It is important to have a speaker, possibly the head of the Harlingen ROTC who is also a resident and must be a Veteran.

Mayor Pro Tem Hoff suggested that Councilman Lucio be a speaker also.

Also recommended was that notification to all residents of the event be sent. The design can be done by J. Rivera.

Additionally, there will be notification to residents on Polo Circle 3 different times before the event.

Also suggested was that there be nominations of Veterans from the local community / puzzle pieces to each Veteran in the community to solve a complete picture. Councilman Lucio will send S. Strubhart information on who the local Veterans are.

Chairman Topp gave an update given on the beautification of the median on El Camino. He announced he is working on the feasibility of adding new palm trees as well as new rocks; the weeds will be eliminated, and the trees will be trimmed.

AEP will be notified to remove the current banners anytime during November 14-18.

The continued sale of pavers/benches will be encouraged at both the Veterans Day event and Memorial Day event.

It was noted that a portable speaker is needed. If savings are acquired from the rental of the lyft, these funds can be used to purchase one.

City Secretary S. Trevino will check out the inventory of items left from last year's dedication of the Veterans Park event and inform S. Strubhart of what we still have.

Mayor Pro Tem Hoff offered to invite 1st responders to be present.

City Secretary S. Trevino is to provide S. Strubhart a copy of the program from last year's event.

LIGHTING OF THE PALMS

November 25 @ 5:00 p.m.

Notification to all residents of the event will also be done and J. Rivera can design the flyer.

J. Herrington will contact the Club regarding the chocolate/cookies. A comment was made that the supply ran out very fast last year.

Traffic control will be provided by the Palm Valley PD.

J. Herrington will contact S. Rivera regarding the use of the flatbed trailer.

The Harlingen Country Club will be notified to provide trash bags / trash bins if they are providing the refreshments.

Mayor Pro Tem Hoff will talk to Shea Bryson at the Club.

Chairman Topp referred to the current inventory of decorations. Four of the Christmas standing decorative exhibits are still working and 2-3 were thrown away for not working.

The purchase of more commercial type LED lights is necessary – approximately cost \$1400-\$1500.

Mayor Pro Tem Hoff will call the previous sponsors of the tree for possible donations.

A suggestion was made to have Santa Claus at the event. S. Nelson will follow through on this idea.

CHRISTMAS DECORATING CONTEST

Start date: November 25.

Chairman Topp briefed the Board on the history of this event from the past. He explained that Board members were Judges back then and that recognition signs were placed on the front yards of the winners.

Discussed as possible categories were:

- Most lights
- Classic Christmas
- Most movement
- Most whimsical
- Most patriotic

Slight definitions of each category will be created by J. Gresham

It was noted that a number rating system would be most fair for the judging.

Resident will be notified of this contest and J. Rivera can design the flyer.

New signs will be ordered after the October 27 meeting.

Deadline of contest would be Sunday, December 18 at 7pm. The Judges will notify City Secretary Trevino on December 20 of the winners for the assignment of the signs.

J. Gresham will take photos of winning homes for January newsletter and the signs will be distributed to the winning homes on December 21.

Final details to be provided at the next Board meeting on October 27.

WELCOME PACKET

This project will be headed by J. Gresham. She went over her proposal of having a Welcome Committee and the possibility of having a digital welcome packet on the City's website.

Mayor Pro Tem Hoff suggested including coupons from vendors and suggested that the Council members deliver the packets to new residents.

S. Nelson suggested sending a signed card from Council members after three weeks of a resident moving in.

The idea of having a 'welcome' reception at City Hall with cookies and punch was brought up.

A sample flyer will be provided at the next P&R meeting on October 27 and a discussion will be held on how best to form a 'committee'.

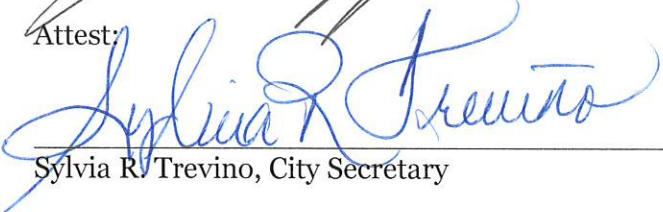
City Secretary S. Trevino will provide a copy of what is currently issued out to residents who apply for new water service.

There being no further discussion, the meeting adjourned at 7:52 p.m. upon a motion by S. Nelson and a second by J. Herrington.



John Topp, Chairman

Attest:



Sylvia R. Trevino, City Secretary