



## Sachse, Texas

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

### Meeting Agenda Parks and Recreation Commission

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Thursday, May 10, 2012

7:00 PM

City Hall

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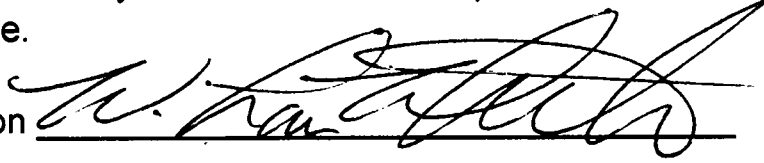
The Parks and Recreation Commission of the City of Sachse will hold a Regular Meeting on Thursday, May 10, 2012, at 7:00 p.m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

1. Call to Order
2. Invocation and Pledge of Allegiance to the U.S. and Texas Flags.
3. 12-0852 Consider approval of the minutes of the April 12, 2012 meeting.  
  
Executive Summary  
Review and consider approval of meeting minutes.  
  
Attachments: [parks m041212.pdf](#)
4. Regular Agenda Items:
  - 4a. Discuss and consider future plans for Firefighter's Park, 2837 5th Street.
  - 4b. Discuss and consider possible YMCA location in Sachse.
  - 4c. Discuss and consider Independence Day parade to be held July 3, 2012.
  - 4d. 12-0853 Discuss City Ordinance 7-2 (3) and (4) in regards to amphitheater rental policy and fees.  
  
Executive Summary  
Discuss the recently amended City Ordinance 7-2 (3) and (4) as it pertains to rental policy and fees for the City's amphitheater.  
  
Attachments: [parks a051012 att7.pdf](#)
5. Staff updates regarding current activities, special events, and personnel.
6. Request for future agenda items.
7. Set upcoming Parks and Recreation Commission meeting date.
8. Adjournment

State law prohibits the introduction or discussion of any item of business not posted at least seventy-two (72) hours prior to the meeting time.

Posted: Friday, May 4, 2012; 5:00 p.m.

Lance Whitworth, Director Parks and Recreation



*If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact Terry Smith, City Secretary at (972) 495-1212, 48 business hours prior to the scheduled meeting date. Reasonable accommodations will be made to assist your needs.*



# Sachse, Texas

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

## Legislation Details (With Text)

**File #:** 12-0852      **Version:** 1      **Name:** Consider approval of the minutes of the April 12, 2012 meeting.  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 5/3/2012      **In control:** City Council  
**On agenda:**      **Final action:**  
**Title:** Consider approval of the minutes of the April 12, 2012 meeting.

Executive Summary  
Review and consider approval of meeting minutes.

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** [parks m041212.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Title

Consider approval of the minutes of the April 12, 2012 meeting.

### *Executive Summary*

*Review and consider approval of meeting minutes.*

### Background

Review and consider approval of the minutes of the April 12, 2012 meeting.

### Policy Considerations

N/A

### Budgetary Considerations

N/A

### Staff Recommendations

Approval of the minutes of the April 12, 2012 meeting.



## Sachse, Texas

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

### Minutes - Full Report Parks and Recreation Commission

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Thursday, April 12, 2012

7:00 PM

City Hall

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The Parks and Recreation Commission of the City of Sachse held a Regular Meeting on Thursday, April 12, 2012, at 7:00 p.m. in the Council Chambers at the Sachse City Hall, 3815 Sachse Road, Building B, Sachse, Texas to consider the following items of business:

**Present** 7 - Commission Member Kirsten Hill, Commission Member Brett Franks, Commission Member Diana Smith, Commission Member Spencer Hauenstein, Chairman Jeff Bickerstaff, Commission Member Juanita Miller, and Vice Chair Darlene Putman

**Also present:** Council Liaison Jared Patterson, Parks Director Lance Whitworth and Activity Coordinator Cynthia Wiseman.

#### Call to Order

The meeting was called to order at 7:01 PM by Chairman, Jeff Bickerstaff.

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

Chairman, Jeff Bickerstaff led the board in the invocation and pledge of allegiance.

3. 12-0814

Consider approval of the minutes of the March 6, 2012 Special Meeting.

#### *Executive Summary*

*Approve minutes of the March 6, 2012 Special Meeting.*

A motion was made by Spencer Hauenstein and seconded by Brett Franks to approve the minutes. Motion passed unanimously.

Discuss and consider request by the Sachse Amateur Radio Association to use Salmon Park throughout the night starting on June 23 and ending June 24.

Mr. Whitworth introduced this item concerning the Sachse Amateur Radio Association wanting to use Salmon Park for a 24 hour period training session on June 23 and June 24. He discussed that in the current park ordinance it states that written permission must be obtained from the Parks and Recreation Commission for the use of a park facility past city park curfew. Representative, from the Amateur Radio Association, Bill Colwill, 3709 Sable Lane, spoke to the board about the plans the association had for this one day event held worldwide each year. The event will run from Noon on June 23 until

Noon on June 24. The public is invited to learn what the group is about and how they provide emergency and backup communications during an emergency event and other city events, such as Fallfest and the cleanup event. Jeffrey Locke, 4523 Harvest Lane, the President of the Amateur Radio Association, also informed the board on the event. After discussion, a motion was made by Spencer Hauenstein and seconded by Kirsten Hill, to approve the Sachse Amateur Association be allowed to use Salmon Park from Noon on June 23 to Noon on June 24. Motion passed unanimously 6-0 with Ms. Juanita Miller abstaining from the vote.

Discuss and consider future plans for Firefighter's Park.

Mr. Whitworth reported that staff is still working on obtaining ownership of the small parcel of land at the park that is currently not owned by the City. Mr. Whitworth reported that we cannot use the funeral home parking. We have to have our own parking. The recommended number of spaces is 8 and the cost is estimated at just under \$15,000 with 2 handicap parking spaces. To open the park we have to have a parking lot and ADA accessibility to whatever equipment we have in the park.

Discuss and consider Arbor Day / Spring Cleanup event on April 14, 2012.

Mr. Whitworth reported that we have over 350 people signed up and 15 organizations. The event will be held in the amphitheater starting at 9 AM, Saturday morning when the Mayor will read proclamations and Micah Pace will present the Tree City USA flag. Groups will disperse to their cleanup locations and then return to the amphitheater to hear the band and eat hot dogs.

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

Mr. Whitworth reported that we had the Easter events, starting with the Easter Egg Scramble with 320 participants, then the Doggie Bone Hunt we had about 100 people and 40 dogs, and then the flashlight egg hunt we had over 400 participants. On May 12, we will have the Movie in the Park in the amphitheater. Mr. Jared Patterson spoke about the YMCA program that a group of citizens are trying to bring into Sachse. There will be camps going on over the summer.

Request for future agenda items.

Requests were made to discuss the Independence Day Parade, Firefighter's Park, and YMCA.

Set upcoming Parks and Recreation Commission meeting date.

The meeting was set for May 10, 2012, at 7:00 PM.

Adjournment

A motion to adjourn was made at 8:08 PM by Spencer Hauenstein. Motion passed unanimously.

**ATTEST:**

**APPROVED:**

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**COMMISSION SECRETARY**

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**COMMISSION CHAIRMAN**

# Sachse, Texas

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



## Legislation Details (With Text)

**File #:** 12-0853      **Version:** 1      **Name:** Discuss City Ordinance 7-2 (3) and (4) in regards to amphitheater rental policy and fees.  
**Type:** Agenda Item      **Status:** Agenda Ready  
**File created:** 5/3/2012      **In control:** City Council  
**On agenda:**      **Final action:**  
**Title:** Discuss City Ordinance 7-2 (3) and (4) in regards to amphitheater rental policy and fees.  
  
Executive Summary  
Discuss the recently amended City Ordinance 7-2 (3) and (4) as it pertains to rental policy and fees for the City's amphitheater.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [parks a051012 att7.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

### Title

Discuss City Ordinance 7-2 (3) and (4) in regards to amphitheater rental policy and fees.

### Executive Summary

*Discuss the recently amended City Ordinance 7-2 (3) and (4) as it pertains to rental policy and fees for the City's amphitheater.*

### Background

We recently added the City's amphitheater to the list of city facilities for reservations by Sachse residents. There have been several events in the amphitheater this past year and we want to discuss some items that have come up including; times of use, equipment use (lights and sound), and the noise level during certain times of the day.

### Policy Considerations

None, this is a discussion item only.

### Budgetary Considerations

N/A

### Staff Recommendations

There is no staff recommendation, this is a discussion item with the Parks and Recreation Commission.

**These facility use regulations include the amendments to the original that were approved by the Sachse City Council.**

***(3) Rules and regulations regarding the use of covered picnic facilities at city parks and the City Complex Amphitheater.***

**(a) Covered picnic facilities and the City Complex Amphitheater are available for use by families, churches, businesses, and organizations for public purposes or related park activities.**

**(b) Reservations for the use of a covered picnic facility and the City complex Amphitheater can be made only by a Sachse resident who is a member of the group using the facility. Any person(s) desiring to reserve a covered picnic facility or City Complex Amphitheater shall secure written permission from the parks and recreation department at city hall between the hours of 8:00 a.m. and 5:00 p.m.**

**(c) The parks and recreation department has the right to refuse rental if the proposed event conflicts with scheduled events or if the proposed use is perceived to be physically detrimental to the facilities and/or grounds adjoining the facilities.**

**(d) Advance request for reservations may be accepted up to 12 months in advance of the requested date, and may be made either in person or by telephone. Any reservation may not exceed seven consecutive days and only one facility may be reserved. Entire reservation must be completed before additional dates or facilities may be requested.**

**(e) Rental agreement must be signed and fees received two weeks after the request for reservation(s) is submitted, if requested date is less than two weeks, rental agreement must be signed and fees received within two days after the request has been made. Failure to do so will void the reservation and facility will be opened for other requests.**

**(f) If lessee wished to cancel, written notice signed by lessee must be received one week in advance of scheduled use date, and then refund in the amount of 75 percent will be made. If cancellation notice is given less than one week, all rental fees will be forfeited. If cancellation is initiated by the parks and recreation commission, due to park closing (i.e. flooding, damage, etc.) lessee will be notified as far in advance as possible. Lessee will be permitted to reschedule, and, if not able to reschedule, full refund will be made.**

**(g) Two chaperones (age 21 or over) shall be required for functions of 50 youth or less (age 18 and under) with one additional chaperon for each additional 25 youth.**

**(h) All litter generated by group's usage shall be placed in proper receptacles.**

**(i) Lessee shall be responsible for payment of repair costs for damages to city property and equipment caused as a result of group's use of facility.**

**(j) Lessee, as additional consideration, shall covenant promise and agree to hold the City of Sachse fully harmless and indemnify it against any and all suits, damages, claims, causes or actions which may arise out of use of the facility.**

***(5) Establishment of user fees for recreation facilities.***

**(a) Fees for the use of park and recreation facilities shall be established by City Council resolution.**

**EXHIBIT A  
MASTER FEE SCHEDULE**

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**PARKS & RECREATION FEES**

**Ball Field Reservations and Deposits**

Families, churches, businesses, organizations or individuals requesting to reserve ball field(s) shall be charged as follows (based on daily rates):

1. Reservation fee ..... \$ 25.00/field up to 4 hours  
(Additional \$10.00 per field for each hour over 4 hours)
2. Light key deposit ..... \$ 25.00
3. Clean-up deposit ..... \$ 50.00  
(For tournaments and/or concession stand use)

**General Public Facilities and City Complex Amphitheater Fees (based on daily rates)**

1. Reservation fee ..... \$ 25.00/rental up to 4 hours  
(Additional \$10.00 per hour for each hour over 4 hours)

**Facility Fees**

**Library Meeting Room & Old City Hall Meeting Room (Maximum of 4 hours per use)**

1. Deposit (without food served) ..... \$ 25.00
2. Deposit (with food served) ..... \$ 50.00
3. Room rental (non-profits) ..... None
4. Room rental (groups other than non-profits) ..... \$25.00

**Senior Activity Center Multi-Purpose Room A**

1. Deposit ..... \$100.00
2. Room rental ..... \$ 25.00/hour  
(Reservations require a 2 hour minimum rental Mon.-Thu. and a 4 hour minimum rental Fri.-Sun.)

**Senior Center**

Senior Center (Resident) ..... \$ 6.00 per year  
Senior Center (Non-Resident) ..... \$12.00 per year  
Daily Pick-Up/Drop-Off for Seniors ..... \$0.50/one way or \$1.00 roundtrip  
(Residents only and for locations only within the City)

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### Minutes - Full Report Parks and Recreation Commission

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Thursday, May 10, 2012

7:00 PM

City Hall

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**Present** 6 - Commission Member Kirsten Hill, Commission Member Brett Franks, Commission Member Diana Smith, Chairman Jeff Bickerstaff, Commission Member Juanita Miller, and Vice Chair Darlene Putman

**Absent** 1 - Commission Member Spencer Hauenstein

**Also present:** Council Liaison Jared Patterson, Parks Director Lance Whitworth and Activity Coordinator Cynthia Wiseman.

#### Call to Order

The meeting was called to order at 7:00 PM by Chairman, Jeff Bickerstaff.

#### 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 Chairman Jeff Bickerstaff. Following the invocation and pledge Mr. Bickerstaff read a statement of apology to the board on the previous month's meeting in which Ms. Miller was asked not to participate in the discussion of the Amateur Radio Association's overnight use of Salmon park based on a conflict of interest. Mr. Bickerstaff found out after the meeting that Ms. Miller did not have a true conflict of interest because there was no financial conflict of interest. Mr. Bickerstaff apologized to Ms. Miller, the Commission, City Staff, and Councilman Patterson, and stated that Ms. Miller should have been allowed to participate in the discussion.

3. 12-0852 Consider approval of the minutes of the April 12, 2012 meeting.

#### *Executive Summary*

*Review and consider approval of meeting minutes.*

A motion was made by Brett Franks and seconded by Darlene Putman to approve the minutes. Motion passed unanimously.

#### Regular Agenda Items:

Discuss and consider future plans for Firefighter's Park, 2837 5th Street.

Mr. Whitworth reported that he has spoken to the City Attorney and City Manager on what the City has to do to acquire the piece of land. After researching the deeds, it looks like there was an error in the legal description as it was passed from one owner to the next in which the triangle in question was left out of the description. The next step will be to try and locate the title companies or the attorneys that drew up the description of the plotted land. If we can't do that then we will have to try and locate the previous owners and see if they will sign the piece of land over to the City. Mr. Whitworth will keep the board updated on this process.

**Discuss and consider possible YMCA location in Sachse.**

Diana Smith wanted to make note to the agenda that the board wanted to discuss the YMCA in general and not discuss a specific location. Mr. Bickerstaff said that it was still ok to discuss this item. Jared Patterson spoke to the board about the background on how YMCA discussions came about in Sachse. He wanted to try and fill the gaps in areas that the City can't currently accommodate citizens such as a recreation facility and swimming pools in Sachse. Mr. Patterson got together a group of citizens to be the steering committee for this program. There are currently a few YMCA programs that are held in Sachse's First Baptist Church. They are also starting a summer camp in Sachse that will be held weekly during the summer.

**Discuss and consider Independence Day parade to be held July 3, 2012.**

Mr. Whitworth updated the board on the upcoming parade on Tuesday, July 3. The parade lineup will be at 5:00 pm and the parade will begin at 6:00 pm. We will not have the Splash Down this year due to water restrictions. The other activities will follow including vendors, as well as some sponsorship.

4d. 12-0853

Discuss City Ordinance 7-2 (3) and (4) in regards to amphitheater rental policy and fees.

*Executive Summary*

*Discuss the recently amended City Ordinance 7-2 (3) and (4) as it pertains to rental policy and fees for the City's amphitheater.*

Mr. Whitworth wanted to discuss the possibility of making some amendments to City Ordinance 7-2 regarding the amphitheater rental policy and fees based on some issues that have come up now that the facility is being rented. Some things to consider are the usage of lights and sound equipment if a resident wants to rent these out during their reservation. Staff would be there during the rental to operate the equipment. Mr. Whitworth stated that in order for a rental to be worth it, the resident would have to rent the equipment for at least 4 hours. Staff came up with a number of \$100/hr with a minimum of a 4 hour rental for the use of amphitheater sound equipment and lights. Ms. Putman had a correction to the agenda item title on 4d. The subsection on the agenda states 7-2 (3) and (4) but it should be (3) and (5). Also, the question has come up if we would like to restrict usage of the amphitheater during business hours. Ms. Miller suggested something similar to what we do with the pavilion rentals and have something in the ordinance that requires a group to come to the Parks & Recreation Commission with a request to use the amphitheater during business hours. Mr. Whitworth also brought up a question of the use of

restrooms during the rental. Ms. Putman suggested the use of the library restrooms. Mr. Bickerstaff directed staff to include these discussion items in next month's agenda.

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

Mr. Whitworth reported on the annual Cleanup Event and Arbor Day celebration on April 14. Over 300 individuals participated in the cleanup and beautification of 22 sites across the City of Sachse. Cleanup and survey results have been compiled and over 328 bags (6,560 pounds) of garbage were collected, 5 trees were planted and over 300 flowers were planted at various parks and city facilities. Volunteers included City Council, Parks & Recreation Commission and the Amateur Radio Association. The Movie in the Park will be held in the amphitheater on Saturday, May 12. We will be showing the movie Puss n' Boots. Popcorn and drinks will be served. Mr. Franks reported that on May 28 there would be a Memorial Day event in front of City Hall from 11:30 am to noon.

**Request for future agenda items.**

Requests were made to discuss the city ordinance concerning the amphitheater, Firefighter's Park, Veteran's Day Program, update on the July 3rd event, and Sachse Baseball Association contributions.

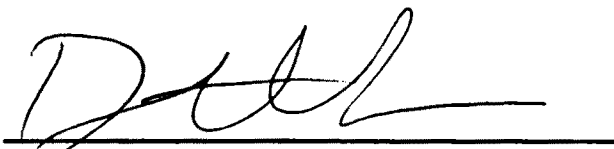
**Set upcoming Parks and Recreation Commission meeting date.**

The meeting was set for June 14, 2012, at 7:00 PM.

**Adjournment**

Motion to adjourn was made at 8:07 PM by Darlene Putman. Motion passed unanimously.

**ATTEST:**

  
COMMISSION SECRETARY

**APPROVE:**

  
COMMISSION CHAIRMAN