ROSENBERG PARKS AND RECREATION BOARD
MEETING MINUTES

On this the 28th day of June 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:  
Dawnyell Gallien, Chairperson
Andy Peal, Vice Chairperson
Rudy Cuellar, Secretary
Teresa Bailey, Member
Amanda J. Barta, Member/Councilor at Large, Pos. 2
Isaac Davila, Member/Councilor, Dist. 1
Delia Villarreal, Member

Absent:  
Rudy Guerrero, Member
Bertha Nell Kelm, Member
George Zepeda, Member

Staff Present:  
Danyel Swint, City Secretary
Travis Tanner, Executive Director of Community Development
Darren McCarthy, Parks and Recreation Director
Carrie Kniec, Recreation Programs Coordinator
Angelica Guzman, Administrative Technician

Attendees:  
Darynee Glover
Temple Ike
Shah Von Baines
Nathan Spencer
Garrett Engelhardt
Gilbert Fragosa
Korey Soderberg

Call to order: Rosenberg Civic Center
Darren McCarthy, Parks and Recreation Director, called the meeting to order at 6:01 p.m.

AGENDA

1. Administration of Statement of Appointed Officer and Oaths of Office to newly appointed/reappointed members of the Parks and Recreation Board

KEY DISCUSSION:
- All present Parks and Recreation Board Members were sworn in by City Secretary Danyel Swint.

2. Consideration of and action on election of a Chairperson, Vice Chairperson, and Secretary for the 2018-2019 Parks and Recreation Board.

EXECUTIVE SUMMARY
The Parks and Recreation Board shall organize by electing from their membership a chairperson, a vice chairperson and a secretary, each of whom shall hold office for one (1) year, or until their successor shall have been elected. The Chairperson will call meeting to order and preside meeting. Vice Chairperson will substitute in absence of Chairperson. Staff recommends approval.

KEY DISCUSSION
- Parks and Recreation Director Darren McCarthy gave a brief summary of the responsibilities of a chairperson, vice-chairperson, and secretary.
- Nominations put forth by Board Members for chairperson, vice chairperson, and secretary and voted on as seen below.
ACTION
Motion by Secretary Rudy Cuellar, seconded by Vice Chairperson Andy Peal to elect Dawnyell Gallien as Chairperson of the 2018-2019 Parks and Recreation Board.
Vote: 7 - 0 Carried - Unanimously

ACTION
Motion by Member/Councilor at Large, Pos. 2 Amanda J. Barta, seconded by Secretary Rudy Cuellar to elect Andy Peal as Vice Chairperson of the 2018-2019 Parks and Recreation Board.
Vote: 7 - 0 Carried - Unanimously

ACTION
Motion by Vice Chairperson Andy Peal, seconded by Chairperson Dawnyell Gallien to elect Rudy Cuellar as Secretary of the 2018-2019 Parks and Recreation Board.
Vote: 7 - 0 Carried - Unanimously

3. Review and discuss organization, conduct of business, attendance at meetings, and advisory responsibilities of Parks and Recreation Board members, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide information to Parks and Recreation Board Members regarding meetings, responsibilities, and review of Code of Ordinances - Article II.

KEY DISCUSSION
- Mr. McCarthy reviewed Parks and Recreation Board Ordinances with Board Members.
- Travis Tanner, Executive Director of Community Development, will be taking Section 21-27. - Appointment of members; terms to City Council for reconsideration and removal of language regarding honorary non-voting members.
- Each elected official shall hold office for one year.
- As of now six members must be present for a quorum.
- City Council will consider reappointing Steven Sterling at their next meeting.
- Members are an advisory Board to City Council.

No action taken.


KEY DISCUSSION
- Angelica Guzman, Administrative Technician, verified everyone reviewed the previous meeting minutes for clarification.
- Member Rudy Cuellar mentioned there was a comment he made that was not included for item number three stating, the businesses/property owners in Downtown Rosenberg should be given the opportunity to give their input.

ACTION
Motion by Chairperson Dawnyell Gallien, seconded by Member/Councilor at Large, Pos. 2 Amanda J. Barta to approve the minutes with the exception of including Member Rudy Cuellar’s comment under key discussion for item number 3.
Vote: 7 - 0 Carried - Unanimously

5. Consideration of and action on a request by Immense Fortune to hold a Community Day event and brand promotion on Friday, July 13, 2018, at Tony Becerra Park.

EXECUTIVE SUMMARY
Temple Iike and Daynne Glover will present a request on behalf of Immense Fortune to hold a brand promotion community day party at Becerra Park on Friday, July 13, 2018. Staff recommends approval.

KEY DISCUSSION
- Immense Fortune Representatives presented themselves to the Board.
- The event date was changed to Friday, August 17, 2018.
- The purpose of Fortune Friday is to promote the organization and hold a back-to-school drive for the community.
- Immense Fortune is a group of people from the Richmond-Rosenberg area starting their own business to explore the world using various services and is lead by CEO Eric Gaskin.
- Photography, videography, graphic designs, and event planning are a few of the services offered by Immense...
Fortune.
• The vision of this organization is to give back to the community.
• The website name is immensefort.com
• Immense Fortune will be promoting their event by distributing flyers and advertising videos on social media.
• A temporary food permit is needed.
• Immense Fortune will be providing free consultations to attendees that are interested in any of their services.
• Chairperson Andy Peal asked for clarification of the City’s policy regarding use of facilities for for-profit organizations.
• Mr. McCarthy explained that the Parks can not be used for-profit.
• All items, activities, and consultations will be free of charge.
• There have been free back-to-school drives held at our City Parks, but no similar requests made in the past.

ACTION
Motion by Member Teresa Bailey, seconded by Secretary Rudy Cuellar to approve the brand promotion and back-to-school drive organized by Immense Fortune to take place Friday, August 17, 2018 at Becerra Park starting at 6 p.m.

Vote: 7 - 0 Carried - Unanimously

6. Consideration of and action on a recommendation to City Council regarding a proposed Eagle Scout project to build a bridge in Seabourne Creek Nature Park.

EXECUTIVE SUMMARY
Nathan Spencer, Member of Troop 1000, will present an Eagle Scout Project which will involve building a bridge that will provide an access point to the new prairie in Seabourne Creek Nature Park. Staff recommends approval.

KEY DISCUSSION
• Nathan Spencer, Scout member of Troop 1000, presented a power point to the Board regarding his proposal for constructing a bridge in Seabourne Creek Nature Park.
• The bridge will provide access to the Wetlands Demo Garden, Prairie Demo Garden, and a view of the developing natural pond in Seabourne Creek Nature Park.
• The bridge will be constructed to the right of the Seabourne Prairie sign.
• Upon completion of the project, the City will create a gravel path which leads to the bridge.
• The bridge will be twenty-five feet long and six feet wide which meets the American with Disabilities Act (ADA) requirements.
• Six cement holes will be placed in the ground in order to provide structural support and stability.
• Materials needed to construct the bridge are lumber, a bolt, nuts, cement, and the sign.
• The total budget for this project totals approximately $700.
• Mr. Spencer will be presenting his Eagle Scout Project to the Rosenberg City Council for approval on August 7, 2018.
• The process of digging cement holes will begin on August 25, 2018.
• The project completion date is August 25, 2018.
• Mr. Spencer will provide snacks, a first aid kit, water to prevent dehydration, bug spray, and sunscreen for his volunteers.
• Bridge project construction will take place in the early morning hours to prevent heat exhaustion and strokes.
• Volunteers will be instructed to wear long sleeve shirts and pants to prevent bug and poison ivy exposure.
• Mr. Spencer will notify the City Fire Marshal to protect the bridge during park controlled burns.
• Concluding the bridge construction, a sign will be installed with the details of the Eagle Scout Project.
• Volunteers will include family, friends, other scout members, and anyone who is willing to lend a helping hand.
• Mr. McCarthy recognized Mr. Garrett Engelhardt of the Texas Master Naturalists whom is supervising this particular project.
• Funds for the trail that leads to the sign were placed in the Parks budget to cover the cost of the crushed granite gravel.
• Master Naturalists will cut down tress to allow the space needed to construct the bridge.

ACTION
Motion by Member Teresa Bailey, seconded by Member/Councilor, Dist. 1 Isaac Davila to approve the construction of the bridge in Seabourne Creek Nature Park by the Eagle Scouts.

Vote: 7 - 0 Carried - Unanimously

7. Review and discuss updates on the 2018 Family 4th Celebration, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide updates regarding the 2018 Family 4th Celebration.

KEY DISCUSSION
• All staff and participants are on board.
• There are eleven food vendors and some of which have duplicate items.
• Three of the eleven food vendors are non-profit.
• Finnegan Auto will be bringing between three to five vehicles the morning of July 4th and will have a tent where they will be handing out water.
• Mayor Benton will be handing out small Rosenberg labeled water bottles.
• In addition, the Rosenberg Futbol Club will be handing out water bottles free of charge and speaking about their organization.
• Rosenberg Roughnecks will be participating as a food vendor and promote their organization as well.
• Wagon rides are going to be part of the Family 4th Celebration once again.
• All Family 4th Sponsorship signs were received.
• Ms. Kmiec stated we are $1,250 over the sponsorship goal.
• With in-kind sponsorships the average is approximately $2,500.
• One volunteer is needed to walk with the stilt walker from 7 p.m. to 9 p.m. and a few volunteers are needed to assist with loading and unloading the wagons from 6 p.m. to 8 p.m.
• If a Parks Board Member would like to volunteer at the event, a background check will need to be completed.
• Two interns volunteered to help with the event and the Police Department will have their Explorers assisting as well.
• In preparation of the 2019 Family 4th Celebration Ms. Kmiec will begin contacting food vendors after Rosenberg Christmas Nights.
• Ms. Kmiec asked all present to please share video and advertisement on Facebook to promote the Family 4th Celebration.
• Video and advertisements can be found on the Parks and City Facebook Page.
• The Family 4th Celebration advertisement was placed in the Fort Bend Herald newspaper.
• Fort Bend Spotlight advertised the event last week and this week.
• Seabourne Creek Nature Park will be closed beginning the night of Sunday, July 1 in preparation of the 2018 Family 4th Celebration.

No action taken.

8. Review and discuss preliminary estimates for a splash pad or splash park, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide estimates regarding three different options for a splash pad or splash park.

KEY DISCUSSION
• Mr. McCarthy introduced Design and Sales Consultants of Kraftsman Commercial Playground and Water Parks.
• There are no funds dedicated towards this project, no grants can be written without updating the Parks master plan, and there is no money in Park Land Dedication Funds for Travis Park.
• Park Land Dedication Funds can only be used toward the Seabourne Creek Nature Park or the Seabourne Creek Regional Sports Complex.
• Mr. McCarthy does not recommend placing a splash pad or splash park in Seabourne Creek Nature Park, but the Sports Complex is not central to the community.
• The Planning Commission and City Council joint meeting last year decided they wanted the splash pad or splash park in Travis Park.
• Kraftsman is a 35-year-old family owned business which represents a company called Water Odyssey.
• All equipment is produced in the state of Texas.
• Headquarters is located in Spring, Texas.
• There are several different terminologies of the splash park.
• The splash park can be designed using a specific theme and can be customized.
• The only limit to the splash park project is the budget.
• The first option which the Kraftsman group considers the safest is the Pass Through System in which potable city water is used to spray through the nozzles, the children play in this water, and then, it drains away.
• The water used with the Pass Through System is not recirculated.
• By using city water pressure, we know it is safe, clean water just in case a child decides to drink the water.
• Optimizing the flow of water is possible by using minimal flowing features.
• Another option is the Recapture to Irrigation System which captures the water for secondary use.
• With the Recapture to Irrigation System water from the splash park can drain into a lake to maintain the water levels or can flow into a holding tank which can then be used for irrigation purposes.
• There are several ways to reuse the water.
• There is an option to put a tank in filled with potable city water, the water pumps out of the tank for the kids to play in, and then it drains back into the tank.
• The water is pumped out of the tank to be filtered, treated, and monitored to make sure the water is safe.
• The Recapture to Irrigation System will require additional maintenance with someone on-site a minimum of two times a day.
• This individual would need to check chemicals and record the information which would add a lot of responsibility to the Parks staff.
• Anyone overseeing the Recapture to Irrigation System would need to be a Certified Pool Operator or an Aquatic Facility Operator.
• There is a hybrid option; for example, the Houston Zoo and at the MLK, Jr. Park in Conroe run off the Recycled/Filtered system, but just in case of an accident on the splash pad they can switch to potable water using Pass Through System.
• Questions to consider are how much money you want to spend, what would you like to see on the splash pad/park, where the splash pad/park will be placed, and under which system will the splash pad/park be managed.
• Single pass system is very low maintenance, the kids touch the activator and it runs through its program.
• The splash pad/park can be programed to turn on and off at a specific time.
• The City of Houston leaves the water on 24/7 because children were beating on the activators trying to get water to come out; this prevented vandalism.
• The amount of children a 2,000 square feet splash park/pad would fit depends on the amount of water features that are used which is determined on the design.
• The quotes previously given for a splash pad were based on 2,000 square feet and the splash park quotes were based on 4,000 square feet.
• The area at Travis park would fit approximately a 4,000 square feet splash pad/park.
• There were two quotes refreshed for the city last year (2017) using a Pass Through System based on 2,200 square feet quoted at $207,500.
• Per the Texas pool code the splash pad/park would fit approximately 25 square feet per person.
• Since the splash pad/park is zero depth; no lifeguard is needed.
• At the August 24, 2017 meeting the general consensus of the Board was to recommend option two (Recycled/Filtered System), but the Kraftsmen consultants are recommending option one (Pass Through System).
• On pages 136-138 of the Water Odyssey Magazine there is detailed information provided which explains the difference between the Pass Through System and the Recycled/Filtered System.
• Mr. McCarthy stated he can work with the Pass Through System without having to add staff or receive extra training.
• When filtration systems are built all water is 100% filtered.
• The Recycled/Filtered System requires you have staff available to maintain the splash pad/park.
• With the Recycled/Filtered System you do not have to worry about contaminated water coming back out of the nozzles to the kids.
• A splash park was built in Summer Lakes using the Recycled/Filtered System which drains into the lake.
• Actual construction can take as little as three days.
• The planning, design, engineering, and procurement of the splash pad/park can take up to about 16 weeks.
• Once a decision is made it will take approximately 12 to 14 weeks.
• All water features have stainless steel nozzles with aqua armor coating.
• There is maintenance that should be performed with any splash pad/park to clean nozzles which can be done with scrubbing bubbles.
• If the nozzles fade Kraftsmen will unbolt the features and take them to the factory in San Marcos where they will be stripped down and repainted.
• If help is needed with water, electric, drainage and engineered drawings are needed for permitting purposes, Kraftsmen can provide in-house drawings and work with outside engineer/architecture firms that can provide that service as part of the package.
• The old concrete pool from Travis park was taken out and filled with dirt.
• Receiving interdepartmental help to prep the site will save money.
• Water features can be added on over time, but will need to be included in the original design.
• Splash pad is just a terminology, the more you water features you add the more it will cost.
• The original drawings from the first time Kraftsmen spoke with the City of Rosenberg about a splash park/pad proposal was in February 2008.
• Board Member Rudy Cuellar recommends receiving four design options at $100,000, $200,000, $350,000, and $500,000 for a splash pad/park from the Kraftsmen consultants.
• Mr. Cuellar encourages the Councilors to ask residents what their thoughts are on the splash pad/park, because the ideology could have changed.
• The general consensus of the Board was to look at four different price points based on similar designs of what our splash pad/park would look like in order to present to Council.

No action taken.

9. Review and discuss upcoming City Council items, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide an opportunity to review information that will be presented to City Council.

KEY DISCUSSION
- City Council will consider reappointing Steven Sterling at their next meeting.
- As previously mentioned, Mr. Tanner will be taking the ordinance change to City Council for reconsideration and removal of limit of ten years and honorary designation.
- Tuesday, July 24 Mr. McCarthy will present the splash pad/park minutes from this meeting along with four different options at four different price points to City Council.
- Mr. McCarthy will be taking the Eagle Scout Project, mowing contracts, and janitorial contracts before Council on Tuesday, August 7.
- Mr. Tanner, Mr. McCarthy, and Ms. Kmiec will be presenting the Parks budget to City Council on Saturday, August 11.
- Parks board is welcome to attend the public meeting on Saturday, August 11 in which the Parks Budget will be
discussed for next year and will begin promptly at 8 a.m.

- October 23 we will begin discussing entertainment for the 2019 Family 4th Celebration.
- January 22, 2019 is a workshop to discuss the Memorial Day Program which has been potentially given to the Parks Department to organize.
- Rosenberg Christmas Nights will be discussed at next month’s meeting.

No action taken

10. Consideration of and action on Park Land Dedication Fund No. 221 - Analysis of Revenues, Expenditures, and Pavilion and Athletic Field Fee Reports for the month of May 2018.

EXECUTIVE SUMMARY
The May 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

- A new fund was received from Bonbrook Plantation South Section 10.
- The Park Land Dedication Fund is a fund set-up by ordinance where the developer can set aside a certain acreage of land per housing development in their community that will be open for the public or in lieu of that can put money aside for Park Land Dedication Funds.
- Funds must be spent within ten years or the developers will receive those funds back with the interest that is accrued.
- By ordinance the Park Land Dedication Funds can only be spent in the zone in which they are collected or in a regional park.
- Travis Park falls in zone four which means that only the approximate $1,000 funds from that zone can be put towards the splash pad/park.
- Regional parks are determined by size; over 100 acres.
- We have two regional parks, the Seabourne Creek Nature Park which is approximately 150 acres and the Seabourne Creek Regional Sports Complex which is about 200 acres.
- Mr. Tanner mentioned the zones have not changed in many years, but the City has.
- Looking over the zones would help fund future projects.
- There is no City park in voting district 4 and that is where most of the funds are coming from.
- Member and Councilor Amanda Barta suggested taking the park zone ordinance to City Council for reconsideration, so that older park facilities may be refurbished.
- When City Council formally adopts the Parks Master Plan then the zones will go into affect.
- Updating the Master Plan will give the city the opportunity to competitively apply for grants.
- The Seabourne Creek Regional Sports Complex will be closed from July 9 to July 13; contractors will be replacing the transformer.
- Funds for the Seabourne Creek Park Nature Center are set aside for design fees.
- There were three submittals for the Nature Center that will be taken to the Professional Services Committee in mid-to-late July.
- A greater understanding of cost will be determined once the decision is made on the design; then, information can be sent to apply for grants.
- All park rentals are booked through Ms. Kmiec and Administrative Technician Angelica Guzman at the Civic Center.
- Park and field rental fees are $9.00 an hour and field rentals are $25.00 an hour with lights.
- All individuals receive a pavilion or athletic field permit which includes a non-emergency police dispatch number in case of a major conflict.
- Member and Councilor Davila would like to know when the Parks Department can get the City parks to match what the website states.
- Ms. Kmiec will make sure to update the list of parks amenities on the City website.

ACTION
Motion by Secretary Rudy Cuellar, seconded by Member/Councilor at Large, Pos. 2 Amanda J. Barta to approve the Park Land Dedication Fund No. 221 - Analysis of Revenues, Expenditures, and Pavilion, and Athletic Field Fee Report for the month of May 2018.

Vote: 7 - 0 Carried - Unanimously

11. Announcements.

- Ribbon cutting ceremony for a new swing set will take place at Becerra Park on Friday, June 29 at 6 p.m.; Parks Board Members are invited to attend.
- The approximate cost to update the Master Plan is $50,000 which will be discussed in the budget process.
- Volunteers are needed at the Family 4th Celebration beginning at 6 p.m.
- Mr. McCarthy asked members, if present, to please help during the departure of the horses for the wagon rides by walking beside the horses and making sure no children run in front of the horses at the Family 4th Celebration.
- Departure of horses will be promptly at 8 p.m.
- In addition, please encourage everyone to pick up their trash.
• Softball League is in session and games are held on Tuesday nights beginning at 6:30 p.m. at Travis Park.

12. **Adjournment.**
Completing announcements, Andy Paul 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 approximately 8 p.m.

[Signature]
Angelica Guzman, Administrative Technician