ROSENBERG PARKS AND RECREATION BOARD
MEETING MINUTES

On this the 22nd day of February 2018, 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 Bartha, Chairman
Dawnyelle Gallien, Vice-Chairman
Andy Peal, Secretary
Rudy Cuellar, Member
Rudy Guerrero, Member
Edmund Samora, Member
Steven Sterling, Member
George Zepeda, Member

Absent: Bertha Nell Kelm, Honorary Member

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

Call to order: Rosenberg Civic Center
Chairman Amanda Bartha called the meeting to order at 6:00 p.m.

AGENDA


KEY DISCUSSION

• Angelica Guzman, Administrative Technician, verified everyone reviewed the previous meeting minutes for clarification.

ACTION
Motion by Member Rudy Cuellar, seconded by Secretary Andy Peal to approve the minutes of the Parks and Recreation Board Meeting on January 25, 2018.

Vote: 8 - 0 Carried - Unanimously

2. Consideration of and action on proposed Fort Bend Cares donation for Tony Becerra Park.

EXECUTIVE SUMMARY
Angel Tapia, Executive Director of Fort Bend Cares for Kids, will present a proposed donation for Tony Becerra Park. Staff recommends approval.

KEY DISCUSSION

• Fort Bend Cares for Kids previously installed the playground at Becerra Park.
• Fort Bend Cares for Kids is a non-profit charitable organization that does fundraising and provides grants to non-profit organizations that provide direct services to youth in Fort Bend County.
• Co-founder Dr. Robert L. McClendon passed away September 3, 2017 and his family asked for donations to the non-profit organization in lieu of flowers.
• With the donations received, Fort Bend Cares for Kids wants to contribute towards something memorable.
• Dr. McClendon was a big part of the Becerra Park playground installment.
• The non-profit organization thought it would be a great idea to enhance Becerra Park.
• Ms. Tapia then reached out to Mr. McCarthy for suggestions of contributions that can be done within the organization’s budget; Mr. McCarthy mentioned there has been a request for a swing set from some of the members of the community.
• Ms. Tapia presented an estimate from Fun Abounds, Inc. for a swing set donation which includes four swings with two separate bases and a molded rubber tct seat.
• Fort Bend Cares for Kids would like to update the current sign in Becerra Park with their new logo and add an additional sign near the swing set that states the donation was made in memory of Dr. Robert L. McClendon.
• Fort Bend Cares for Kids is working with Blue Moon Signs for their signage.
• The swing set and signage installment is an approximate 6-week project.
• There is no preference as to when the project is completed.
• Funds to provide a fall surface underneath the swing set will be withdrawn from the Fort Bend Cares for Kids budget, if necessary, the funds will be withdrawn from the Parks budget.
• Member George Zepeda recommended holding a ribbon-cutting ceremony after the project is complete and assigning a proclamation day named in honor of co-founder Dr. Robert L. McClendon.
• Member Rudy Cuellar recommended asking fun abounds, inc. to add two additional swings, totaling six swings, at no cost to the non-profit organization, Fort Bend Cares for Kids.
• Mr. McCarthy notified the Board, if Fort Bend Cares for Kids proceeds with the recommendation of two additional swings, this will push the project back to April for Council to review.
• If Ms. Tapia would like to attend the Council meeting and speak regarding the donation, she is welcome to if she is placed on the agenda.
• Blue Moon Signs conversed with Ms. Tapia regarding the durability and height of the signs to prevent hazards.
• Blue Moon Signs has not given Ms. Tapia the final height specifications of the signs, but will be going out to take measurements to assure safety.

ACTION
Motion by Member George Zepeda, seconded by Member Rudy Guerrero to accept the swing set donation which includes four swings with the recommendation of two additional swings, a proposed ribbon-cutting ceremony in honor of co-founder Dr. Robert L. McClendon, and a proclamation day assigned in Dr. McClendon’s memory.

Vote: 8 - 0 Carried - Unanimously

3. Consideration of and action on policies for Seabourne Creek Nature Park use.

EXECUTIVE SUMMARY
Ms. Kmiec will present revised Seabourne Creek Nature Park policies. Staff recommends approval.

KEY DISCUSSION
• Carrie Kmiec read through the revised policies regarding Seabourne Creek Nature Park stating bounce houses are not allowed in Seabourne Creek Nature Park with the exception of the R.W. Lindsey Gazebo.
• In addition, the nature area at Seabourne Creek Nature Park is subject to use of grills, use of inflatable equipment is prohibited, and use of ground stakes to anchor any equipment is prohibited unless received approval by Parks Board or Parks Staff.
• Member Rudy Cuellar suggested an editorial change under section six to revise "unless received approval" to "unless approved by".

ACTION
Motion by Member Rudy Cuellar, seconded by Member George Zepeda to approve revised policies for Seabourne Creek Nature Park with the editorial change requested for section six.

Vote: 8 - 0 Carried - Unanimously

4. Review and discuss cost estimates for an update to the Parks and Recreation Master Plan, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide information regarding master plan estimates.

KEY DISCUSSION
• Mr. McCarthy presented and passed around Sugar Land, Fort Bend County Parks Department, and Baytown Master Plans,
• The Sugar Land Parks Department completed their 2005 plan within two years and spent about $90,000.
• Sugar Land is in the process of updating their Master Plan at a cost of $180,000.
• The Fort Bend County Parks Department recently updated their Master Plan which will extend to 2025 at a cost of approximately $75,000.
• Using different companies, providing different scopes, and inviting local Park Directors to contribute in the planning phase helped keep the cost down for the Fort Bend County Parks Department.
• Baytown spent $50,000 on their aquatics Pirate Bay expansion in 2012.
• The Rosenberg Parks Master Plan was adopted October 23, 2007 at a cost of $19,500.
• Bret Keast, Owner | CEO of Kendig Keast Collaborative, estimates a fee range of $42,000 to $48,000 is appropriate with the tasks that need to be completed.
• Mr. Keast suggested updating the Park Land Dedication Ordinance.
• An update can be completed on the Rosenberg Parks Master Plan for less than $50,000.
• Additionally, Mr. Keast mentioned clarifying park zones, because of the present size and scope of the city, in order to allow flexibility of how funds are spent and collected.
• The Parks Department has a total of 19 park zones, but only 8 have been approved in the current Master Plan.
- Funds received from new developments can only be used toward our regional parks.
- The Park Land Dedication Ordinance was approved through the current Master Plan.
- Mr. McCarthy passed around a copy of guidelines from Texas Parks and Wildlife which explains what they are looking for in your Master Plan and how they will use your plan to grade your grant submission.
- If the Master Plan is not updated, this can cause a barrier for larger grant approvals through Texas Parks and Wildlife.
- At the moment, the Parks Department is at a great competitive disadvantage because the Master Plan has not been updated.
- The Master Plan can also provide information to City Council of upcoming Parks projects 10 years in advance.
- The Parks Department contributes a major amount of information toward the Master Plan.
- In addition, the Parks Board is very instrumental in helping develop the Master Plan by surveying each park and making recommendations.
- The cost for the proposed updated Master Plan ranges from $42,000 to $48,000, but will be placed in the next fiscal year budget and staff will request qualifications.
- In order for the Park Land Dedication Ordinance to be updated and include all 19 park zones City Council must adopt the Master Plan.
- The Park Land Dedication Fund Reports provide information regarding which zone the funds were used toward.
- There is a 10 year limit to use the Park Land Dedication Funds from surrounding developers.
- If funds are not used within 10 years, all funds received will be returned to the developer including interest.
- A Master Plan is necessary to decide in which zone funds will be spent.
- Regional Parks are determined by acreage.
- A proposed park or amenity can be incorporated in the updated Master Plan.
- Grants for a splash park depends on the Master Plan and will need to be part of a larger application.
- The update of the Master Plan can take up to approximately two years.
- Board member Edmund Samora suggested creating sub-committees within Parks and Recreation Board.

No action taken.

5. **Consideration of and action on a recommendation to City Council regarding the Family 4th Celebration event entertainment.**

**EXECUTIVE SUMMARY**
This item will provide information regarding the Family Fourth Entertainment Agreement.

**KEY DISCUSSION**
- City Council chose the band Horizon to perform at the Family 4th event, but have now requested Parks and Recreation staff review this item with Parks Board before final approval.
- The Bid Proposal lists three band options as a recommendation to Parks and Recreation staff based upon the event which is then approved by City Council.
- In addition to the band, Choice Productions provides all equipment needed by the band chosen at a cost of approximately $14,000-$15,000.
- Andy Peel asked to verify that any band participants related to City Council members are included in the options listed.
- Chairman, Amanda Barta, confirmed Council Member Joziwak’s son is a participant of the Horizon band listed on the Bid Proposal as a recommendation of Choice Productions.
- Parks Board would like more food vendors to participate at the Family Fourth event.
- Darren McCarthy stated all food vendors must meet health inspection standards and food must be served on pavement.
- Mr. McCarthy explained there is insufficient room in the paved parking lot of the Rosenberg Civic Center to place more food vendors as this would take away from parking.
- Edmund Samora suggested reaching out to non-profit organizations which Darren McCarthy and Carrie Kmiec attested to including everyone as long as they meet the health inspection standards.
- All vendors distributing food and/or drinks must meet the health inspection standards before participating at the Family 4th event.
- Location of vendors set-up requires approval from the health inspector.
- Mr. Peel suggested including vendors that sale pre-packaged items.
- George Zepeda shared a comparison of the Richmond Health Department overlooking some things and suggested to “change the law” of the Rosenberg Health Department.
- Every vendor has the equal opportunity to apply and if applications are not turned in on time, vendors may not have the privilege to participate depending on the vendor parking availability.
- The Original Triumphs played at last years Family 4th event.
- Horizon and Steel Country have not played for a City event, but do perform locally in town.
- Contracts have not been distributed to the three bands listed on the Bid Proposal.
- Upon voting, Board member Edmund Samora abstained without a recommendation because he does not know the bands listed.
- In addition, Board member Steven Sterling abstained, but agreed to proceed with the decision made by the remainder of the Board.
ACTION
Motion by Member George Zepeda, seconded by Secretary Andy Peal to recommend Steel Country as the band to perform at the Family 4th Celebration event.

Vote: 6 - 2 Carried
- Edmund Samora and Steven Sterling abstained.

6. Review and discuss an update on the Family 4th Celebration, and take action as necessary.

EXECUTIVE SUMMARY
Ms. Kmiec will provide an update on the status of Family Fourth event vendors, fireworks, and activities.

KEY DISCUSSION
- Ms. Kmiec shared her ideas for Family Fourth with the Board.
- Attractions include horse-drawn carriage rides through Seabourne Creek Nature Park, inflatables, face painting, fireworks from Magic in the Sky.
- Magic in the Sky had the option when they submitted their bid last year to one-year extensions.
- Positive feedback was given regarding the fireworks displayed by Magic in the Sky and the Parks and Recreation Department staff had no issues with the company.
- The Parks and Recreation Department would like to bring Magic in the Sky back for this year’s Family Fourth event.
- Magic in the Sky will include 200 more shells this year; therefore, the price will increase by approximately $416, but will remain under the budget of $30,000.
- TANKS Paintball will participate again this year as an in-kind sponsor.
- Participating vendors will be selling glow sticks and other novelty items.
- The Family Fourth event begins at 6 p.m. with fireworks starting at 9 p.m.
- TANKS Paintball and all other vendors must stop per the Fire Marshal once the fireworks begin.
- Edmund Samora made a request of including more emoji fireworks which Ms. Kmiec will discuss with Magic in the Sky.
- Amanda Barta suggested more entertainment such as a professional stilt walker or animal balloon artist provided at no cost to the individuals attending.
- Fire and Police Officers present the flag colors at the Family Fourth opening ceremony.
- George Zepeda recommended naming the stage with a banner of the sponsor’s name.
- Friend of the Festival is the minimum sponsorship for $250 which includes press release recognition.
- The Red, White, and Blue sponsorship for $500 includes a sponsor board listing, press release recognition, and V.I.P. parking for one vehicle.
- The Bronze sponsorship for $1,000 includes stage recognition, sponsor board listing, press release recognition, and two parking passes.
- The Silver sponsorship for $1,500 includes a logo in the pre-event promotional material, opportunity for one logo banner that the sponsor provides, stage recognition, sponsor board listing, press release recognition, and four parking passes.
- The Gold sponsorship for $2,500 includes a logo in the pre-event promotional material, one prominent logo/banner that the City provides, stage recognition, sponsor board listing, press release recognition, and six vehicle parking V.I.P.’s.
- The Platinum sponsor for $5,000 includes a logo in pre-event promotional material, three prominent logo/banner displays provided by the City, stage recognition, sponsor board listing, press release recognition, and eight vehicle parking passes for V.I.P.’s.
- Ms. Kmiec will e-mail a copy of the Family Fourth Sponsorship list to Parks Board.
- Finnegan Auto Group was the $5,000 Platinum sponsor last year.
- All exclusive rights are "first come, first served".
- Ms. Kmiec reaches out to all dealerships in Rosenberg first and then, the remaining dealerships in Fort Bend County.
- Proposed amounts for sponsorship levels will be discussed at the next Parks and Recreation Board Meeting.
- In the past, Ms. Kmiec has reached out to Fort Bend Toyota in person and was told someone would contact her; Fort Bend Toyota never contacted Ms. Kmiec.
- Ms. Kmiec will work with Jenny from the Communications Department on proposing sponsorship levels to present and discuss with Parks Board at next month’s meeting.

No action taken.

7. Review and discuss Special Events updates, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide information regarding upcoming Parks and Recreation events.

KEY DISCUSSION
- Despite the rainy weather, there was a great turnout at the FISH-tastic event on Saturday, February 17.
• There were 80 kids in attendance at the FISH-tastic event and over thirty fish caught.
• Ms. Kmiec has been working with volunteers and public schools in the Rosenberg area to fill plastic eggs for the upcoming Easter Egg Hunt event.
• The Parks and Recreation lost their main egg filler, but gained a dedicated volunteer by the name of Carolyn Seller which has filled approximately 3,000 plastic eggs.
• Ms. Kmiec delivered 4,000 plastic eggs to Ms. Montana at Wessendorff Middle School which will be contributing in filling plastic eggs and will be providing fillers brought in by parents.
• The Easter Egg Hunt will be held in the Seabourne Creek Nature Park Gazebo area on Saturday, March 24, 2018 at 10 a.m.
• Music and bubbles from an automatic bubble machine will fill the air around the Gazebo.
• In addition, raffle tickets will be distributed to all children attending for a chance to win a prize.
• Plastic eggs are not only filled with candy, but some will include an ice cream coupon from Another Time Soda Fountain and others a cookie coupon from The Old Main Street Bakery.
• Furthermore, Ms. Kmiec received approval from Whataburger to provide Easter eggs filled with coupons.
• Member Edmund Samora recommended contacting Bullritos for nacho coupons to place in Easter eggs as well.

No action taken.


EXECUTIVE SUMMARY
The January 2018 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 the Status Report on Funded Park Projects, Mr. McCarthy pointed out and gave an update regarding approval per City Council for additional funds toward the Big League Baseball Field.
• Contractors will begin construction once the rain stops and the area begins to dry.
• An additional $25,000 will be received from Park Land Dedication Funds for the Nature Center.
• Mr. McCarthy will begin working with a design firm to assist with engineering and design of the Nature Center.
• Once the design of the Nature Center is complete, Mr. McCarthy will begin to solicit funds to begin construction.
• RDC allowed the Parks and Recreation Department to use the $3,000 remaining funds from last year’s Park Improvements to place a shade structure at Travis Park and build a handball court wall at Brazos Park.
• $20,000 of the $50,000 remaining funds were used as a match towards a grant for a paddling trail and will receive confirmation in May.
• Ball field rentals have increased, especially with the participation of Rosenberg National Little League.

ACTION
Motion by Member Rudy Guerrero, seconded by Secretary Andy Peat to approve the Park Land Dedication Fund No. 221 - Analysis of Revenues, Expenditures, and Pavilion and Athletic Field Fee Report for the month of January 2018.

Vote: 8 - 0 Carried - Unanimously

9. Announcements.
There were no announcements.

10. Adjournment.
Chairman Amanda Barta adjourned the Parks and Recreation Board Meeting at 7:15 p.m.

Angelica Guzman, Administrative Technician