



CITY OF RICHMOND

Parks and Recreation Board

Regular Meeting Minutes

600 Morton Street – City Hall Annex

Wednesday, September 7, 2016 at 5:00 P.M.

A Charming Past. A Soaring Future.

PARKS AND RECREATION BOARD REGULAR MEETING MINUTES

The Parks and Recreation Board (Board) for the City of Richmond, Texas, met in a regular scheduled meeting on Wednesday, September 7, 2016 at 5:00 p.m. Chair Robert Haas called the meeting to order at 5:00 p.m. A quorum was present, with the following members in attendance:

- | | | | | | |
|--------------|---------------------------|--------------|---------------------------|---|-----------------|
| 1 | Mary Doetterl | 4 | Robert Haas | 7 | Veronica Torres |
| 2 | Steve Host | 5 | Carrie Jackson | 8 | Robert Hodge |
| 3 | Klip Morefield | 6 | Barbara Johnson | 9 | Pat Pittman |

A1: Robert Haas declared the meeting open.

A2: Robert Haas called for public comments. Hearing none the agenda item was closed.

Consent Agenda:

B1: Review and approve minutes from the August 3, 2016 meeting. There was no discussion and the minutes were approved. Motion by Host and second by Hodge to approve. Unanimous.

Discussed Item B2:

B2: Date of next meeting: Wednesday, October 5, 2016 at 5:00 p.m. Haas asked members if email was a proper method of notifying members of Board businesses and that members please acknowledge the receipt of emails to ensure proper communications. Pitman would update telephone number contacts. Haas said that the first Wednesday of each month would be the date for all regular Board meetings. Unanimous.

Regular Agenda:

C1: Freeman Town Park Update: Public Works Director Howard Christian provided a report: Should have permission to proceed with design and engineering to obtain bid documents. The City Commission has approved a letter of intent to be submitted to The Henderson-Wessendorff Foundation for grant funding.

C2. Review and take action on the proposed Freeman Town Park Plan. The Board reviewed the preliminary Freeman Town Park Plan. Christian provided a review of the project; Site is tight and the design reflects the best use of the site in its present configuration to include a basketball court, a pavilion, and possible a small play area. The park will be lighted minimally for safety and security and not intended for use of the court during the hours of darkness. In addition, there

may be (future) parking included by converting the open ditch area. Hodge commented that the phase one design should serve the community well. Haas to provide a letter to the City Commission with the Board's action on this item. Motion to approve: Host. Second: Hodge. Unanimous.

C3. Update on the Study Results and Park Improvement Plan. Jessica Duet provided a report. Expects a draft to staff for review and recommendations to the Board by the October 5, 2016 meeting. It should include plan for budgeting purposes and an implementation schedule. All things that will help the Board complete their recommendations. No action required.

C5. Outline for Park Board Recommendations for Park Improvements. A starting point. Haas. Haas presented an outline for the Board to review. Discussion ensued:

Priorities: Noted that the master plans be utilized

Specific Projects (Major). City staff and City Commission developing the details and funding. Board will receive details for review and comment.

- 1) Freeman Town Park: Continue to review and approve forthcoming development of this park.
- 2) Clay Park: Add restrooms facilities.
- 3) George Park:
 - a) Replace restrooms.
 - b) Playground Equipment Replacement/Repair.
- 4) Wessendorff Park: Continue to review and approve forthcoming development of this park. Llarance Turn w/ Kelly R. Kaluza will provide update.

Specific Projects for Proposal. Board to act on the following:

- 1) Number of Projects and Deadline for Proposals.
 - a) Set a specific number of projects and target date to forward to the Commission.
- 2) Project Proposal Requirements.
 - a) Establish benefits of the project.
 - b) Identify technical requirements.
 - c) Identify Costs.
 - d) Provide study supportive information.
 - e) Public comments.
- 3) Crawford Park: Generally not a large venue type park. At gateway to the City.
 - a) Remove chain-link fencing and remove/adding decorative type fencing.
 - b) Provide open feel for the park and clean up.
 - c) ~~Remove Banner~~. With comments and discussion on the banner and signage we will remove this from Board discussion, determining no the purview of the Board at this time.
 - d) Add children playground area. May not be room or need.
 - e) Improve parking.
- 4) Trail/Sidewalks: Freeman Town.
 - a) Develop crosswalks from the Justice Center areas across Williams Way and Front Street to Wheaton.
 - b) Sidewalks to Freeman Town Park and the Y.M.C.A.
 - i) Justice Center.
 - ii) Olde Town Richmond Area.
- 5) A Trail Along Rabbs Bayou Drainage:
 - a) Golfview to Freeman Town Park.
 - b) Del Webb Sweetgrass, Veranda, to Golfview.
- 6) Sidewalks Clay Road Area:
 - a) North 10th Street to Collins Road.
 - b) North 10th Street to St. John Fishar Church.
- 7) George Park:

- a) Park benches and shade shelters along existing trails.
- b) Drinking water fountains along existing sidewalks and trails.

8) Bike Lanes: Jessica Duet to provide information and technical requirements.

- a) Technical Requirements. City, County, TxDOT. Cost estimates.
- b) Propose policy to add bike lanes to all future street projects.
- c) Retrofit existing roadways. Identify.

9) Sidewalks: Public Works to provide technical requirements.

- a) Technical Requirements. City, County, TxDOT.
 - i) Establish minimum size.
 - ii) Include both sides of roadways.
 - iii) Crosswalks.
 - iv) Pedestrian friendly signage.
- b) Cost estimates.
- c) Propose policy to automatically add sidewalks to future street projects.
- d) Retrofit existing roadways. Identify.

Park Management and Maintenance. Proposal establishing guidelines for the management and maintenance of parks, trails, and sidewalks. Review and include recommendations from studies and mater plans. Haas noted that while the Parks Department has done a very good job with keeping the parks maintained the Board might wish to forward additional recommendations and budgetary considerations to the Commission.

Haas to update the Outline and provide to the Board for further comment during the October 5, 2016 meeting.

No action required.

C6: Adjournment. Haas asked for any further business or comments for the Good-of the-Order. City Attorney, Gary Smith said that he is reviewing the Board terms and the City Secretary will make any notifications with regard to the terms. Torres asked about website information. Duet stated there is supposed to be a new website being developed and some improvements and additions are in the works including a better map. There being no further business to be brought before the Board. The meeting was adjourned at 5:54 p.m.

Approved:



Robert Haas, Parks and Recreation Board Chair