



Sachse, Texas

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

Meeting Agenda Parks and Recreation Board

Thursday, November 14, 2013

7:00 PM

Council Chambers

The Parks and Recreation Board of the City of Sachse will hold a Regular Meeting on Thursday, November 14, 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

- 1 **Call to Order**
2. **Invocation and Pledge of Allegiance to the U.S and Texas Flags**
3. 13-1893 Consider approval of the October 10, 2013 meeting minutes

 Executive Summary
 Review and consider approval of the October 10, 2013 meeting minutes.
 Attachments: parks minutes 101013.pdf
4. 13-1883 Discuss revisions to Landscaping Ordinance by the Community Development Department.

 Executive Summary
 The Community Development Department is seeking feedback from the Parks and Recreation Board regarding proposed Landscaping revisions to be incorporated into the Zoning Ordinance
5. **Discuss and consider a donation from First Baptist Church to the Sachse Parks and Recreation Department.**
- 6 **Discuss and consider design and features for Firefighter's Park located at 2837 5th Street.**
- 7 **Discuss City Council's input regarding Youth Advisors on the Parks and Recreation Board**
8. **Staff updates regarding current activities, special events, and personnel**
- 9 **Requests for future agenda items.**
- 10 **Set upcoming Parks and Recreation Board meeting date**

11 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 November 8, 2013, 5:00 p m

Lance Whitworth, Parks and Recreation Director,

Lance Whitworth C.W.

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.



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Legislation Details (With Text)

File #:	13-1893	Version	1	Name:	Consider approval of the October 10, 2013 meeting minutes.
Type	Agenda Item	Status.			Agenda Ready
File created	11/7/2013	In control			Parks and Recreation Board
On agenda.	11/14/2013	Final action			
Title	Consider approval of the October 10, 2013 meeting minutes				

Executive Summary

Review and consider approval of the October 10, 2013 meeting minutes

Sponsors.

Indexes.

Code sections:

Attachments. [parks minutes 101013.pdf](#)

Date	Ver	Action By	Action	Result
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Title

Consider approval of the October 10, 2013 meeting minutes

Executive Summary

Review and consider approval of the October 10, 2013 meeting minutes.

Background

Review and consider approving the October 10, 2013 Parks and Recreation Board meeting minutes

Policy Considerations

N/A

Budgetary Considerations

N/A

Staff Recommendations

Approval of the October 10, 2013 meeting minutes



Sachse, Texas

Sachse City Hall
3815-B Sachse Road
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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. 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. Ms. Mitchell said that some community members spoke to her about how without Dave Sanford assisting with the upkeep at Park Lake Park, the park looks bad. The board would like to promote online that there is a need for volunteers. Mr. Kellam suggested putting something on the facebook page.

6. 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. 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. 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.

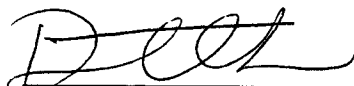
Set upcoming Parks and Recreation Commission meeting date.

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


Secretary

APPROVED


Chairman



Legislation Details (With Text)

File #	13-1883	Version	1	Name	CD - LANDSCAPING AMEND DISC
Type	Agenda Item	Status			Agenda Ready
File created	11/2/2013	In control			Parks and Recreation Board
On agenda	11/14/2013	Final action			
Title	Discuss revisions to Landscaping Ordinance by the Community Development Department.				
	Executive Summary The Community Development Department is seeking feedback from the Parks and Recreation Board regarding proposed Landscaping revisions to be incorporated into the Zoning Ordinance				
Sponsors					
Indexes					
Code sections					
Attachments					
Date	Ver	Action By	Action		Result

Title

Discuss revisions to Landscaping Ordinance by the Community Development Department

Executive Summary

The Community Development Department is seeking feedback from the Parks and Recreation Board regarding proposed Landscaping revisions to be incorporated into the Zoning Ordinance

Background

At the request of City Council, the Community Development Department is preparing amendments to the landscaping regulations contained in the Zoning Ordinance. The main goal of these amendments is to provide alternatives to utilize xeriscaping and water-wise practices. These regulations will be associated with new residential and commercial development and significant redevelopment.

The Community Development Department will provide a presentation of alternatives in order to facilitate discussion pertaining to the proposed amendments.

Policy Considerations

When adopted, the amendments will have implications as to the landscape alternatives available for both new development and redevelopment.

Budgetary Considerations

None

Staff Recommendations

None This is a discussion item only



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Minutes - Full Report Parks and Recreation Board

Thursday, November 14, 2013

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Council Chambers

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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 Parks and Recreation Director Lance Whitworth.

3. 13-1893

Consider approval of the October 10, 2013 meeting minutes

Executive Summary

Review and consider approval of the October 10, 2013 meeting minutes.

Ms. Mitchell noted that the minutes needed to be amended to include a comment made on Item 5 that some community members noted that without Dave Sanford assisting with the upkeep at Park Lake Park, the park looks bad. A motion was made by Diana Smith and seconded by J.D Pruitt to approve the minutes as amended. Motion passed unanimously

Ms. Mitchell requested that item 5 be moved before item 4 A motion was made by Mr Kellam and seconded by J D Pruitt to move item 5 before item 4 Motion passed unanimously

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

Josh King from First Baptist church discussed with the board the possibility of the City using a piece of land that the church owns on 3rd street. The church has no plans to develop the land. The church would still keep ownership of the land but would allow the City to use it as a park. It would be a long term lease with a penalty towards the church if they ever decided to get out of it. Currently local softball teams and the YMCA practice in that open field. He brought to the board a sketch of the area and some ideas he had on what could go in the area including a playground and maybe a practice field and walking trail. Mr. Whitworth will have to take this to the City Manager and City Attorney to find out the legal side of this and if it's possible to take on an agreement of this nature.

4. 13-1883

Discuss revisions to Landscaping Ordinance by the Community Development Department.

Executive Summary

The Community Development Department is seeking feedback from the Parks and Recreation Board regarding proposed Landscaping revisions to be incorporated into the Zoning Ordinance

Community Development Director, Mark Kurbansade presented to the board the proposed landscaping revisions to be incorporated into the Zoning Ordinance. Some of the proposed revisions include xeriscaping, minimum plant size requirements, plant substitutions, irrigation, and adding additional plant types as well as encourage the use of drought tolerant/native species. Mr. Kellam would like to see some wording to include that drip irrigation should be used as well as including standards for businesses to add a certain amount of greenery based on the amount of concrete. Ms. Miller suggested incorporating that only a certain percentage of a yard can be stone or hardscaped. Ms. Smith stated that she likes the look of turf grasses. Ms. Watkins asked if we could include a provision to encourage the use of organic or natural looking stones and materials that don't require water. The board discussed the possibility of trying to change the look of highway 78.

6. Discuss and consider design and features for Firefighter's Park located at 2837 5th Street.

With the recent retirement of the EDC director the list that was going to be taken to the EDC has been placed on hold until a new director is hired. Mr. Whitworth recapped for the board items that have been discussed for this park including the addition of a sign, parking lot, walking trail, playground, shade structure and a backstop.

7. Discuss City Council's input regarding Youth Advisors on the Parks and Recreation Board

Mr. Whitworth reported that a resolution was passed by City Council for 2 youth advisors to serve on the Parks & Recreation Board as non voting members. The application for the youth advisors have been sent to the high schools and is on the website. The City Council will treat the youth advisors just like all other boards and commissions and the Council will interview all of the applicants. The positions will be open until filled.

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

Mr. Whitworth reported that we had great help from the Park Board members Diana Smith, Cyndi Mitchell, and Michael Kellam for the Pumpkin Prowl. Mr. Whitworth reported that we had our America Recycles storytime and thanked Cyndi Mitchell and Diana Smith for reading to the kids. The Parks Department crew recently participated in the Park Maintenance rodeo which is a competition against other cities in various categories. Mario Bautista took second in the backhoe competition and Blake Warfield finished 3rd in the nail driving contest. December 5 is the Christmas tree lighting at City Hall, December 6 is the Daddy/Daughter Dance and December 14 is the Cookies with Santa event. Ms. Mitchell wanted to thank the parks crew for an excellent job at the Pumpkin Prowl as well as Michael Hughes for helping a resident by picking up her bicycle during the rain.

9. Requests for future agenda items.

Requests were made to discuss Firefighter's Park. Mr. Whitworth thanked Juanita Miller for her 5 years of service on the Parks & Recreation Board. She has been a part of a lot of decisions made by the board. Ms. Miller said that she's enjoyed being on the board and serving and wishes everyone the best and looks forward to seeing Firefighter's Park developed. Ms. Mitchell also thanked Ms. Miller for her years of service.

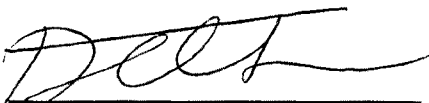
10. Set upcoming Parks and Recreation Board meeting date

The next meeting was set for December 12, 2013.

11. Adjournment

A motion was made at 8:17 PM by Juanita Miller and seconded by J D Pruitt.

ATTEST



SECRETARY

APPROVED



CHAIRMAN