



# **RICHMOND**

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## **Parks and Recreation Board Meeting Minutes**

City Commission Room | 600 Morton Street, Richmond, Texas 77469

Wednesday, March 23, 2022, at 5:00 p.m.

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The Parks and Recreation Board for the City of Richmond, Texas met in a regular meeting on Wednesday, March 23, 2022, at 5:00 p.m. Chairman Haas, called the meeting to order at 5:00 p.m. A quorum was present, with the following members in attendance:

Robert Haas  
Pat Pittman  
Susan Farris  
Ruben Cortinas  
David Pella  
Barbara Johnson

Staff in attendance: Terri Vela, City Manager; Howard Christian, Assistant City Manager / Public Works Director; Jim Whitehead, Assistant Public Works Director; Gary Smith, City Attorney; and Brittany Mullings, Public Works Executive Secretary.

Chairman Haas introduced agenda item A2., Recite the Pledge of Allegiance to the U.S. Flag and Texas Flag. The Pledge of Allegiance to the U.S. Flag and Texas Flag was recited by the Board.

Chairman Haas introduced agenda item A3., Public Comments. He asked if there were any public comments. Hearing no public comments, the agenda item was closed.

Chairman Haas introduced consent agenda item B1., Review and consider acting on the Minutes of the Regular Meeting held on Wednesday, February 16, 2022. Board member Pittman moved to approve the meeting minutes. The motion was seconded by Board member Farris. The vote for approval was unanimous.

Chairman Haas introduced consent agenda item B2., Date of next meeting. Wednesday, April 13, 2022, at 5:00 p.m. There was no objection.

Chairman Haas introduced regular agenda item C1., Monthly Park Board to City Commission. He will be putting together a report on items that are being discussed in tonight's meeting.

Chairman Haas introduced regular agenda item C2., Keep Richmond Beautiful (KRB) Committee.

- a) KRB Monthly Report. Ms. Pittman stated that KRB has finalized the plans for the Spring Shred Event that will be held on April 23, 2022, 9:00 a.m. – noon at City Hall Park. Notices for the event will go out next week on the water bills. She also mentioned KRB picked the site for the butterfly houses at Wessendorff Park and was told before the meeting by Mr. Whitehead the houses have already been installed. Ms. Pittman mentioned the next step will be to purchase plants, then the project will be completed. She asked Mr. Christian if the City will be providing the plants. Mr. Christian stated the City will be planting the plants next week. Ms. Pittman stated the plants at City Hall have been refreshed. She also mentioned that the Parks Department assisted and put in new mulch.
- b) KRB Notifications, Requests, Projects, Plans, and Others.
- c) Membership for KRB. There was no discussion on this item.

Chairman Haas introduced regular agenda item C3., Access Health update. There was no update given on this item.

Chairman Haas introduced regular agenda item C4., Clay Street Drainage and Sidewalk Project Update. Mr. Christian stated at the last meeting he had mentioned combining Clay Street with 2<sup>nd</sup> Street as one project. The City has received word that Fort Bend County would accept that offer and the City is currently waiting on a draft of the Interlocal Agreement. No further discussion.

Chairman Haas introduced regular agenda item C5., Discuss budget allocation of Parks and Recreation Board for the Fiscal Year 2022-2023. Ms. Vela started a general discussion on the top properties of the Board. Mr. Christian mentioned the conceptual drawing for Seguin Park will help give the City idea of a dollar amount for the project. Ms. Vela also mentioned opportunities for other funding options and resources, for example, a Texas Parks and Wildlife Grant. Board member Pittman asked, now that KRB is part of the Parks Board, would the budget allocation pertain to KRB. Ms. Vela stated not if KRB is requesting additional funds. Board member Pella asked about the idea of possible partnerships. Ms. Vela stated the City relies on non-profits and other agencies because the City does not have a recreational component. Chairman Haas stated the Board will need additional time to think about the budget allocations and will return for discussion at the next meeting. There was a brief discussion on the Trails Master Plan. No further discussion.

Chairman Haas introduced regular agenda item C6., General discussion about the various leagues' user agreements for George Park and possible additions to future agreements: Requirements and incentives to advertise, promote, and support local Richmond businesses. Chairman Haas stated Commissioner Beard mentioned in a City Commission meeting, it would be a good idea to incentivize some of the leagues to bring dollars to town. Mr. Christian stated this has become part of an action plan the City has started recently. The City is hoping to tighten the league's user agreements up so they are fair and consistent for all. Chairman Haas mentioned the possibility of a Park Board member interacting with someone from the association to help guide them on the proper procedure of requirements. Board member Cortinas mentioned it would be easier if the leagues came to a Parks and Recreation Board meeting to discuss proper procedure requirements. Board member Farris asked if the user agreements change every year. Mr. Christian stated the agreements have been in place for years. No further discussion.

Chairman Haas introduced regular agenda item C7., Staff Information Reports. Mr. Christian stated the Parks Department will be refreshing the plants next week. He also recommends the Parks Board look over the Parks Master Plan. Ms. Vela mentioned the City is currently doing a campaign to inform Richmond residents the City now has an emergency alerting system, the residents can sign up on our website. No further discussion.

Chairman Haas introduced regular agenda item C8., Park visits by Park Board Members. Board member Johnson noticed the sign at Freeman Town Park was painted. Board member Farris mentioned she noticed the rotting signs at Clay Park have been removed, everything else looked great. Board members Pittman and Johnson visited Wessendorff, Clay, and Crawford parks, they all looked good. Board member Cortinas stated he went to George Park, he stated he saw a television discarded around the back right side of the park. He also mentioned the trash can around the parking area is deteriorating. Mr. Christian stated the City has received a grant to replace 23 trashcans, once the grant has been funded the City will start to replace the deteriorating trashcans. Board member Cortinas also mentioned at the site where there are three benches at the sidewalk on Collins, there is always litter in that area, he is requesting a trashcan be placed by the benches. He also mentioned there was a child that got stung by a bee/wasp. Mr. Whitehead stated the equipment is inspected once a month, but he will get the Parks Department to look over the equipment. Board member Cortinas also stated at the pavilion he saw wasp nests and spiders around the lights. Mr. Whitehead stated the pavilion was pressure washed last month, and he will get it taken care of. No further discussion.

Chairman Haas introduced regular agenda item C9., Future agenda items. Chairman Haas introduced a request for a scoreboard installation sent in by the Richmond Oilers Football. Ms. Vela mentioned the possibility of naming the scoreboard after the founder of the league. Chairman Haas would also like to discuss the Code Ninja Program, they sent information to Mr. Whitehead. Mr. Whitehead stated they are looking for Parks and Recreation programs and a building to hold the programs in, they are also looking for partnerships. Chairman Haas would like to review the Parks Master Plan. Mr. Christian stated we could present a summary of the project list.

Chairman Haas introduced regular agenda item C10., Excuse from attendance at regular Park and Recreation Board Meeting. Chairman Haas stated Board member Torres was unable to attend today's meeting due to illness. Board member Farris moved to approve the absence of Board member Torres. The motion was seconded by Board member Pella. The vote for approval was unanimous.

There being no further business to be brought before the Parks and Recreation Board, Chairman Haas adjourned the meeting at 6:00 p.m.

Approved



Robert Haas, Chairman  
Parks and Recreation Board