ROSENBERG PARKS AND RECREATION BOARD
MEETING MINUTES

On this the 26th day of October 2017, the Parks and Recreation Board of the City of Rosenberg, Fort Bend County, Texas, met in a regular Session, at the Rosenberg Civic Center, located at 3825 Highway 36 South, Rosenberg, Texas.

Present:  Dawnzell Gallien, Vice Chairman
          Andy Peal, Secretary
          Rudy Cuellar, Member
          Rudy Guerrero, Member
          Steven Sterling, Member
          George Zepeda, Member

Absent:   Amanda Barta, Chairman
          Bartha Nell Kelm, Honorary Member
          Ray Kueck, Member
          Edmund Samora, Member

Staff Present:  Travis Tanner, Executive Director of Community Development
               Carris Kmiec, Recreation Programs Director
               Angelica Guzman, Administrative Technician

Attendees:  Karen Humphrey

Call to order: Rosenberg Civic Center
Vice Chairman Dawnzell Gallien called the meeting to order at 6:09 p.m.

AGENDA

1. Consideration of and action on minutes of the Parks and Recreation Board Meeting on August 24, 2017.

   Key Discussion:

   • Carrie Kmiec, Recreation Programs Coordinator, verified everyone reviewed the previous meeting minutes for clarification.
   • Steven Sterling had a question about agenda items.
   • Travis Tanner, Executive Director of Community Development, addressed previous agenda items, stating financial reports and other agenda items are ongoing and agenda items which have been placed on previous Agendas that have not been reviewed will roll over to the next Parks Board Agenda.
   • Ms. Kmiec stated agenda items, for example, the possible water park or splash park will be placed back on the agenda when we have additional information and feedback from the companies that the Parks Department is working with.

   ACTION
   Motion by Member Steven Sterling, seconded by Secretary Andy Peal to approve the minutes of the Parks and Recreation Board Meeting on August 24, 2017.

   Vote:  6 - 0 Carried - Unanimously

2. Consideration of and action on a request by Home Depot to hold a team building event on Thursday, November 9, 2017, at Seabourne Creek Nature Park.

   EXECUTIVE SUMMARY
   Katrina Marin, Customer Order Specialist, of Home Depot will present plans for their District Home Building Event for Home Depot Associates to be held at the Gazebo in Seabourne Creek Nature Park Thursday, November 9. The event will include outdoor games and activities for Home Depot Associates. Home Depot's event request form is not attached, but will be distributed at the Thursday, October 26 Parks Board Meeting. Staff recommends approval.

   KEY DISCUSSION

   • Katrina Marin was not present; therefore, the Home Depot team building event will not take place.

   No action was taken.
3. Consideration of and action on a request by Relay for Life of Greater Fort Bend County to hold a Relay for Life Kickoff Event on Sunday, January 14, 2018, at Seabourne Creek Nature Park.

EXECUTIVE SUMMARY
Karen Humphrey with the Relay for Life of Greater Fort Bend County will present a request to the Board to hold a Relay for Life Kickoff to support the American Cancer Society on Sunday, January 14, 2018, at the gazebo in Seabourne Creek Nature Park from 1 p.m., until 4 p.m. Staff has reviewed the request and recommends approval.

KEY DISCUSSION
- Karen Humphrey presented Relay for Life of Greater Fort Bend County which is an organization to acknowledge cancer survivors and bring cancer awareness.
- The Relay for Life Kickoff to be held January 14, 2018, in Seabourne Creek Nature Park is to spread word to the community and kickoff the Relay for Life movement that will take place on April 7, 2018, at Mercer Stadium.
- Relay for Life of Greater Fort Bend plans on having food vendors, but if the organization is not able to find enough food vendors in time, Karen Humphrey stated, attendees will bring in picnic lunches.
- Tickets will need to be purchased in order to play games and the money raised will go towards the American Cancer Society to continue helping save lives.

ACTION
Motion by Member Rudy Cuellar, seconded by Member George Zepeda to approve a request by Relay for Life of Greater Fort Bend County to hold a Relay for Life Kickoff Event on Sunday, January 14, 2018, at Seabourne Creek Nature Park from 1:00 p.m. to 4:00 p.m.

Vote: 6 - 0 Carried - Unanimously


EXECUTIVE SUMMARY
The August 2017 and September 2017 Park Land Dedication Fund No. 221 - Revenues, Expenditures, and Pavilion and Athletic Field Fee Reports are attached for review and consideration. Staff recommends approval.

KEY DISCUSSION
- Travis Tanner reviewed the Park Land Dedication with the Board and notified all present of one new payment from Walnut Creek.
- Many of the Park Land Dedication funds are being used toward Zone 8 because of new development.
- No questions were asked regarding the August 2017 and September 2017 Parks Rental Summary Reports.

ACTION
Motion by Member Rudy Cuellar, seconded by Vice Chairman Dawnfell Gallien to approve the Park Land Dedication Fund No. 221 - Analysis of Revenues, Expenditures, and Pavilion and Athletic Field Fee Report for the month of August 2017 and September 2017.

Vote: 6 - 0 Carried - Unanimously

5. Review and discuss preliminary plans for Rosenberg Christmas Nights, and take action as necessary.

EXECUTIVE SUMMARY
Carrie Kmiec, Recreation Programs Coordinator, will continue to discuss plans and receive Parks Board recommendations for the 2017 Rosenberg Christmas Nights, scheduled on Friday, December 1st and Saturday, December 2nd. Staff requests feedback.

KEY DISCUSSION
- Carrie Kmiec notified the Board of the sponsorship goal for Rosenberg Christmas Nights which totals $20,000. Approximately $5,500 in sponsorships has been received and staff will continue reaching out for sponsorships.
- Friday, December 1st, volunteers will be needed for pictures with Santa to manage the line and the Ice Skating Rink will need volunteers to manage the line and ensure waivers are getting signed for both the company and the City by the child's parent.
- Saturday, December 2nd, volunteers are needed to verify participants ages ten and under are taking off shoes. Benches will be provided for children to sit and take off their shoes.
- Craft and food vendors are still needed.
- A Rosenberg Christmas Nights advertisement will be displayed on the City's digital billboard to spread the word. Also, a video will be posted on the Recreation Parks Facebook page on Wednesday, November 1st to promote the Rosenberg Christmas Nights event.
- Craft vendors can contact Carrie Kmiec if interested and it is preferred crafts be hand-made. Local vendors will pay a fee of $100 for a 10' by 10' outdoor space. Vendors from outside Fort Bend County will pay a fee of $150 for a 10' by 10' outdoor space.
• The snow globe, toboggan ride and ice skating rink will be supervised by employees of each company and City volunteers. There are no height or weight requirements.
• There will be sixty Christmas Night Dinner tickets sold beginning the second week of November which includes dinner and the play for $50 each, first come first serve.

No action taken.

6. Consideration of and action on meeting start time for regular Parks and Recreation Board meetings.

EXECUTIVE SUMMARY
This item provides an opportunity for the Parks Board to discuss a start time for future Parks Board meetings.

KEY DISCUSSION
• Travis Tanner stated there have been attendance challenges in the past with Parks Board. Since actions taken by the Board require a quorum, Mr. Tanner asked if the Board should continue meeting at 6 p.m. or move the meeting time to 7 p.m.
• The consensus of the Board agreed to continue meeting at 6 p.m.

ACTION
Motion by Member George Zepeda, seconded by Member Steven Sterling to continue with the 6:00 p.m. start time for meetings of the Parks and Recreation Board.

Vote: 6 - 0 Carried - Unanimously

7. Review and discuss Parks and Recreation Board Meetings to be held in November and December, and take action as necessary.

EXECUTIVE SUMMARY
This item provides an opportunity for the Board to hold discussion and direct staff regarding Board meetings scheduled in November and December.

The regular Parks Board meeting for November falls on Thanksgiving Day. The December meeting falls on December 28th. Staff is seeking direction on cancellation or rescheduling of these meetings.

KEY DISCUSSION
• November's Parks Board Meeting will be held the week before the original meeting date which is Thursday, November 16, 2017.
• December's Parks Board Meeting is cancelled and Agenda Items will be carried on to the January Parks Board Meeting on January 25, 2018.
• If any items need to be discussed for the month of December, they may be reviewed at the November Parks Board Meeting.

No action taken.

8. Announcements.

• Carrie Kmlce announced the BOO-Berg event will be held Saturday, October 28th, outside of the Rosenberg Civic Center for children ten years and under. Volunteers are still needed, but there are at least a total of seven verified volunteers.
• Due to the no changes to the event budget, the same company will be decorating for Rosenberg Christmas Nights. When decorated lights are out, the company is contacted right away to fix the bulbs.

There being no further business, Rudy Cuellar moved, seconded by Dawnell Gallien, to adjourn the Parks and Recreation Board Meeting. The motion carried unanimously by those present and the meeting adjourned at 6:48 p.m.

[Signature]
Angelica Guzman, Administrative Technician

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