ROSENBERG PARKS AND RECREATION BOARD
MEETING MINUTES

On this the 16th day of November 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:
Amanda Barta, Chairman
Dawnyell Gallien, Vice-Chairman
Rudy Cuellar, Member
Edmund Samora, Member
Steven Sterling, Member
George Zepeda, Member

Absent:
Bertha Nell Kelm, Honorary Member
Andy Peal, Secretary
Rudy Guerrero, Member

Staff Present:
Travis Tanner, Executive Director of Community Development
Darren McCarthy, Parks and Recreation Director
Carrie Kmic, Recreation Programs Director
Angelica Guzman, Administrative Technician

Call to order: Rosenberg Civic Center
Chairman Amanda Barta called the meeting to order at 6:09 p.m.

AGENDA

1. Consideration of and action on minutes of the Parks and Recreation Board for October 26, 2017.

   KEY DISCUSSION
   • Carrie Kmic, Recreation Programs Coordinator, verified everyone reviewed the previous meeting minutes for clarification.

   ACTION
   Motion by Member Steven Sterling, seconded by Member Rudy Cuellar to approve the minutes of the Parks and Recreation Board Meeting on October 26, 2017.
   Vote: 6 - 0 Carried - Unanimously


   EXECUTIVE SUMMARY
   The October 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
   • On page 2 of the Parkland Dedication Fund, Walnut Creek Section 21 has $6,300 which is in the process of coming in and Bonbrook Plantation South Section 7 has $12,800 which has been processed. totaling $19,100 for the new fiscal year of 2018.
   • Pre-bids were completed on the Big League Field from fifteen different companies.
   • Bid opening will be held Wednesday, December 6 and Darren McCarthy is scheduled to take the award to council on Tuesday, December 19.
   • Houston-Galveston Area Council notified the Parks and Recreation Department that the planning process of the Seabourne Creek Park Nature Center won an Honorable Mention Award and will be awarding it on Friday, December 1.
   • Mr. McCarthy will be unable to attend due to Rosenberg Christmas Nights, but asked if anyone from the Board would like to present themselves on behalf of the Rosenberg Parks and Recreation Department to receive the award.
   • Mr. McCarthy will send an email with the address and award information for attendance of the H-GAC award ceremony.
   • On page 1 of the Parkland Dedication Fund the meaning of PT next to MUD 159 for Oaks of Rosenberg
Section 1 was questioned by Board member Steven Sterling as to what this abbreviation refers to.

- Travis Tanner, Executive Director of Community Development, agreed to research the specific meaning of PT and notify the Board of the meaning.

**ACTION**

Motion by Member George Zepeda, seconded by Member Rudy Cuellar approving Park Land Dedication Fund No. 221 - Analysis of Revenues, Expenditures, and Pavilion and Athletic Field Fee Report for the month of October 2017.

Vote: 6 - 0 Carried - Unanimously

3. Review and discuss BOO-Berg event which was held on Saturday, October 28, 2017, and take action as necessary.

**EXECUTIVE SUMMARY**

Carrie Kmiec, Recreation Programs Coordinator, will give a review and update of the Rosenberg BOO-Berg event.

**KEY DISCUSSION**

- Carrie Kmiec informed the Board of what a success the BOO-Berg event was with no negative feedback.
- The volunteers were very helpful and earned volunteer hours.
- Darren McCarthy passed around the Fort Bend Herald in which there were pictures published from the BOO-Berg event.

No action taken.

4. 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**

- No changes have been made besides activities that will be held in merchant stores.
- There will be two pianists, a guitarist, and a DJ playing in the stores.
- Over 4,200 flyers were distributed to all elementary schools in Rosenberg.
- Rosenberg Christmas Nights is being advertised on the City website, Rosenberg Parks and Recreation Facebook page, marquee at the Rosenberg Civic Center, and billboard at the 59 and 2218 intersection.
- Flyers are posted in Downtown Rosenberg and Fort Bend County will email flyers to all their employees.
- Rosenberg Christmas Nights Dinner tickets are continued to be sold with thirty out of sixty left at the time.
- Volunteers are still needed for both Friday, December 1 and Saturday, December 2.
- Blue Moon Signs & Graphics is working on sponsorship and event signage.
- Texan Hyundai, EHRA Engineering, and MedExpress Urgent Care are all new sponsors this year.
- Safari Texas will be donating linens for the Rosenberg Christmas Nights Dinner and The Gingerbread House Learning Center will be donating decorations for Rosenberg Christmas Nights as in-kind sponsors.
- The goal of $20,000 has been met with an actual amount of $21,250.
- The budget for Rosenberg Christmas Nights is approximately $50,000.
- Hotel/Motel funds from tourists are used specifically towards the overall budget for Rosenberg Christmas Nights of approximately $60,000.

No action taken.

5. **Announcements.**

- Darren McCarthy addressed distribution of Parks and Recreation Board Meeting packets.
- All but one Board member agreed to receive Parks and Recreation Board Meeting packets via email as a PDF with the exception of providing paper copies at each meeting upon arrival.

6. **Adjournment.**

Completing announcements, George Zepeda moved seconded by Rudy Cuellar, to adjourn the Parks and Recreation Board Meeting. The motion carried unanimously by those present and the meeting adjourned at 6:40 p.m.

[Signature]
Angelica Guzman, Administrative Technician