



**City of Lake Dallas**

**Parks & Recreation Board Meeting**

**City Hall**

**212 Main Street, Lake Dallas Texas 75065**

**Tuesday, July 19<sup>th</sup>, 2022 at 6:00 p.m.**

**Section I – Presentations**

1. Call to Order & Determination of Quorum.
2. Pledges of Allegiance.
3. Receive Citizen Public Comment – An opportunity for citizens to address the Parks and Recreation Board on matters which are not scheduled for consideration by the Board. The Texas Open Meeting Act prohibits deliberation by the Board of any subject which is not on the posted agenda; therefore, the Board will not be able to discuss or take any action on items brought up during the citizen comments. Citizen comments will be limited to five (5) minutes per person.
4. Approval of the May 17th, 2022 minutes.
5. Director's Report/Announcements:
  - a. Park Projects
  - b. July 4<sup>th</sup> event
  - c. Landscaping Maintenance at Willow Grove- Lake Bluff
  - d. Fall Tree Planting event
6. Receive a report and hold a discussion regarding Willow Grove Park rules and regulations.
7. Announcements or Requests for future agenda items.

**Section II – Adjournment**

8. Adjournment.

I certify that the above notice of this meeting posted on the bulletin board at City Hall of the City of Lake Dallas, Texas on July 15, 2022 before 5:00 p.m.

Codi Delcambre, City Secretary

If you plan to attend this public meeting and you have a disability that requires special arrangements at this meeting, please contact City Secretary's Office at (940) 497-2226 ext. 102 or fax (940) 497-4485 at least two (2) working days prior to the meeting so that appropriate arrangements can be made.



**Parks & Recreation Board Meeting Minutes**

**From: Tuesday, May 17, 2022**

**At 6:00p.m. at City Hall Council Chambers**

**212 Main Street, Lake Dallas, TX 75065**

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The City of Lake Dallas Park & Recreation Board met in a regular meeting on May 17, 2022 in the Lake Dallas City Hall, 212 Main Street, with notice of the meeting given, as required by Title 5, Chapter 551.041 of the Texas Government Code. Lester Raborn called the meeting to order at **6:02 p.m.**

1. Call to Order:

a) Layne Cline conducted roll call.

Present Members:

Kris Milton - Member

Rachel Fitzpatrick – Member

Lester Raborn – Member

Jennifer Nichols – Member

Anthony Rauschuber – Member

Absent:

None.

b) Staff Present: Public Works Superintendent Layne Cline, Code Compliance Officer Daniel Rusnak.

2. Citizen Public Comment – None.

3. Approval of Minutes from April 19, 2022

- Member Raborn motions to approve. Member Nichols seconds.

**Motion passes 5-0.**

4. Director's Report/Announcements:

- Layne delivers the Director's report.
- Member Raborn asks about plans for Memorial Day weekend at Willow Grove.
- Member Raborn asks that staff discuss parking operations with Police for Memorial Day weekend.
- Member Fitzpatrick states she's excited about the turnaround being installed.

5. Receive a report and hold a discussion regarding the Parks Board tour from the April 19th meeting.

- Layne delivers the report.
- Member Raborn states all the parks look fantastic. Staff should be commended.
- Member Fitzpatrick concurs with Member Raborn.

6. Announcements or Requests for future agenda items.
- Member Raborn suggests Board take notes during tour of Lake Dallas parks and add an agenda item to the next meeting to discuss.

7. Adjournment- **6:18pm**

8. Minutes submitted by:

Print: Layne Cline

Signature: \_\_\_\_\_

9. Minutes approved by:

Print: Lester Raborn

Signature: \_\_\_\_\_

**ORDINANCE NO. 2017-05**  
**EXHIBIT "A"**

**City of Lake Dallas, Texas**  
**Park Rules and Regulations for Willow Grove Park**

**Preamble:** Willow Grove Park ("the Park") is a public park operated and maintained by the City of Lake Dallas ("the City") on property owned by and leased from the Federal government through the United States Army Corps of Engineers ("the Corps"). Under the terms of the lease agreement between the Corps and the City dated and effective November 15, 2010 ("the Lease"), use of the Park is subject to rules and regulations adopted by the Secretary of the Army with which the City must comply and which must be enforced with respect to those using the Park. The Willow Grove Park Rules that follow ("the Park Rules") are adopted pursuant to City of Lake Dallas Ordinance No. 2017-\_\_\_\_ in accordance with the Lease and pursuant to Section 74-73 of the City of Lake Dallas Code of Ordinances. These Park Rules are intended to implement and enforce as well as supplement the provisions of Article III and Article IV of the City of Lake Dallas. In the event of any conflict between these rules and the provisions of the Code of Ordinances, the provisions in the Code of Ordinances shall control.

**I. General Rules**

1. The Park's operating hours are from 6 a.m. to 10 p.m. No person shall be in the Park outside of the Park's operating hours except when located within an overnight campsite for which all required rental fees have been paid. (See Code of Ordinances sec. 74-75(17))
2. Camping, swimming, fishing, and boat use is prohibited in any area of the Park except for- the areas designated for such activities. (See Code of Ordinances sec. 74-75(10))
3. Campfires shall be confined to the grill or fire ring provided at each site. Fires shall not be left unattended. Fires must be completely extinguished prior to leaving a campsite unattended. (See Code of Ordinances sec. 74-75(7), sec. 74-114(a)(10))
4. Gathering of firewood within the Park, including any of its trail systems, is prohibited. (See Code of Ordinances sec. 74-75(5))
5. Prohibited items not allowed in the park or trail system include; loaded firearms, ammunition, fire devices, fireworks, and glass containers. (See Code of Ordinances sec. 74-114(a)(6) and 36 C.F.R. §327.13)
6. Consumption of alcoholic beverages is limited to campsites and picnic areas. Open consumption of alcoholic beverages along the trail system or with 15 feet of a roadway is strictly prohibited. (See Code of Ordinances sec. 74-114(a)(11))
7. No littering, dumping, or discarding of any trash or debris except in appropriate containers is allowed anywhere in the Park or trail system. (See Code of Ordinances sec. 74-114(a)(3))

8. Any vehicle, recreational vehicle, boat or trailer in violation of Park rules is subject to citation or towing at the owner's expense.
9. Guests who violate any city ordinance or park regulations maybe expelled from the Park, have their permits rescinded, have their current or future reservations canceled, and be subject to a criminal trespassing warning. (See Code of Ordinances sec. 74-115)
10. Any individual receiving a criminal trespass warned shall be prohibited from using the Park, making camping reservations, and have any permits rescinded for the remainder of the calendar year.
11. In additional to other applicable Federal, State, and City laws, regulations, and ordinances, every person entering the Park shall comply with these Park Rules and the provisions of Chapter 74, Articles III and IV of the City of Lake Dallas Code of Ordinances as amended from time to time.

## **II. Vehicles & Parking**

1. Parking is limited to parking lots. No parking on the grass. (See Code of Ordinances sec. 74-74 and sec. 74-114(a)(1))
2. All vehicles within the park must have a valid day-use permit, daily entry fee receipt, or valid camping permit displayed on the windshield.
3. Only vehicles with valid camping permits, or camping permit receipts may be in the park between the hours of 10 p.m. and 6 a.m. the following day.
4. No detached trailers or boats may be parked in the general parking lot after close of park operating hours.
5. No recreational vehicles or camping trailers may be parked in the general parking lot at any time.
6. Off-road vehicles are prohibited. No off-road driving with any motorized vehicle of any type is permitted in the park or trail system. (See Code of Ordinances 74-114(a)(1))
7. Any vehicle, recreational vehicle, boat or trailer in violation of park rules is subject to citation or towing at the owner's expense. (See Code of Ordinances sec. 74-74)
8. All recreational vehicles must be operable and properly registered with the appropriate Department of Motor Vehicles.

## **III. Animals & Pets**

1. All pets within the Park must be on a leash. (See Code of Ordinances sec. 74-114(a)(5) A leash to which a pet is tied within the campsite shall not allow the pet to stray beyond the boundary of the campsite or within 10 feet of a roadway.
2. Pet waste must be collected and properly disposed of by the persons in control of the pet. (See Code of Ordinances sec. 74-75(9))

#### **IV. Daily Use**

1. Seasonal day-use permits may be obtained from City Hall during regular business hours.
2. Daily entry fee receipts may be obtained at the kiosk located at the entrance to the Park.

#### **V. Camping Regulations**

1. Camping within the Park is only permitted with a valid permit. Camping permits must be displayed at each campsite.
2. Camping is limited to designated campsites. No off-trail camping is permitted.
3. Camping reservations may be made on-line through the City's website or at [www.willowgroveparkonline.com](http://www.willowgroveparkonline.com)
4. No one under the age of 18 years may rent at campsite. Persons under the age of 18 must have an adult on site at all times. One adult is required to accompany juvenile campers one ratio of one (1) adult for every nine (9) juveniles.
5. Quiet hours will be observed from 10 p.m. until 6 a.m. No loud music, voices, or disruptions that can be heard beyond the campsite.
6. Check-in for reservations is at 1 p.m. the first day of the reservation.
7. Check-out for reservation is 12 p.m. (noon) the last day of the reservation.
8. Campers and their visitors are required to clean up the campsite before leaving the campsite. All trash and debris must be placed in the appropriate containers and all personal items must be removed. Failure to leave a clean campsite may result in forfeiture of camping deposit and denial of future reservations.
9. Failure to obey park rules, vacate the campsite by check-out time, or leave a clean campsite will result in a forfeiture of camping reservation deposit and may result in denial of future campsite use.

10. Reservations will be limited to no more than fourteen (14) consecutive days in a thirty (30) day period. Reservations may not be split between primitive (tent) and premium (RV) sites or between different names in the same party in order to avoid the camping days' limitation.
11. A minimum of twenty-one (21) consecutive days is required between reservations for the same person or group.

**VI. Primitive Camping (Tent Sites)**

1. No more than two tents may be located on a per primitive campsite.
2. No more than 10 guests may at any time occupy a primitive campsite, which limitation shall include people visiting the person who has reserved the campsite.
3. All campsite visitors (i.e. people not listed on the campsite reservation) must leave the campsite by 10 p.m.
4. A primitive campsite permit includes overnight stay for one (1) vehicle. A camping permit or receipt for a camping permit must be displayed in the windshield of the vehicle. Permits may be purchased for additional vehicles.

**VII. Premium Camping (RV Sites)**

1. No more than one (1) recreational vehicle or towable camper and one (1) tent or two (2) tents may be located on a premium campsite.
2. No more than 10 guests may at any time occupy a premium campsite, which limitation shall include people visiting the person who has reserved the campsite.
3. All campsite visitors (i.e. people not listed on the campsite reservation) must leave by 10 p.m.
4. A premium campsite permit includes overnight stay for one (1) vehicle and one (1) recreational vehicle. A camping permit or receipt for a camping permit must be displayed in the windshield of the vehicle. Vehicles should be parked at the assigned premium campsite. Permits may be purchased for additional vehicles.
5. All towable trailers must be properly registered with the appropriate Department of Motor Vehicles. Guests must have the ability to remove a towable camping trailer at any time during the reservation.

**VIII. Refund Policy**

The City of Lake Dallas does not provide refunds for stays that have already occurred unless a campground related problem with the control of the City that negatively impacted the camper's stay existed that could

not be fixed or resolved. In that event, consideration is given on a case-by-case basis. Refunds for future reservations must be cancelled not later than forty-eight (48) hours prior to the first scheduled day in order to qualify for a refund for camping fees. Refunds for future reservations that have been cancelled when no problem existed shall without exception be one-half the original reservation fee paid. All refunds including deposits shall be processed in accordance with the City's finance policies and procedures and will be mailed to the confirmed address given at time of reservation/check-in.

**IX. Boat Ramp**

1. A boat ramp is available for visitors to the park.
2. Visitors using the boat ramp must have either a boat launch permit or daily boat launch receipt. A boat launch permit or daily boat launch receipt must be displayed in the windshield of the vehicle.
3. Seasonal boat launch permits may be obtained from the City during regular business hours.

**X. Pavilion Rentals**

1. Use of the Willow Grove Park pavilion is available through reservations only. Pavilion reservations may be made on-line through the City website at [www.lakedallas.com](http://www.lakedallas.com).
2. A pavilion reservation includes use of the pavilion from 6 a.m. to 10 p.m. and includes the covered pavilion picnic tables and grill.
3. All pavilion visitors must leave by 10 p.m.
4. Pavilion rental does not include additional parking. Visitors to the pavilion must still obtain day use permit or daily entry fee receipt.
5. Pavilion rental includes exclusive use of the volleyball court, sandpit, or exterior picnic tables.

**XI. City Rights and Privileges**

In addition to the authority the City maintains under State law and City ordinances with respect to the issuance of citations and/or arrest of people violating State and City laws and ordinances, the City of Lake Dallas, through its officers and agents, reserves the right to eject persons from the Park, revoke permits, and/or terminate reservations when guests engage in inappropriate behavior or violate laws, rules, and regulations. In the event of the foregoing, the refund policy shall apply except that fees and all deposits for stays that have occurred in a whole in a part shall be forfeited. When it becomes necessary to enforce rules and laws to ensure the tranquility of the park, enforcement shall be by citations and/or arrests as deemed necessary by officers of the Lake Dallas Police Department.