

Brian Darby, Secretary
Josh Brinegar, Vice Chairperson
Michelle Davidson, Board Member
Shannon Davidson, Board Member



Vacant, Board Member
Angie Grimm, Board Member
Richard Noon, Board Member

**ROANOKE PARKS AND RECREATION BOARD
AGENDA
AUGUST 17, 2023
6:30 PM**

**ROANOKE RECREATION CENTER
501 ROANOKE ROAD, ROOM #201
ROANOKE, TEXAS 76262**

A. CALL TO ORDER

B. PUBLIC INPUT

This item is available for citizens to address the Parks and Recreation Board on any issues that are not the subject of a public hearing. No action by law may be taken on the topic. The presiding officer reserves the right to impose a time limit on this portion of the agenda. In order to provide the highest quality audio, all speakers need to speak at the podium.

C. APPROVAL OF THE MINUTES

1. Consideration and action on approval of the minutes from the regular Parks and Recreation Board meeting held on June 15, 2023.

D. NEW BUSINESS

1. Board Member Reports
2. Introduction of new staff member
3. Staff updates on projects, programs and events
4. Parks and Recreation Fee Discussion

E. ADJOURNMENT

CERTIFICATION



AGENDA FOR THE ROANOKE
PARKS AND RECREATION BOARD

August 17, 2023
Page 2 of 2

I certify that the above notice was posted at Roanoke Recreation Center, 501 Roanoke Road, Roanoke, Texas, on Thursday, August 10, 2023, by 5:00pm, in accordance with Chapter 551, Texas Government Code.

Ray McDonald III, Director of Parks and
Recreation

*Any person planning to attend this meeting that may require auxiliary aids or services should request accommodations two (2) days prior to the meeting by calling (817) 491-8152. **BRILLE IS NOT AVAILABLE.**

A public wireless network is now available in the Recreation Center for use during meetings. It is available from 7am to 11pm Monday thru Friday. The name of the network is: COR-Guest



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: 06/15/2023 - P&R Minutes

MEETING DATE: August 17, 2023

DEPARTMENT: City Secretary

ITEM SUMMARY:

Consideration and action on approval of the minutes from the regular Parks and Recreation Board meeting held on June 15, 2023.

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

1. P&R Minutes - 06-15-2023

Park Board Minutes for June 15, 2023 Meeting

Members Present: Richard Noon, Michelle Davidson, Shannon Davidson, Angie Grimm, Josh Brinegar

6:32pm – Meeting Called to order

Board Members reported on assigned parks

J. Brinegar reported that there was a frayed walk across bridge on the playground at the soccer complex park and questioned if it would be fixed or replaced. P&R will look into getting this taken care of. He will send pics to R. McDonald.

Bryan and Robert were not present and could not share (obviously)

S. Davidson reported that her designated park was looking great and pointed out that she had discovered some mysterious eggs near the park. Photos were shown and the eggs were identified as turtle eggs. (awwwww)

R. Noon shared that he had not had a chance to visit country acres park, but that he would do that later.

M. Davidson shared that the Parks in the Parks of Roanoke were all superb and that everything was working well.

A. Grimm stated that a few lights were out at Austin Street Plaza, 1 by the restroom. She also shared that the trash can by the carwash is always full and is being used by the carwash. P&R staff will look in to this situation.

Updates from P&R dept were given on projects since our last meeting:

1. Trail erosion repair completed
2. Fitness court foundation poured, construction beginning, will need shade.
3. Parish Lane median improvements – maybe add boulder to stop people from driving over the median. 18 wheelers causing problems
4. Turf project to begin when pool closes at fairplay park
5. Pool repairs completed and “spruced up” to meet codes, pool concessions are open, and we have 20 trained and certified lifeguards.
6. Splash pads repaired! New nozzles have shipped. Adding wifi for chemical readings. (fancy)
7. 6 employees are now pool certified.
8. Country acres to add canopy and new benches
9. Fairplay shade to be added after school starts and ADA ramps (3) will be added.
10. Completed tree replacement at city hall.
11. Removed tree grates and installed decomposed granite. It was a trip hazard. Perhaps will replace all of them in the future. Waiting on feedback on the granite.
12. Painted PB lines.

13. Trails master plan update: evaluate, prioritize, execute – we will discuss this at a future meeting.

J. Brinegar inquired about fees charged for the use of our parks for special events. This led to open discussion and the need to reevaluate the fee structure. McDonald will present the current fee structure at the August meeting.

7:26pm – R Noon motioned to adjourn the meeting and A Grimm seconded the motion.

Reported By:

Shannon Davidson



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Board Member Reports

MEETING DATE: August 17, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Board Member Reports

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Introduction of new staff member

MEETING DATE: August 17, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Introduction of new staff member

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

None



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Staff Updates

MEETING DATE: August 17, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Staff updates on projects, programs and events

INFORMATION:

STAFF RECOMMENDATION:

SPECIAL CONSIDERATION:

FINANCIAL CONSIDERATION:

ATTACHMENTS:

None



Parks and Recreation Board **AGENDA ITEM**

TO: Parks and Recreation Board Members

SUBJECT: Fee Discussion

MEETING DATE: August 17, 2023

DEPARTMENT: Parks

ITEM SUMMARY:

Parks and Recreation Fee Discussion

INFORMATION:**STAFF RECOMMENDATION:****SPECIAL CONSIDERATION:****FINANCIAL CONSIDERATION:****ATTACHMENTS:**

1. Fee Schedule - Special Events & Facility Rental

Special Events—Event Permit Fees and Deposit Fees (Applicable to private, commercial, educational and non-profit entities)				
<i>Event Size</i>	<i>Event Organizer Permit Fee</i>	<i>Permit Deposit</i>	<i>Minimum Notification & Request Days Prior to Event</i>	<i>Due Date for Permits, Insurance & Indemnification (working days before event)</i>
Under 100 persons	\$30.00	\$250.00	90 days	30 days
100—499 persons	\$60.00	\$500.00	120 days	30 days
500—999 persons	\$120.00	\$1,000.00	180 days	60 days
1,000—2999 persons	\$180.00	\$1,500.00	270 days	60 days
3000—4999 persons	\$250.00	\$2000.00	360 days	90 days
5000 + persons	\$500.00	\$2500.00	360 days	90 days

Special Events—Individual Permits (if applicable)
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Landowners Permit	\$25.00	If event takes place on private property not belonging to event organizer or the City of Roanoke.
Vendor Fee—Private Event	\$0.00	Required that Event Organizer submit a Special Event Permit. Vendor fees non-applicable.
Vendor Fee—Commercial Event	\$0.00	Required that Event Organizer submit a Special Event Permit. Vendor fees non-applicable.
Vendor Fee—City Event Non-Food Vendor	\$200.00	Tent, table, chairs included
Vendor Fee—City Event Food/Beverage Vendor	\$300.00	Tent, table, chairs included Includes Health Inspection
Food Vendor—Health Inspection	\$100.00	See <u>Article 3.000</u> Business Related Fees
Street Closing Fee— (City delivers and retrieves barricades)	\$100.00 for first block, \$50.00 per block thereafter	Required if event will hinder, block or obstruct traffic flow, sidewalks, intersections or alleys.
Police Traffic Detail and Escort	\$50.00 hr. per officer w/3 hour minimum	Required if event needs police to direct traffic, lead/escort attendees.

Emergency Medical Personnel (EMS)	\$50.00 hr. per EMS w/3 hour minimum	100—3000 ppl = 3 EMS, 1 cart 3000+ ppl = 7 EMS, 1 cart
Tent, Canopy or Membrane	\$30.00	Required if tents, canopies or membranes exceed 200 square feet
Application for Filming within City	\$25.00	

Special Events—Facility Rental Fees						
Facility	Max Attendance	Hourly Residents Rate	Special permit fee	Deposit	Minimum Resident Fees	Minimum Non-Resident Fees
Austin Street Plaza	250	\$50.00 hr. w/3 hr. min (\$150.00)	\$60.00	\$500.00	\$210.00	\$252.00
Cannon Park Pavilion	50	\$20.00 hr. w/3 hr. min (\$60.00)	\$30.00	\$250.00	\$90.00	\$108.00
Cannon Park -Full Park	500+	\$100.00 hr. w/3 hr. min (\$300.00)	\$120.00	\$1,000.00	\$420.00	\$504.00

City Hall Community Room	25	\$25.00 ½ day (4 hours or less) \$50.00 Full day (7 hours or less)	\$0.00	\$50.00	\$25.00	\$30.00
City Hall Plaza	250	\$50.00 hr. w/3 hr. min (\$150.00)	\$60.00	\$500.00	\$210.00	\$252.00
Fairplay Park Pavilion	50	\$20.00 hr. w/3 hr. min (\$60.00)	\$30.00	\$250.00	\$90.00	\$108.00
Fairplay Park—Full Park	500+	\$100.00 hr. w/3 hr. min (\$300.00)	\$120.00	\$1,000.00	\$420.00	\$504.00
Fairplay Park—Pool	150	\$100.00 hr. w/2 hr. min (\$200.00)	\$50	\$500.00	\$250.00	\$450.00
Library Conference —Small	10+	\$10.00 hr. w/no min	\$0.00	\$250.00	\$10.00	\$12.00

Library Conference —Large	100	\$75.00 hr. w/3 hr. min (\$225.00)	\$30.00	\$500.00	\$255.00	\$305.00
Roanoke Community Center	150	\$150.00 ½ day rental (AM or PM) \$300.00 full day rental	\$0.00	\$500.00	\$150.00	\$250.00
Recreation Center— Small	25	\$30.00 hr. w/no min	\$0.00	\$250.00	\$30.00	\$36.00
Recreation Center— Large	50	\$50.00 hr. w/no min	\$0.00	\$500.00	\$50.00	\$60.00
Recreation Center— Full	200	\$250.00 w/3 hr. min (\$750.00)	\$60.00	\$1,000.00	\$810.00	\$912.00
Community Park— Pavilion	50	\$20 hr. w/3 hr. min (\$60.00)	\$30.00	\$250.00	\$90.00	\$108.00

Community Park/Pond	500+	\$200.00 hr. w/3 hr. min (\$600.00)	\$120.00	\$1,000.00	\$720.00	\$864.00
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- 1) Additional rental hours over minimum to be charged at 50% of base rate.
- 2) Non-profits may be offered a discounted resident rate with proof of 501c3 status.
- 3) Non-residents will be charged additional fees of at least 20% over the resident rate.
- 4) City of Roanoke Employee rental rate to be charged at 25% of base rate with permit fee waived.

Employee extended family rentals aligns to same as City Bereavement extended family policy.

(Ord. No. 2019-113, § 2(Exh. A), adopted 9/24/2019; Ord. No. 2020-120, § 2(Exh. A), adopted 9/8/2020; Ord. No. 2022-130, § 2(Exh. A), adopted 9/13/2022)