



## TERRELL PARK BOARD

**6:00 PM, THURSDAY, JUNE 9, 2022**  
**CITY OF TERRELL SERVICE CENTER**  
**400 INDUSTRIAL BLVD - TERRELL, TX**

Matthew Malone  
Chairman

1. CALL TO ORDER & MOMENT OF SILENCE
2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF MAY 12, 2022
3. DISCUSS AND CONSIDER BREEZY HILL COMMUNITY CENTER FEES AND RENTAL HOURS
4. UPDATE ON FY20 SHORT TERM PARK IMPROVEMENTS-DEFERRED MAINTENANCE
5. UPDATE ON PARTNERSHIPS
6. UPDATE ON CITY PARKS
7. HEAR REMARKS FROM VISITORS
8. ITEMS FOR FUTURE MEETINGS
9. SET NEXT MEETING DATE
10. CONSIDER MOTION TO ADJOURN

Leonard Lancaster  
Vice Chairman

3. DISCUSS AND CONSIDER BREEZY HILL COMMUNITY CENTER FEES AND RENTAL HOURS

Kimberly Cheney  
Secretary

#### 4. UPDATE ON FY20 SHORT TERM PARK IMPROVEMENTS-DEFERRED MAINTENANCE

Melissa Nichols  
Member

## 6. UPDATE ON CITY PARKS

Reginald Pegram  
Member

#### 8. ITEMS FOR FUTURE MEETINGS

Katie Smith  
Member

9. SET NEXT MEETING DATE

Kaitlyn Craven  
Member

I hereby certify that this notice was posted on the bulletin board at Terrell City Hall, 201 E. Nash St., Terrell, Texas, on Tuesday, May 31, 2022 by 2:00 P.M.



Dawn Steil, City Secretary  
(Seal)



## TERRELL PARK BOARD MEETING

**6:00 PM, THURSDAY, MAY 12, 2022**  
**CITY OF TERRELL - SERVICE CENTER**  
**400 INDUSTRIAL BLVD -TERRELL, TX 75160**  
**6:00 PM**

**MEMBERS PRESENT:** Matthew Malone, Leonard Lancaster, Reginald Pegram, Katy Craven, Katie Smith, Kimberly Cheney

**MEMBERS ABSENT:** Melissa Nichols

**VISITORS PRESENT:** Percy Butler – Parks Foreman, Ivan Navarette – Parks Crew Leader  
Martha Cox – Terrell Resident, Kelly and John – Terrell Resident, and Phyllis Williams – Forney Resident

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**1. CALL TO ORDER & MOMENT OF SILENCE:**

The meeting was called to order by Matthew Malone at 6:00 p.m.

**2. DISCUSS AND CONSIDER APPROVAL OF THE MINUTES OF MARCH 10, 2022:**

**MAY 12, 2022:** Motion made by Katy Craven to approve minutes. Second by Reginald Pegram. Motion Carried.

**3. DISCUSS BREEZY HILL COMMUNITY CENTER FEES AND RENTAL HOURS**

Matthew Malone presented the proposed rental fees for the community center at \$40 per 4 hours for residents and \$80 per 4 hours for non-residents. The proposal – which includes comparisons from other community centers – was included in the agenda packet.

Reginald Pegram commented that he felt some of the other comparable community centers were nicer for the same price. There was also some discussion on the optics from nearby residents regarding an increase in rental fees shortly after the park upgrades were complete.

Proposed rental fees were revised to \$25 per 4 hours for residents, \$50 per 4 hours for non-residents, and with a \$50 deposit. The Park Board can revisit these fees at a later date.

**4. UPDATE ON FY20 SHORT TERM PARK IMPROVEMENTS - DEFERRED MAINTENANCE:**

Carnell Horn, Project Manager, presented short-term park improvements which included Resolution 2002 – to provide a new pedestrian bridge and walkway for Excel Soccer Fields. This resolution is

going to the PADIC Board for approval. A copy of Resolution 2002 was included in the agenda packet.

**5. UPDATE ON PARTNERSHIPS:**

Carnell Horn, Project Manager, presented an update on partnerships.

- 5.1. Agreement is in place with Terrell ISD for youth soccer.
- 5.2. Tiger (TISD) swim pilot water safety program. The pilot program will start with second-grade students – there are approximately 200 students signed up.
- 5.3. Youth sports are going – youth registration for all sports is currently open for the summer.

**6. UPDATE ON CITY PARKS:**

- 6.1. According to Percy Butler, Parks Foreman, all is going well across city parks. The parks maintenance department is still short staffed by approximately two (2) full-time employees.
- 6.2. Ben Gill Park - There are plans to add a shade structure over the shower area by the pool. That should be in place soon.
- 6.3. Stallings Park – Carnell Horn gave an update to Stallings Park Masterplan, which included proposed park improvements and the street drainage program. Information on the master plan was included in the meeting agenda packet.
- 6.4. The Terrell ExCEL Center – A sidewalk and bridge connection to the park has been proposed to connect the parking lot to nearby baseball fields. There is a drainage way that bifurcates the two, making it tough to cross at times. The anticipated project cost for the project is \$250,000 and is going to the PADIC board for review/approval. Information was in the agenda packet.

**7. HEAR REMARKS FROM VISITORS:**

7.1. Martha Cox (400 State Lane Kings Street): Miss Cox expressed concern over the proposed soccer fields for King's State Park. Currently, excessive loitering occurs within the park. A neighborhood petition was signed against the inclusion of soccer fields within the park (pre-COVID). Ms. Cox stated that approximately 80% of neighborhood residents do not want soccer fields in the park. If the petition has expired given the timing, the neighbors will sign a new one. Matthew noted that it would be good to know what has been spent to date and the maintenance involved.

7.2. Kelly (125 Kings Creek Drive) concurred with Martha Cox's statement.

7.3. John (125 Kings Creek Drive) expressed concern over the wild animals that inhabit the park.

7.4. Phyllis Williams (Forney Texas): Terrell ISD is working on a mentoring program. She was asked about rental rates for Breezy Hill Park and wanted to know if fees still apply for this type of program and are there is a time limit to using the facility.

**8. SET THE NEXT MEETING DATE (JUNE 9, 2022):**

All members present agreed that the next meeting will be held on June 9, 2022, at the City of Terrell Service Center at 6.00 pm.

For the next meeting – update on King's Creek Park on what has been spent to date and the maintenance involved.

Update on design progress for Gold Star Park near the Crossroads at Terrell.

**9. CONSIDER MOTION TO ADJOURN:**

A motion was made by Leonard Lancaster to adjourn the meeting. Second by Katy Craven.  
Motion carried.

*Minutes taken by:* Kimberly Cheney



## Breezy Hill Community Center Reservation Policy

The purpose of this policy is to establish the criteria and procedures under which City of Terrell residents, businesses and organizations will be permitted to use the Breezy Hill Community Center for their individual functions. The City of Terrell parks are operated for the benefit of the general public and permission for private use of the Community Center is a privilege given to the residents of the community. You must be at least 21 years of age to reserve the Community Center. A valid Texas Drivers License shall be required for verification of residency.

Reservations can be made up to 90 days in advance and must be made and paid for online at [www.terrellparksandrec.com](http://www.terrellparksandrec.com) . For assistance with reservations you may contact the City of Terrell Service Center at (972) 551-6614 or by visiting in-person at 400 Industrial Blvd., Terrell, TX 75160 (8am-5pm Monday-Friday). The City of Terrell reserves the right to refuse or cancel any reservation at any time.

**Community Center Hours of Availability:** (Any day except for holidays and weekends or weekdays prior to or immediately following a City observed holiday). Observed holidays: New Year's Day, MLK Day, Good Friday/Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving Day, Christmas Eve, and Christmas Day.

### Time Blocks:

7AM - 11AM	12PM - 4PM	5PM - 9PM
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### Fee Per Time Block:

<b>\$50</b> <i>(Non-Residential Fee)</i>	<b>\$25</b> <i>(Residential discount)</i>
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**Payments:** No cash payments will be received onsite. Complete payment is due at the time of booking in order to secure the date. All checks should be made payable to the City of Terrell. Any check returned will be charged a \$25 return check fee. Reservation is null and void upon returned check, unless other arrangements are made.

**Rules & Regulations:** The following "Rules and Regulations" must be agreed upon before an individual is permitted the use of the Community Center is granted, and the user agrees to abide by all City Ordinances. Non-adherence may result in forfeiture of all

## **PROPOSED DRAFT**

or a portion of the deposit. The user will be held responsible for damage and adherence to regulations.

**Cleaning/Damage Deposit:** \$50.00 - due when the reservation is made. If no damages or violations are reported. Deposit will be refunded within 72 hours after the conclusion of the reservation. The applicant should inspect the facility prior to rental and report any damages to the City of Terrell before usage

**Kitchen Use Fee:** \$25.00 (non-refundable) due when the reservation is made. Selling or distributing food to the public or individuals outside of your private party is prohibited. You must obtain a Special Event and Health Permit at least 30 days prior to your event, if you're hosting an event that is open to the public.

**Businesses/Organizations:** Businesses within the community wishing to make a reservation shall provide a written request on company/organization letterhead before the reservation is approved. **Please call (972) 551-6614 before making a reservation online.**

**Non-Profit:** Non-profit organizations are exempt from the reservation fees. Non-profit organizations are required to show proof of tax-exempt status before the reservation is approved. **Please call (972) 551-6614 before making a reservation online.**

**Details:** The more information we are given about your event, the better service or information can be provided. The facility must be used "As Is". No special services will be provided by the City to make the existing usable for a specific purpose. For example, no special altering of the building's interior or exterior structure. No additional chairs or equipment will be provided other than what is already provided.

The maximum capacity for the Community Center is 90 people. If your event exceeds 99 attendees, a special event form is required to be completed and an off-duty Terrell Police Officer is required to be present at your event. An additional fee of \$45 per hour (4 hour minimum) will be charged for Terrell Police Officer services. The fee is payable 3 days prior to your event. Failure to make payment for Terrell Police Services may result in your reservation being canceled.

- A minimum of two adult chaperones (21 years or older) is required for each group of 25 minors. Chaperones must be present before and remain throughout the entire reservation.
- Any form of charging admission and/or conducting fund-raising activities is prohibited.
- The use of loudspeakers, amplifiers, or microphones, are prohibited except with prior written approval of the City Manager or his/her designated representative.
- Excessive noise or complaints from residents adjacent to the park may result in loss of deposit and forfeit the opportunity to reserve the facility in the future.
- City Ordinance No. 1601 prohibits smoking in any City of Terrell owned buildings.
- All fires must be maintained in grill receptacles. Disposal of ashes and coals into any trash receptacle is prohibited.
- Vehicles are restricted to designated parking areas only.

**PROPOSED DRAFT**

- All paper and waste shall be deposited in proper receptacles in order to keep the facility clean and neat.

The reservation is for the Community Center only. All other park amenities (pavilion, greenspace, playground equipment, multipurpose court, volleyball sandpit and softball field) will remain open to the public.

**Alcohol:** Alcoholic beverages are not permitted at any City owned Park or rental facilities.

**Allow Enough Time:** Please do not arrive earlier than your scheduled reservation for set-up or decorating. The patron is responsible for the setup and take down of tables and chairs, as well as cleaning of the facility at the end of the reservation. Time allotted for this must be factored into the reservation block period.

The building will be opened and closed by a staff member. If the conditions must be improved for the next reservation, a \$50 custodial fee will be assessed (separate from your refundable Cleaning/Damage Deposit). If there is any further damage, you will forfeit your refundable Cleaning/Damage Deposit.

- Nails, tacks, tapes, screws or any physically attached materials to any part of the Center is prohibited

**Bounce Houses/Water Slides:** due to possible liability concerns, bounce houses are prohibited, unless prior approval has been given, which requires the patron to obtain a \$1 million general liability insurance policy that lists the City of Terrell as an additional insured. The certificate of insurance must be sent directly from the insurance company to the City of Terrell prior to the reservation. All water slides are prohibited for use due to inadequate water supply and water restrictions that may be put in place during extreme weather conditions.

**Recommendation:** The applicant should have a copy of the approved Reservation Application during rental, to verify reservation in case of conflict.

For any type of conflict while at the Center , call the Terrell Police Department Non-Emergency Dispatch at 469-474-2700, if there is not an Off-Duty Terrell Officer onsite. For any life threatening emergencies, please dial 9-1-1.

I have read and agree to the rules and regulations stated above.

Reservation Date: \_\_\_\_\_

Reservation Time: \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved By City Designee: \_\_\_\_\_ Date: \_\_\_\_\_