

**Parks and Recreation Advisory Board**  
**Minutes of Meeting Held Wednesday, August 17, 2016 – 6:00pm.**  
**CenterPoint Energy Community Center**  
**7001 Fifth Street, Bellaire, TX 77401**

**1. Call To Order:** by Neil Verma at 6:05pm

Attendance: *Board:* Neil Verma, Julie McNee, Denise Leisten, Kevin Sisk,  
Travis Crabtree

*Parks & Rec Department:* Karl Miller, Cheryl Bright, Heysel Zepeda

*Guests:* Tracy Dutton, City Clerk; Kristi Coffey, President of Bellaire Parks Patrons

*Visitors:* Patricia Parrack, BLIFE Chair; Jim Burrough, Bellaire Resident

**2. Announcement of a Quorum** by Neil Verma at 6:05pm

**3. Introduction to Board Member, Sharon Veldman**

- Tabled.

**4. Swearing in of new board members**

- Neil Verma and Julie McNee were sworn in by City Clerk, Tracy Dutton.

**5. Approval of Minutes from June 15, 2016 meeting**

- Denise Leisten moved and Kevin Sisk second, minutes approved.

**6. Visitor Comments**

- No comments.

**7. Reports**

**a.) Staff Comments**

- Karl Miller provided an overview of the department's monthly report highlighting the following: August 18 is Dive in Movie featuring *Finding Nemo*; City Building is closed for Labor Day, September 5; September 23 is National Night Out Kick Off Party & Movie, featuring *The Force Awakens*; National Night Out is October 4; Free Concert in the Park is October 7 starring The Klocks; Bellaire Library used book sale is October 8; Bellaire Fire Department Fire Truck Pull is October 22; The Great Pumpkin Hunt is October 27; Trolleywood Movie is October 29; Tents in Town is November 5-6; Holiday in the Park is December 1; the 4<sup>th</sup> of July Parade was a great event; Fall soccer begins August 22; A new culvert was installed in Mulberry Park to improve drainage; Lafayette soccer field was renovated; Limestone base was laid out at Mulberry Park; Welcome to Bellaire marker at Bellaire Blvd. was professionally cleaned and pressure washed; The City's mosquito control efforts has increased by starting a larvicide program in addition to the weekly spraying; Public Works modular building has been installed; Adult basketball and soccer has begun; Aquatic staff continues to address and stay on top of the black algae in Evergreen Pool; All swim instructors are under contract for the fall and have provided the City proof of insurance and a swim schedule; American Red Cross certified 13 lifeguards and our part-time pool manager; Fire Chief Anderson discussed Hurricane Preparation to BLIFE group on July 26<sup>th</sup>; The delivery of the Mulberry playground and shade structure has been delayed to September 12.

**b.) Council Liaison Comments as related to Parks and Recreation**

- Liaison not present.

**8. Election of Board Officers**

- Board members were nominated and elected for the following positions:
  1. Chair – Neil Verma
  2. Vice Chair – Kevin Sisk
  3. Secretary – Denise Leisten

**9. Introduction and discussion with Kristi Coffey, President of Bellaire Park Patrons**

- Kristi Coffey presented an overview of Bellaire Park Patrons' involvement in raising funds for Evergreen Park via Wine and Tapas yearly event. Mrs. Coffey asked the board to consider using the funds for a phased Evergreen build out project with the first phase focused on the playground.

**10. City Wide Beautification update – Cheryl Bright**

- Cheryl Bright provided an update on the City Wide Beautification design process. The City is working in conjunction with Citizens of Beautiful Bellaire and has contracted Terrain Studios to create a master beautification plan for the entire city. Three focus group meetings led by Terrain Studios will be held during the next few months and Cheryl Bright encouraged the board that one or two members attend these meetings and consider becoming a representative of Parks Advisory Board as a stakeholder in the design process.
- Julie McNee and Kevin Sisk expressed interest in attending the meeting and possibly becoming a stakeholder. The board will need to vote at the September meeting to officially designate Julie and Kevin as representatives.
- Neil Verma encouraged the board to contact Cheryl Bright if they are interested in being involved or have input.

**11. Review of the Bellaire Parks and Recreation Advisory Board Rules of Procedures**

- A brief overview of Parks and Recreation Advisory Board Rules of Procedures was given to the board by Karl Miller. The board decided to adopt the document with a few updates; Denise Leisten making the motion to adopt and Julie McNee, second.

**12. Board members use of City of Bellaire issued e-mail address – Karl Miller**

- Karl Miller followed up with the board regarding the use of City of Bellaire issued email addresses. He reminded the board to contact Parks Department or the City's IT Department should they have any issues setting up their e-mail.

**13. Adjournment - Denise Leisten moved, Kevin Sisk, second. Meeting adjourned 7:19pm.**

**Respectfully Submitted,**

**Heysel Renee Zepeda**

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**September 21, 2016: Next Meeting**