



RICHMOND

EST. **TEXAS** 1837

Where History Meets Opportunity

Parks and Recreation Board Regular Meeting City Commission Room | 600 Morton Street, Richmond, Texas 77469 Wednesday, September 18, 2024, at 4:00 p.m.

<u>Position 1:</u>	Susan Farris
<u>Position 2:</u>	Robert Haas (Chairman)
<u>Position 3:</u>	Ruben Cortinas
<u>Position 4:</u>	Vacant
<u>Position 5:</u>	Veronica Torres (Vice-Chair)
<u>Position 6:</u>	Robert Hodge
<u>Position 7:</u>	Pat Pittman (Secretary)
<u>Alternate:</u>	David Pella

A quorum of the City Commission may be present at this meeting.

AGENDA

- A1. Call to Order, Quorum Determined, and Meeting Declared Open.
- A2. Recite the Pledge of Allegiance to the U.S. Flag and the Texas Flag.
- A3. Public comments. (Public comment is limited to a maximum of 3 minutes per item. No deliberations with the Board. Time may not be given to another speaker).

CONSENT AGENDA

- B1. Review and approve the minutes of the Regular Meeting held on Wednesday, May 8, 2024.
- B2. Date and time of next meeting: To be announced.

REGULAR AGENDA

- C1. Monthly Park and Recreation Board Report to City Commission.

- C2. Keep Richmond Beautiful (KRB) Committee.
 - a) KRB Monthly Report.
 - b) KRB Notifications, Requests, Projects, Plans, and Other.
 - c) Membership for KRB
- C3. Update on the Traffic Signal Wraps.
- C4. General discussion on the proposed neighborhood park near Juan Seguin Early Childhood Center.
- C5. Staff Information Reports.
- C6. Park visits by Park Board Members.
- C7. Review and Discuss Rules of Commissions/Boards - Procedural Training.
- C8. Future agenda items.
- C9. Explanation of absence at regular Parks and Recreation Board Meeting.
- C10. Adjournment.

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The Parks and Recreation Board (PRB) meetings are available to all persons regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at (281) 342-5456 for needed accommodations.



RICHMOND

EST. **TEXAS** 1837

Where History Meets Opportunity

Parks and Recreation Board Meeting Minutes

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

Wednesday, May 8, 2024, at 4:00 p.m.

The Parks and Recreation Board for the City of Richmond, Texas met in a regular meeting on Wednesday, May 8, 2024, at 4:00 p.m. Vice-Chair Torres called the meeting to order at 4:00 p.m. A quorum was present, with the following members in attendance:

Veronica Torres – Vice-Chair
Pat Pittman
Susan Farris
Ruben Cortinas

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

Vice-Chair Torres 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.

Vice-Chair Torres introduced agenda item A3., Public Comments. She asked if there were any public comments. Hearing no public comments, the agenda item was closed.

Vice-Chair Torres introduced consent agenda item B1., Review and approve minutes of the Regular Meeting held on Wednesday, March 13, 2024. Board Member Farris moved to approve the meeting minutes. Board Member Cortinas seconded the motion. The vote for approval was unanimous.

Vice-Chair Torres introduced consent agenda item B2., Date and time of next meeting: The next meeting will be held on Wednesday, June 12, 2024, at 4:00 p.m. All Board Members were in favor of the date of the next meeting and there was no objection to the new proposed time.

Vice-Chair Torres introduced regular agenda item C1., Monthly Park Board Report to City Commission. None to discuss.

Vice-Chair Torres introduced regular agenda item C2., Keep Richmond Beautiful (KRB) Committee.

a) KRB Monthly Report. Ms. Pittman reported that the Shred/Electronic Event was a great

success. They collected 2,800 lbs. of electronics and collected 24,640 lbs. of documents, setting a record. Over the past few weeks, KRB has been very busy gardening; the butterfly garden at Wessendorff Park has been completely replanted and the Morton Street planters have been cleaned up and replanted.

- b) KRB Notifications, Requests, Projects, Plans, and Others. No discussion.
- c) Membership for KRB. No discussion.

Vice-Chair Torres introduced regular agenda item C3., Decker Park update. None to discuss.

Vice-Chair Torres introduced regular agenda item C4., An update on the Traffic Signal Wraps. Mr. Christian reported the open call for artists has been extended until June 3rd by Carmen Flores with Catapult Art Studio due to a lack of submissions.

Vice-Chair Torres introduced regular agenda item C5., General discussion on the proposed neighborhood park near Juan Seguin Early Childhood Center. Mr. Christian stated that no further discussions have been held with the school district. In his explanation, the project was submitted to the City Commission for consideration as a Capital Improvement Project.

Vice-Chair Torres introduced regular agenda item C6., Staff Information Reports. Mr. Whitehead stated they have been keeping up with the routine landscaping at the parks. It was mentioned by Mr. Christian that a memorial flower bed would be installed at Wessendorff following the completion of some drainage work. Furthermore, he mentioned that the Tire-Round-Up event resulted in the collection of close to 400 tires.

Vice-Chair Torres introduced regular agenda item C7., Park visits by Park Board Members. Board Member Farris visited all the parks, everything looked good. Board Member Pittman checked the plants Clay and Wessendorff Park. Board Member Cortinas stated everything looked good.

Vice-Chair Torres introduced regular agenda item C8., Future agenda items. None were discussed.

Vice-Chair Torres introduced regular agenda item C9., Excuse from attendance at regular Park and Recreation Board Meeting. Board Member Farris moved to approve the absence of Board Member Pella. The motion was seconded by Board Member Pittman. The vote for approval was unanimous.

There being no further business to be brought before the Parks and Recreation Board, Vice-Chair Torres adjourned the meeting at 4:20 p.m.

Approved

Veronica Torres, Vice-Chair
Parks and Recreation Board



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600 Morton Street Richmond, Texas 77469 | Office: 281.342.0559 | Fax: 281.232.0704

Parks and Recreation Board

Traffic Box Signal Art Wraps

Agenda Date:	9/18/2024	Agenda Item:	C4.
Project:	Traffic Box Signal Art Wraps		

PROJECT UPDATE

Update from Carmen Flores with Catapult Art Studio regarding the Traffic Signal Wraps

July 6, 2024

- 1) I got a submission for the parks and recreation art-wraps. Please see attached image with the theme of "Texas wildflowers". Artist: Sydney Archer.
- 2) I invited the artists who did the designs for the historic district to submit a design for the parks and recreation utility boxes.
- 3) Is there a graphic designer working with the city of Richmond, so artists who are not familiar with digital art can contact in order to digitize their art and comply with the technical requirements for the art wraps?

August 1, 2024

- 1) I received two new designs for the utility boxes. Artworks were created by artists Michelle Florence and Elizabeth Marie.

Traffic Box Art Locations - City of Richmond City Limit





Submission by: Sydney Archer







27" WEST RR TRACK

44" SOUTH

762 @1640 Ave I

27" EAST

44" NORTH



RICHMOND HISTORICAL COMMISSION

Staff Report: Rules of Commissions and Boards – Procedural Training

600 Morton Street Richmond, Texas 77469 | Office: 281.342.0559 | Fax: 281.232.0704

Agenda Date: September 18, 2024

Agenda Item: C7.

Agenda Item Subject: Review and Discuss Rules of Commissions/Boards - Procedural Training

Project Description: This report is intended to provide a discussion on Rules of Commission.

City Staff: Gary Smith, City Attorney

INTRODUCTION

Per the City of Richmond Charter, *“the City Commission and all Commissions and Boards Shall Conduct business in accordance with the rules adopted by Commission...”* The provision of adequate training is key to the success of our Boards and Commissions and provides the framework for productive meetings. The following presentation will provide an overview on election of Chair and Vice Chair and applicable duties to each position, roll call, quorum determination, voting, recordation of vote, decorum, parliamentary procedure and the applicability to the Parks and Recreation Board.

Please see the attached PowerPoint.

----- *End of Report* -----



RULES OF PROCEDURE

September 2024





RULES OF THE COMMISSION - Applicability

- City Charter, Sec. 3.12. - Rules of Procedure.
- (1) The City Commission and all Commissions and Boards shall conduct business in accordance with rules adopted by the Commission. . .

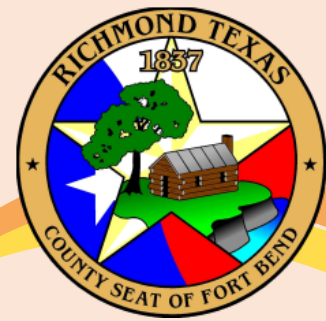




RULES OF THE COMMISSION

- Chair presides at meetings and may participate in debate.
- If Chair is absent – Vice-Chair presides.
- If both are absent -- members elect a member to serve as temporary chair.





RULES OF THE COMMISSION

- Chair calls meeting to order and roll taken to determine if quorum present.
- If no quorum present, may take recess to allow secretary to check on absent members.





RULES OF THE COMMISSION

- Member must be recognized by Chair before speaking.
- Chair to recognize the member asking to speak.





RULES OF THE COMMISSION

- Each member present should vote on every issue, except in case of a conflict of interest, or upon stating the reason for abstention.





RULES OF THE COMMISSION

- Item must receive affirmative vote of a majority of the members present to pass or be adopted.





RULES OF THE COMMISSION

- Vote is to be recorded.
- Roll call vote may be requested by any member or City Manager.





RULES OF THE COMMISSION

- Absence excused only by majority vote of members present.





RULES OF THE COMMISSION

- **PARLIAMENTARY PROCEDURE** - In conducting all meetings of board/commission, it shall be board/commission's intent to follow Robert's Rules of Order to the extent reasonably applicable to a legislative body. The following commonly used procedures will be followed:





RULES OF THE COMMISSION

- PARLIAMENTARY QUESTIONS, MOTIONS AND THEIR PRECEDENCE:

	Debatable	Amendable	A Majority Vote (of those present)
• 1. To take a recess	No	Yes	Yes
• 2. For the previous question	No	No	Yes
• 3. To continue to a time certain	Yes	Yes	Yes
• 4. To amend	Yes	Yes	Yes
• 5. To offer a substitute amendment	Yes	Yes	Yes
• 6. To postpone indefinitely	Yes	No	Yes
• 7. To table	Yes	No	Yes
• 8. To adjourn to Executive Session	Yes	Yes	Yes
• 9. To reconvene to Regular Session after Executive Session	No	No	Yes





RULES OF THE COMMISSION

- Chair or City Manager (designee) introduces an item (reads the item).
- Chair declares it open for discussion.
- Members may discuss the item.





RULES OF THE COMMISSION

- (1) A member makes the motion.
- (2) Another member seconds the motion.
- (3) Chair states the question on the motion.





RULES OF THE COMMISSION

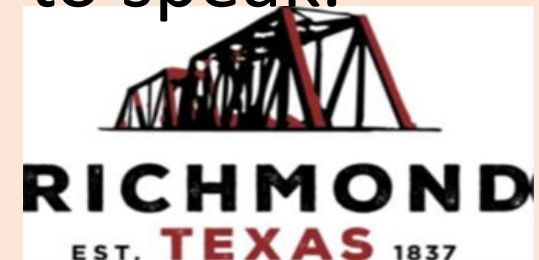
- After step (3) the item is before the board/commission and open to further debate.
- The member making the motion has the opportunity to speak first.





RULES OF THE COMMISSION

- Practical application—
- The Chair may consider calling on each member, in turn, to speak in debate on an item or motion pending before the board/commission.
- The Chair will not recognize a member to speak, who has already spoken, until each member has had the opportunity to speak.





RULES OF THE COMMISSION

- After debate, the moving member may amend, add to, clarify the motion prior to vote, if another member seconds the motion as amended.





RULES OF THE COMMISSION

- When the debate appears to have closed, the Chair shall ask if any member has a motion to make. Additionally, any member may terminate debate by calling for the previous question. The effect of this motion is to immediately terminate debate on this motion, amendment, or amended motion and at once take a vote on the immediately pending question. If this is voted down, discussion continues.





RULES OF THE COMMISSION

- A member may call the question (close the debate and vote on the item).
- Normally debate is closed after each member has had the opportunity to speak and no member has further comments.
- Regardless, a member may move to terminate debate and vote (call the question). If motion fails the debate continues.





RULES OF THE COMMISSION

- Motion to Reconsider may be made by a member who voted on the prevailing side.
- The motion may be made during the meeting during which the vote was taken or at the next subsequent regular or special meeting.
- If the motion is approved by a majority vote, the item is returned to the floor as originally considered.





RULES OF THE COMMISSION

- Adjournment – Adjournment of the meeting is at the discretion of the Chair.





RULES OF THE COMMISSION

- By roll call vote the board/commission may agree to limit debate on any item before the board/commission.





RULES OF THE COMMISSION

- Chair recognizes person to have the floor.
- Preference is given to the member who made the motion related to the item, unless already spoken.
- When more than one member desires to speak, the Chair selects the order of speaking.
- A motion may only be made by a member who has the floor.





RULES OF THE COMMISSION

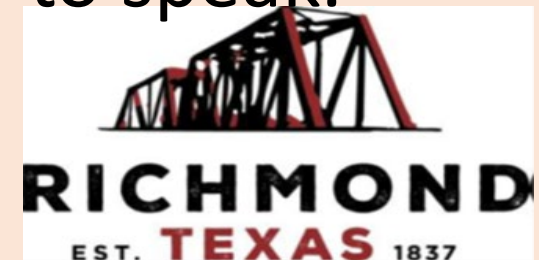
- Each member should have the opportunity to speak before a member is given the floor for a second time.





RULES OF THE COMMISSION

- Practical application—
- The Chair may consider calling on each member, in turn, to speak in debate on an item or motion pending before the board/commission.
- The Chair will not recognize a member to speak, who has already spoken, until each member has had the opportunity to speak.





RULES OF THE COMMISSION

- A member who has the floor may not be interrupted, except for:
 - a.) a Call for the Orders of the Day (requiring board/commission to conform to its agenda),
 - b.) raising a question of privilege (raising of a question which concerns a member, or board/commission collectively, when a member believes that another member has spoken disrespectfully towards them or the board/commission, or when they believe their comments have been misunderstood or misinterpreted by another member),
 - c.) a Point of Order (calling of failure to observe these rules), or
 - d.) an inquiry that requires an immediate response.





RULES OF THE COMMISSION

- The Rules of Order are to assist the board/commission in the conduct of its business. If the Rules or Motions are used to obstruct the board/commission's business, then the Chair may declare the motions out of order.





RULES OF THE COMMISSION

- No member shall be permitted to indulge in personalities, use language personally offensive, arraign motives of members, staff or public or charge deliberate misrepresentation, or use language tending to hold a member of the board/commission up to contempt.





RULES OF THE COMMISSION

- This rule describes proper decorum between members of the board/commission.
- Debate the item.





RULES OF THE COMMISSION

- Future agenda item.
- Exception to Open Meetings, allows action an item not on the agenda.
- Discussion to focus on whether the item should be on a future agenda; not on the topic being requested.
- Subject to City Manager determination.





RULES OF THE COMMISSION--CITIZENS

- Citizens wishing to speak shall complete a Request to Address Commission form.
- A Citizens Comments section will be on each agenda for general comments.
- Limited to 3/6 minutes for each item.
- May not give time to another.





RULES OF THE COMMISSION--CITIZENS

- Generally, no response to questions and comments during Citizen Comments.
- May be allowed to speak during Citizen Comments or before the Board/Commission begins deliberation.
- If topic is not on the agenda, then Citizen Comments.





RULES OF THE COMMISSION--CITIZENS

- A person involved in an agenda item, may, at the discretion of Chair, participate in the discussion.
- Chair may invite comments on agenda items.
- Usual rule does not allow citizen participation in workshops.





RULES OF THE COMMISSION--CITIZENS

- Decorum--May not indulge in personalities, use language personally offensive, question motives of members, staff, or the public; charge deliberate misrepresentation; use language tending to hold a member, staff, or public up to contempt; or utter loud, threatening, personal, or abusive language; or engage in disorderly conduct that disrupts, disturbs, or impedes the orderly conduct of meeting.





RULES OF THE COMMISSION--CITIZENS

- Decorum--A complaint about a person shall not be made during Citizen Comments. The decorum rules shall not be interpreted or applied to prohibit public criticism of the board/commission, including criticism of any act, omission, policy, procedure, program, or service.

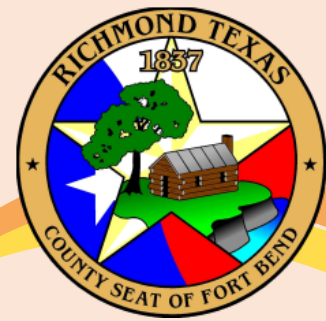




RULES OF THE COMMISSION--CITIZENS

- Chair shall request that person conform to rules.
- If continues to violate, Chair may order person from meeting.
- If still violates, Chair may request law enforcement officer to remove person from meeting.





RULES OF THE COMMISSION--CITIZENS

- Person threatening physical harm to another by words or actions may be removed without warning.
- Any person removed from two meetings for violations of rules, and removal documented in police reports, prohibited from attending any public meeting for six months.





RULES OF THE COMMISSION

- Questions?
- Comments?
- Further information?





OPEN MEETINGS TRAINING

- [https://www.texasattorneygeneral.gov/
open-government/governmental-
bodies/pia-and-oma-training-
resources/open-meetings-act-training](https://www.texasattorneygeneral.gov/open-government/governmental-bodies/pia-and-oma-training-resources/open-meetings-act-training)
- [https://youtu.be/ OEP aHl2-Y](https://youtu.be/OEP_aHl2-Y)

