



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
Sachse, Texas 75048

Minutes - Full Report Parks and Recreation Board

Thursday, October 10, 2013

7:00 PM

Council Chambers

The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, October 10, 2013, at 7:00 p.m. at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

Present 6 - Commission Member J. D. Pruitt, Commission Member Diana Smith, Commission Member Juanita Miller, Chairman Cyndi Mitchell, Commission Member Michael Kellam, and Commission Member Niloufer Watkins

Also present: City Council Liaison Brett Franks, Parks and Recreation Director Lance Whitworth, and Activity Coordinator Cynthia Wiseman.

Call to Order

The meeting was called to order at 7:00 PM.

Invocation and Pledge of Allegiance to the U.S. and Texas Flags.

The invocation and pledge of allegiance to the U.S. and Texas Flags was led by City Council Liaison Brett Franks.

3. 13-1765 Consider approval of the August 15, 2013 meeting minutes.

Executive Summary

Review and approve the August 15, 2013 meeting minutes.

A motion was made by J.D. Pruitt and seconded by Diana Smith to approve the minutes as written. Motion passed unanimously.

Discuss and consider a donation from First Baptist Church to the Sachse Parks and Recreation Department.

Ms. Cyndi Mitchell reported that Josh King could not be at the meeting. First Baptist Church has some land that is not being utilized. They would like to see something there such as a park. They first have to have a board meeting before making any decisions. Ms. Mitchell asked to put this back on next month's meeting agenda.

Discuss volunteers and how they may assist the Parks Department with City park maintenance.

Mr. Whitworth reported on what we currently do in the City with volunteers. We have groups that adopt some of our parks and regularly keep it cleaned up. We also have organizations that call and volunteer to mulch trees for a day, and pick up trash in parks. We have never had a volunteer like Mr. David Sanford. He would go out and pick up trash regularly on his own and even trim trees. The board would like to promote online that there is a need for volunteers. Mr. Kellam suggested putting something on the facebook page.

6. 13-1812 Discuss and consider the cost breakdown of features and equipment to be included in Firefighter's Park located at 2837 5th Street.

Executive Summary

Consider the cost breakdown of features previously discussed for inclusion in Firefighter's Park.

Mr. Whitworth went over the cost breakdown of Firefighter's Park and cost for the parking lot, sidewalk, playground, and park amenities. We would like to take Phase 1 to the Economic Development Corporation (EDC) and ask for a possible 50/50 match on the cost of phase 1 minus the \$20,000 playground donation. We would first take this to City Council to let them know what we would like to ask from the EDC and take the Council's input, put the package together and then take the requests to EDC.

Discuss Park Lake Park Partners' donation for improvements at Dave Sanford Park (formerly Park Lake Park).

Mr. Whitworth informed the board that when Park Lake Partners dissolved the group, they had \$710 in their funds that they donated to the City. The funds are specifically to be used for landscaping and plantings at Dave Sanford Park. We are going to use these funds this fall for plantings at the park.

Discuss Parks and Recreation Department's approved 2013-2014 budget.

Mr. Whitworth reported on the items that were approved and some of them included the reclassification of Recreation Coordinator to Recreation Supervisor and reclassification of Parks Crew leader to Parks Foreman, commercial zero turn Mower, and the overtime budget increase was approved due to increase in Senior Center rentals, and other events.

Discuss and consider date for Spring Arbor Day/Cleanup Event.

Mr. Whitworth reported that we would like to have the Arbor Day and Spring Cleanup Event on April 5, 2014. Mr. Whitworth also reported that we have a new contract signed with Allied Waste, which will include electronic recycling, household hazardous waste collection, and document shredding at our annual Cleanup event.

10. 13-1814 Discuss and consider having junior alternate non-voting members on the Parks and Recreation Commission.

Executive Summary

The City Council has discussed having junior alternate members serving on the Parks and Recreation Commission to get input from the youth of Sachse on matters pertaining to park facilities and recreation programs.

Mr. Whitworth reported that the City Council has discussed having a non-voting youth member on the Parks & Recreation Board. The board discussed some qualifications they would like to see for this and they are as follows: 1. Resident of Sachse; 2. Actively enrolled in 9th, 10th, 11th, or 12th grade school; 3. 2 junior advisors; 4. Serve 1 year terms; 5. Make attendance requirements the same as the board; 6. Encourage active involvement in City events and activities; 7. Park board would like to see the applications and forward them to City Council.

11. 13-1813 Discuss attendance requirements as listed in Chapter 7, Section 7-2. Parks and Recreation Commission., of the Sachse Code of Ordinances.

Executive Summary

Discuss attendance requirements as listed in Section 7-2 of the Sachse Code of Ordinances.

Mr. Whitworth discussed with the board that there is an open meetings training video on the Attorney General of Texas website that board members can watch. This training is useful in providing rules and guidelines for board members to follow. Ms. Mitchell also went over the charter requirements on Park Board attendance and the importance of being at each meeting so that the board meetings don't have to be cancelled due to lack of quorum.

Discuss and consider posting reservation requirements at park pavilions.

Mr. Whitworth reported that staff has posted on the website under City Facilities all of the parks, as well as pictures of each park, and an availability calendar so residents can see if something is reserved. We have also ordered signs to put up at each of the pavilions with a link and QR code that will take you directly to the calendar for that pavilion so that someone can see if it's been reserved.

Staff updates regarding current activities, special events, and personnel.

Mr. Whitworth reported that the Parks Crew will be attending the Annual Maintenance Rodeo in Garland, the Pumpkin Prowl is on October 26, November 2 is the Veteran's Day event, and the renaming of Park Lake Park to Dave Sanford Park has been approved. There will be a dedication in March 2014.

Requests for future agenda items.

Requests include First Baptist Church donation, update on Firefighter's Park, and an update on the Junior advisor discussion with Council.

Set upcoming Parks and Recreation Commission meeting date.

The next meeting was set for November 14, 2013.

Adjournment

A motion to adjourn was made at 8:21 PM by J.D. Pruitt.

ATTEST:

APPROVED:

Secretary

Chairman