

**PARKS AND RECREATION  
ADVISORY BOARD  
MINUTES  
June 2, 2021**

A meeting of the Parks and Recreation Advisory Board was held on Wednesday, June 2, 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:

Karin Hansen, Jane Mercier, Julie Herrington, Sylvia Rivera,  
Scott Nelson.

Staff present: Elsa Guajardo, Support Services Aide

**CITIZEN COMMUNICATION** - No public comments were offered.

**MINUTES OF THE MEETING OF FEBRUARY 3, 2021, APPROVED**

With no corrections to be made, M. Galvan made a motion to approve the minutes.

J. Mercier seconded the motion and the motion carried unanimously by those present.

**DISCUSSION HELD REGARDING THE 4<sup>th</sup> of JULY CELEBRATION**

S. Rivera talked about 4<sup>th</sup> of July celebration to take place on Sunday, July 4<sup>th</sup>, 2021. She asked if there should be a parade contest. The Board agreed to have a parade but no contest. S. Rivera suggested that the line-up be at 6 p.m. and the parade to start at 6:30 p.m. Followed by the band at 7. The menu items are pending approval from the Harlingen Country Club.

S. Nelson asked if the event is used for fundraising by the City. S. Rivera replied that it is not used for fundraising.

The budget for this event is \$1475. S. Rivera mentioned she will get the banners. She said she needs water, tents, and the City's generators. S. Rivera commented we need to make sure sprinklers are off during the event.

Chairman Topp stated that newsletter should be done before June 15, 2021. The July 4<sup>th</sup> invite can be included as part of the newsletter.

S. Rivera stated she will have the invitations ready by next week to approve for printing. She said she needs help with the signs. She will decide whether to have bottled waters or a container with a water spicket to pour out water.

Board members agreed to help S. Rivera with the event planning before June 22.

**UPDATE ON THE BOARD'S BUDGET**

Chairman Topp reviewed the budget with the Board and stated that the July 4 event is expected to be under budget. Chairman Topp thanked S. Rivera for doing such a great job of conserving the taxpayers' money.

## **ACTION TAKEN TO AUTHORIZE FUNDRAISING EFFORTS FOR THE VETERANS MEMORIAL**

Chairman Topp stated that the budget is \$6200 for the Veterans Memorial project. He said the overall project costs are expected to be more than budgeted this year. The Board will need to request that the City Council increase the budget for next year for this project.

Chairman Topp commented that the City Council approved the site plan, the RFP, and the scope of work at their meeting on May 7<sup>th</sup>, 2021. He added that the deadline for the RFPs to be submitted is June 18<sup>th</sup>, 2021.

Chairman Topp informed the Board that the Public Works staff can do some of the work to save on costs.

It was the consensus of the Board that a subcommittee consisting of M. Galvan and Chairman Topp meet on June 21<sup>st</sup>, review the proposals, and select a contractor for the project.

Chairman Topp asked for one more person to meet on June 21<sup>st</sup>. J. Herrington volunteered.

Chairman Topp said the threshold is \$50,000 for the solicitation of sealed bids. The project is anticipated to be less than that. Therefore, no publication notice is required.

Chairman Topp mentioned that Mayor Rivera requested that Jaime Guerrero from Palm Pros be invited to submit a proposal.

There was discussion on when the next meeting would be scheduled. With conflicting schedules among some Board members, there was agreement to meet on July 14<sup>th</sup>. Chairman Topp commented that once the City Council approves the project it is a done deal.

M. Galvan explained the Paver Engraving Price List on the shared screen. The prices ranged from \$14.50 for a 4x8 paver to \$67.50 for a 16x16 paver. It was the consensus of the Board to go with \$100.00 (retail price).

S. Rivera asked for a group to help with fundraising and marketing efforts. J. Mercier and K. Hansen said they will help S. Rivera. J. Herrington volunteered to help as well.

J. Herrington asked about quorum rules as they relate with the subcommittees meeting. M. Galvan said they would need to ask Sylvia Trevino, city secretary, about rules for these subcommittees.

Chairman Topp talked about the bench included in the Veteran's Memorial project. He offered to investigate other vendors with better pricing.

S. Nelson asked if the project will be completed by Veteran's Day, November 11, 2021. Chairman Topp commented that would be a good idea.

There was discussion also on the project name. Should it be called the City of Palm Valley Veterans Park or Veterans Memorial Park? Future discussion will also be considered on what wording will be on the plaque. There was a consensus among the Board that the park would be called City of Palm Valley Veterans Park.

J. Herrington recapped the upcoming dates----June 18<sup>th</sup> is the last day for bids. The subcommittee will meet on 21<sup>st</sup> at 2 P.M. with Chairman Topp, M. Galvan and J. Herrington. Costs and production schedule will be discussed at a meeting after the subcommittee selects a contractor for the project and meets with the brick paver vendor.

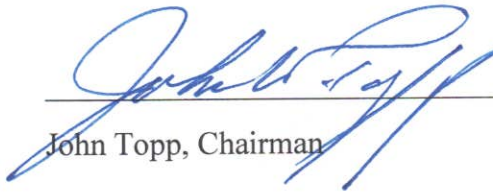
Chairman Topp asked for the Board's vote to approve the fundraising efforts and prices introduced. S, Nelson made a motion to approve the price of **\$100 for the pavers.**

S. Rivera seconded the motion and the motion carried unanimously by those present.

There being no further business, M. Galvan made a motion to adjourn the meeting.

S. Nelson seconded the motion.

The meeting adjourned at 7:27 p.m.



---

John Topp, Chairman

---

Elsa Guajardo, Support Services Aide