



City of Richmond

A Charming Past. A Soaring Future.

Parks and Recreation Board Meeting Minutes

600 Morton Street

Richmond, Texas 77469

Wednesday, February 13, 2019 at 5:00 P.M.

PARKS AND RECREATION BOARD MINUTES

The Parks and Recreation Board for the City of Richmond, Texas met in a regular meeting on Wednesday, February 13, 2019 at 5:00 p.m. Chairman Haas, called the meeting to order at 5:00 p.m. A quorum was present, with all members present except Veronica Torres.

Chairman Haas declared the meeting open.

Chairman Haas introduced agenda item A-2, public comment. He asked if there were any public comments. Hearing no public comments the agenda item was closed.

Chairman Haas introduced agenda item A-3, review and approval of the minutes from January 9, 2019. The Minutes of January 9, 2019 were approved unanimously, with one correction to change Commissioner Haas to Chairman Haas on page 2.

Chairman Haas introduced agenda item A-4., the Parks and Recreation Board's monthly report to City Commission. A report was sent to the Commission with a very brief version of the minutes and highlighted the Keep Richmond Beautiful item. No action required.

Chairman Haas introduced agenda item A-5., announcing the next Parks and Recreation Board meeting. Chairman Haas set the date of the next meeting for Wednesday, March 20, 2019. No comments or action required.

Chairman Haas introduced agenda item A-6., Keep Richmond Beautiful Committee Updates: a) KRB Application to Keep Texas Beautiful - The application was sent in, and it was approved as well as the dues were paid.

b) KRB Monthly Report - The first committee meeting occurred on January 24, 2019, and 9 out of 10 committee members were in attendance. The ordinance passed stating a Chairperson, Vice Chairperson, and a Secretary needed to be elected. Pat Pittman was elected Chairperson, Barbara Johnson was elected Vice Chairperson, and Meredith Millard was elected Secretary.

Last year's Shred Day was a huge success and 57 volunteers participated. The committee spoke about whether or not they should limit the amount of volunteers. After a long discussion of pros and cons it was decided that the amount of volunteers would not be limited and would be left open. They will get creative on how to utilize all volunteers. Discussion was held about how to get more involved with other projects in the area. The Fort Bend County Library and H.E.B both had Earth Day activities last year and they invited Keep Richmond Beautiful to participate. The Committee has not heard from either one if they are having anything this year. Ms. Pittman will contact them.

Keep Richmond Beautiful Committee set the date of their next meeting to March 7, 2019 at 6:00 pm.

c) KRB Notifications, Requests, Projects, and Plans and Other - The Shred Day event is scheduled for April 6, 2019. PRO Shred Security is the company that will be used with 2 trucks reserved. Laura Scarlato, City Secretary, has created a flyer for Shred Day and the committee has been handing them out around town. Ms. Pittman brought extra flyers to the meeting for the Board as well as extras to be handed out. There will also be an advertisement in the Fort Bend Herald Newspaper under the Sign Me up Section. The committee is working with Wharton County Junior College and George Ranch High School to sign up volunteers for Shred Day. Mr. Gary Smith, City Attorney, has looked over the volunteer form and changes have been made; he will forward this to the Committee. The Committee would like to have the forms filled out prior to the event for the volunteers who are under the age of 18. This event is also registered with Keep Texas Beautiful in order to get credit. This will fall under the Don't Mess with Texas Trash Off and the Great American Cleanup, which is held in April. There were questions about sponsors for this event. In the past they have had someone sponsor breakfast, snacks, and the City has always donated bottled water. The Committee is waiting on direction regarding sponsors. Chairman Haas indicated that the budget has not changed and asked the City Attorney about the legal way to proceed with this. Mr. Smith stated he would caution that one person on the board probably should not request donations because there are personnel rules that prohibit them for asking for anything or asking for donations. The ethics ordinance prohibits officers and employees, officers include members of boards that have advisory authority. This board is advisory, and this board can ask for donations and it is not a violation of the Ethics Ordinance. Mr. Smith cautioned the Chairman because he holds another position and within that he might be subject to an allegation. Chairman Haas asked if the committee goes to someone, if the donation is tax deductible. Mr. Smith indicated that it would be and the Committee could develop a document that states the item has been donated and put a value on it. The Committee does not need to try to determine value. This would be for any in-kind donations. If there are any cash donations, that will need to be turned over to the Finance Department so they can put it into the proper account. For any gift cards, Mr. Smith suggests making a report so that it is traceable by showing how it came in and how it came out. Mr. Smith does not feel like the donations need to be read into the meeting minutes, but that the donations could be included in a report which could then be turned in from the Parks and Recreation Board to the City Commission. The Committee is hoping to have everything finalized for Shred Day by the next Parks Board Meeting and will be able to give updates at that time.

The cleanup will consist of sprucing up the Morton Street planters with weeding and fertilizing as well as weeding, clean up, and planting some new planters at City Hall. The Committee has been working on a flyer that Michelle Moore will be including with the resident's water bill during the month of March. The Committee is also continually looking for beautification projects. They are looking at staying within Wessendorff and the City Hall Annex with switching out the annuals. Howard Christian, Assistant City Manager will check with Scott Fajkus, Utilities Coordinator, about the schedule and have Mr. Fajkus to reach out to the Committee.

Ms. Johnson asked if there was still a budget in place. Chairperson Haas indicated that the budget has not changed and believes that the Development Corporation is about \$5,000 and that this amount has not changed. Chairman Haas asked about reimbursement for the dues that were paid, and Ms. Pittman indicated that in the past she has requested a reimbursement check from the City. Mr. Smith confirmed they should continue to handle it this way. Chairman Haas stated this would be acknowledgement that the dues were paid. Ms. Pittman has the minutes from the Keep Richmond Beautiful meeting they had as well as the agenda, which she provided to Chairman Haas.

In order to maintain Keep Richmond Beautiful affiliation with Keep Texas Beautiful, there are certain criteria that has to be met every year. One is paying the \$150 affiliate dues and complete at least 4 hours of training in different areas that Keep Texas Beautiful provides. They also have webinars and Ms. Johnson and Ms. Pittman usually participates. Members of Keep Richmond Beautiful can participate in the webinars, this is monitored and signing up in advance is required. Keep Texas Beautiful will provide a print out of how many webinars were attended and Ms. Pittman monitors and keeps records of the hours participated. Reports are required such as filling out a questionnaire after an event has been completed, and keeping track of the 341 volunteer hours. Keep Richmond Beautiful had 3 projects in 2018, including Shred Day, they have partnered with the Richmond Rotary Club on their tree project where they planted at George Park, and they have also participated in the H.E.B. Earth Day activities, so they were credited with 3 different projects this year. They also track of all of the sponsorships and had over \$3,000 this year; all of this was reported at the end of January. Ms. Pittman also paid the 2019 dues. Chairman Haas asked when the Spring Clean Up week would be and Howard did not have that information with him at the time. Ms. Pittman stated that the date for Shred Day was based on the availability of when the shred trucks were available and they were not able to make that coincide with the City Clean Up week.

Chairman Haas thanked the Keep Richmond Beautiful Committee members for all of their hard work and dedication to all the projects and work they have been putting in.

The Board accepted the monthly report. No action required and the agenda item was closed.

Chairman Haas introduced agenda item A-7., Staff information reports. Mr. Christian explained that there are some updates on the sidewalk projects on Collins Road. At the City Commission Meeting next week, there will be 2 items, a negotiated design project for the sidewalk and to award a contract for the restrooms at George Park. Mr. Christian will email this information to the Board so they may forward it to anyone who was not in attendance. Kaluza Inc., City Engineer, came up with the idea of instead of surveying, they will draw in the boundaries and

there will be conversation about a conceptual plan. There is a track and a small playground which will not allow for a clean cut section. They would like to share this with the Parks and Recreation Board to see if they could come up with any collective input and ideas of what they might see as a possibility. The school would like to keep the track and the small playground at the far south end. Mr. Christian believes the City would not be interested in maintaining a track they do not own. Mr. Christian is requesting the Parks and Recreation Board to bring any ideas they might have to the next meeting. Chairman Haas was thankful and excited about this. Chairman Haas stated he would inquire again about the track and the playground to determine what the intention is and how it will be used by the school.

Chairman Haas introduced agenda item A-8., Park visits by park board members. No action taken.

There being no further business to be brought before the Parks and Recreation Board, Chairman Haas adjourned the meeting at 5:46 p.m.

Approved:



Robert Haas, Parks and Recreation Board Chair