ROSENBERG PARKS AND RECREATION BOARD
MEETING MINUTES

On this the 26th day of July 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
Amanda J. Barta, Member/Councilor at Large, Pos. 2
Isaac Davila, Member/Councilor, Dist. 1
Rudy Guerrero, Member
Della Villareal, Member
George Zepeda, Member

Absent: Teresa Bailey, Member
Bertha Nell Kelm, Member

Staff Present: Darren McCarthy, Parks and Recreation Director
Carrie Kmiec, Civic Center and Events Manager
Angelica Guzman, Administrative Technician

Attendees: Rose Pickens
Jennifer Cooper
Alexis Lopez

Call to order: Rosenberg Civic Center
Chairperson Dawnyell Gallien called the meeting to order at 6:00 p.m.

AGENDA


KEY DISCUSSION

- Dawnyell Gallien, Chairperson, verified everyone reviewed the previous meeting minutes for clarification.

ACTION

Motion by Chairperson Dawnyell Gallien, seconded by Vice Chairperson Andy Peal to approve the minutes of the Parks and Recreation Board Meeting on June 28, 2018.

Vote: 8 - 0 Carried - Unanimously

2. Consideration of and action on a request by Friends of North Rosenberg to hold a Hope After Harvey Community Celebration on Sunday, August 26, 2018, at Brazos Park.

EXECUTIVE SUMMARY

Jennifer Cooper, Friends of North Rosenberg Programs Coordinator, will present a request to hold a Hope After Harvey Community Celebration including food and activities at no charge. Staff recommends approval.

KEY DISCUSSION:

- Rose Pickens, Director, and Jennifer Cooper, Programs Coordinator of Friends of North Rosenberg presented their request to hold a community event in celebration of Hurricane Harvey.
- This organization provides after school programs, adult education programs, home repairs, and a community garden.
- Ms. Pickens and her volunteers helped many families in the North Rosenberg area with home repairs and more after the Memorial Day Flood in 2018 and Hurricane Harvey in 2017.
- Approaching Hurricane Harvey's one year anniversary, Friends of North Rosenberg would like to celebrate how far the community has come in the last 12 months.
- Ms. Pickens organization would like to celebrate with those impacted in the community by providing them with a BBQ dinner, fun games, a DJ who is a flood victim himself, Villa Real Insurance with Smoke Out Cookers which have volunteered their services to BBQ for the community.
- The organization is expecting approximately 100 people, but they are preparing for more and will have Rosenberg Police Officers on-site.
• Hope After Harvey will take place on Sunday, August 26 at Brazos Park the day before school starts.
• Member/Councillor at Large, Pos. 2 Amanda Barta asked if donations were needed for the meat that will be barbecued.
• Ms. Pickens stated they do not turn down donations.
• A budget has been allocated and Ralph Villarreal of Villarreal Insurance will provide all of the accessories needed to barbecue.
• The Hope After Harvey flyer can be advertised on the Parks and Recreation Facebook page once approved.
• Since the event date is the day before school begins, Ms. Pickens is not expecting the event to grow tremendously.
• The Detroit Lions donated supplies such as, sheet rock and insulation which Friends of Rosenberg now needs help installing.
• Volunteer information can be found on their website or Facebook page.

ACTION
Motion by Member George Zepeda, seconded by Secretary Rudy Cuellar to approve the request by Friends of North Rosenberg to hold a Hope After Harvey Community Celebration on Sunday, August 26, 2018 at Brazos Park.

Vote: 8 - 0 Carried - Unanimously

3. 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
• The 2018 Family 4th Celebration was canceled due to weather safety concerns.
• The Firework Show will take place on Thursday, September 27, 2018 which is the opening day of the Fort Bend County Fair.
• The still walker is willing to work with the Parks and Recreation Department on a future event.
• Six out of the ten food vendors reserved their spots for the 2019 Family 4th Celebration.
• Richmond Equipment only charged for the golf cart delivery fees which saved $1,508.
• All sponsorship signs will be displayed in front of the Rosenberg Civic Center and Seabourne Creek Nature Park the week of September 27.
• Ms. Barta suggested providing a list of the sponsors to Mayor Benton and City Council for the Mayor to recognize at the Firework Show.
• Ms. Kmiec stated a list has already been provided to Mayor Benton, but she will send another list of sponsors as the Firework Show approaches.
• Since part of the agreement with the Choice Productions Company was to set up the day before the Family 4th Celebration, the stage was already on the ground prior to canceling the event.
• The Parks Department hires the production company which provides a list of three bands as entertainment.
• City Council reviews the Board’s recommendation, but makes the final decision for entertainment.
• Cancellation of entertainment has happened in the past and the company was paid for their services since the set up process had already begun.
• The Firework Show will not include vendors, only fireworks.
• Member George Zepeda would like to discuss Family 4th Entertainment contract recommendations at the next meeting.

No action taken.

4. Review and discuss updates on the 2018 Rosenberg Christmas Nights event, and take action as necessary.

EXECUTIVE SUMMARY
This item will provide updates regarding the 2018 Rosenberg Christmas Nights event.

KEY DISCUSSION
• Ms. Kmiec passed out a draft overview of the activities for Rosenberg Christmas Nights in December.
• The outcome of the budget workshop on August 11 will determine the activities that will take place at the 2018 Rosenberg Christmas Nights event.
• This year the event will begin on Friday, December 7 from 6 p.m. to 10 p.m. which will include the tree lighting, Santa pictures, ice skating, RCN dinner, theater performance by CAST, Kettle Korn vendor, and a Decorated Christmas Ornament Voting.
• The original Santa has already been booked; therefore, Ms. Kmiec is in the process of contracting a new Santa along with background checks.
• Friday and Saturday will include the Decorated Christmas Ornament Voting activity.
• The Building Maintenance Department helped design a wooden ornament and will cut out sixteen wood ornaments for those who would like to participate in decorating a Christmas ornament.
• If budget allows, the Snow Slide will be set-up for both Friday and Saturday, but for sure on Saturday.
• Rosenberg Christmas Nights will continue on Saturday, December 8 from 3 p.m. to 9 p.m. which will include ice skating, snow slide, Santa pictures, trackless trains, Tanks Paintball, craft vendors, food vendors,
downtown merchant activities, and Decorated Christmas Ornament Voting.
- Quotes received for the ice skating rink are at $8,000, $9,100, $15,000, and $16,000 for two nights.
- Last year the ice skating rink cost $9,100 and did not meet the staff's expectations; therefore, a different ice skating rink company might be used this year.
- Ms. Kmiec has reached out to five different companies that offer a snow slide and is interested in booking the one from Pearland.
- Goal is to get as much original craft vendors as possible.
- There will be about four to five food vendors.
- For the Rosenberg Christmas Nights dinner Bob's Taco Station serves the appetizer, Ol' RailRoad Cafe serves the main course, and Main Street Bakery serves the dessert.
- Tickets for the dinner are advertised and go on sale in November as first come, first served.
- A play will follow the Rosenberg Christmas Nights dinner.
- Instead of a toboggan slide Ms. Kmiec is proposing a snow slide.
- Ms. Kmiec is hoping to keep the same budget as last year and has not started reaching out to sponsors but will do so after the Firework Show.
- Ms Kmiec is proposing setting up two sound systems throughout the downtown are to play recurring Christmas music.

No action taken.

5. Review and discuss improvements to the parking facilities at Travis Park, and take action as necessary.

EXECUTIVE SUMMARY
This item was requested to allow the Board to discuss possible future improvements to the parking lot at Travis Park.

KEY DISCUSSION
- Mayor Benton requested this item be placed on the agenda.
- People who attend Travis Park usually park along the street by the ditch on Avenue L.
- The Mayor would like to know if Parks Board is in favor of the Rosenberg Public Works Department taking a look at adding water pipes to cover the ditch which will allow additional parking.
- The additional parking will not take away from park space.
- Mr. Cuellar asked if the additional parking would affect the water system for the splash pad.
- Mr. McCarthy reassured Mr. Cuellar that the additional parking would not affect the water system for the splash pad in any way.
- The proposed parking spots will be similar to the parking on Damon Street.

No action taken.

6. 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 preliminarily approved using RDC Funds to build the 4,000 square foot splash pad at Travis Park.
- The proposed splash pad design will begin as a Pass Through System and will have the option to reuse the water in the future if desired by City Council.
- Once the proposal goes through the budget process and it is approved by City Council, staff will create an RFP approximately in September 2018 which will then be sent out to different companies between October and November 2018.
- Once the proposals are received, staff will review splash pad contracts internally, then Parks Board, RDC, and City Council.
- The ultimate goal is for the splash pad to be opened by next Summer.
- August 7 - Eagle Scout Bridge Project, Mowing and Janitorial Contracts
- August 11 - Budget Review.
- August 14 - Special Meeting to review what was spoken on August 11.
- October 23 - Workshop Meeting to review and discuss Family 4th entertainment.
- January 22 - Review and discuss the status of the Memorial Day event.
- Sheriff Nehls of Fort Bend County hosted the Memorial Day event at the Rosenberg Civic Center for the past three to four years and would like to pass it down to the Parks and Recreation Department.

No action taken.

EXECUTIVE SUMMARY
The June 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
- Changes to the park zones must be completed through the Master Plan.
- The Master plan must be adopted by City Council.
- Once the Master Plan is adopted then the Board can start implementing how to spend funds based on the zones that are determined in the Master Plan.
- The consultant that the City hires to prepare the Master Plan update would present the map with the proposed zones.
- Staff will need the Parks and Recreation Board's recommendation before taking the Master Plan to City Council for approval.
- The Parks and Recreation Department can not obtain Texas Parks and Wildlife grants without an approved Master Plan.
- RDC Project Funds of $210,000 and $75,000 from the Park Land Dedication Funds are funded for the Nature Center of which only $29,548 was used for preliminary designs.
- Big League Field contractors are still in the construction process.
- Field and pavilion rentals are increasing.

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

Vote: 8 - 0 Carried - Unanimously

8. Announcements.

- Civic Center Manager retired.
- Mr. McCarthy asked the Board to allow another presentation because a request was missed.
- Mr. Lopez, founder of Youth Matter Conference, presented his request for a proposed Suicide Awareness Outreach to take place at Sunset Park on September 15, 2018.
- Youth Matter Conference is a Christian-based organization which is supported by several churches which include Ebenezzer, Lions of Judah, International Well Springs, and Living Waters.
- This outreach will help reach many youth who are battling depression that many times leads to suicide.
- The proposed time for Youth Matter Conference is 2 p.m. to 8 p.m. at Sunset Park and will involve a dunking booth, volleyball tournament, flag football, music, food, and more.
- A temporary food permit will be obtained.
- There is no police supervision and none is required.
- The general consensus of the Board was in favor of the request presented by Alexis Lopez and an action item will be placed on the next regular agenda for approval.
- On August 6 Economic Development will be hosting their first Taste of Rosenberg event at the Rosenberg Civic Center from 5:30 p.m. to 8:30 p.m.
- The ribbon-cutting ceremony which took place at Tony Becerra Park for the new swing sets donated by Fort Bend Cares for Kids made the paper along with a picture including those present.
- Ms. Kmalc will be updating the City's website with the current park amenities.
- A change regarding the Civic Center alcohol policies were made internally due to a situation that occurred about two weeks ago.
- Civic Center fees will increase depending on the attendance of alcohol events.

Completing announcements, Chairperson Dawnell Gallien moved seconded by Vice Chairperson Andy Peal, to adjourn the Parks and Recreation Board Meeting. The motion carried unanimously by those present and the meeting adjourned at 7:28 p.m.

[Signature]
Angelica Guzman, Administrative Technician