

Parks and Recreation Advisory Board
Minutes of Meeting Held Wednesday, February 21, 2018 – 6:00pm.
CenterPoint Energy Community Center
7001 Fifth Street, Bellaire, TX 77401

1. **Call To Order:** by Sharon Veldman at 6:02pm
Attendance: *Board:* Sharon Veldman, Julie McNee, Joan Gee, Ralph Cox,
Kevin Sisk, Denise Leisten, Lisa Lim
Council Liaison: Gus Pappas
Parks & Rec Department: Karl Miller, Cheryl Bright, Heysel Zepeda, Michelle Jordan
Visitors: Jim Burrough, Bellaire Resident
2. **Announcement of a Quorum** by Sharon Veldman at 6:02pm
3. **Introduction to newest board member – Lisa Lim**
 - Sharon Veldman introduced new board member, Lisa Lim.
 - Board members and Parks staff introduced themselves and welcomed Lisa Lim.
4. **Approval of Minutes from January 17, 2018**
 - Sharon Veldman motioned to approve Board Meeting Minutes from January 17, 2018; Denise Leisten seconded. Minutes approved.
5. **Public Comments**
 - No public comments.
6. **Reports**
 - a.) **Reports from Other Boards, Commissions and Committees**
 - Sharon Veldman reported that Patrons' Hearts and Martini party, to kick-off Wine and Tapas, was a great success. She mentioned that Patrons continues to prepare for Wine and Tapas and asked the board and parks staff to get the word out on the different sponsorship opportunities.
 - Cheryl Bright reported that she will be taking on the role as Administrative Services Manager/Community Relations and will be moving to the City Manager's Office in March. She thanked everyone for being a part of her Parks and Recreation career.
 - Cheryl Bright reported that Party at the Pavilion is on March 2 and Trolley Run on April 14. She encouraged all to attend or volunteer and to help promote the upcoming events.
 - b.) **Reports from Council Liaison**
 - Gus Pappas reported that there are a variety of changes occurring with City staff, with Cheryl Bright's new role being one of them. He gave an overview of February 19th City Council meeting and mentioned the branding and logo discussion, which generated over one hundred comments from Bellaire residents. He encouraged board members to motivate Bellaire residents to voice their opinion, especially in regards to identification and branding.

c.) Reports from City Staff

- Karl Miller provided an overview of the department's monthly report highlighting the following:
 - Hurricane Harvey impacted the City's 60-day minimum fund balance, which has required the City to temporarily hold off on some Capital Improvement Projects, such as, a reduction in the pavement management program, vehicle replacement program and the Bellaire Family Aquatic Center Improvement project. The Bellaire Family Aquatic Center has been put on hold through this fiscal year and will be reconsidered during next year's budget process.
 - Holly St. Trail received some trail maintenance adding crushed granite in low areas, following up with tampering to level and compact.
 - Park staff completed a new landscape design at railroad track and Bellaire Blvd., seasonal flowers will be added in March.

7. Review and possible action on draft Five Year Capital Improvement Program

- Michele Jordan, Project Manager, discussed the changes from last year's adopted Five Year Capital Improvement Program, which included the following changes:
 - City-wide Park Signage Enhancements Project, on hold due to branding efforts.
 - Moved the Lafayette Park Restroom Project to future Bond Funded Park Improvement Project,
 - Added the Loftin Park Improvements after Municipal Facilities project, Impound Lot Improvements, Bond funded project for Wayfinding and Entryway markers, 9/11 World Trade Center Steel Project,
 - Revised the Wastewater Treatment Plant electrical updates moved to earlier year, and reduced estimated cost.
- Michele Jordan also gave updates on Planning and Zoning comments from previous years and mentioned that all master plans, studies, and Quarterly and Comprehensive Annual Financial Reports are available at: www.bellairctx.gov/DocumentCenter. She requested feedback on the Five Year Capital Improvement Program from board members and parks staff and reminded them that not all projects will get approved.
- Karl Miller provided board members with his recommendations for Holly Street improvements and priorities for the Capital Improvement Plan.
- Sharon Veldman motioned to approve the Five Year Capital Improvement Program, Denise Leisten seconded. The Five Year Capital Improvement Program was approved with the following recommendations:
 - Holly Street Esplanade - remove \$50K from FY 2019, add \$120K to FY 2020, remove \$50K from FY 2021, add \$150K to FY 2022
 - Park Signage Master Plan and Implementation – remove \$150K from FY 2019, add \$50K to FY 2020 and \$100K to FY 2021
 - FY 2019 Priorities, in order:
 - Park Improvement after Municipal Facilities Project
 - Bellaire Family Aquatic Center
 - Loftin Park Improvements

- Playgrounds, shade shelters and park amenities
- Decorative standards for streetlights Pilot Project

8. Discussion regarding the Community Pathway Project

- Karl Miller asked board members to review the Community Pathway Plan and provide their thoughts and comments by Friday, March 9. He will forward comments to Public Works Department who will compile the comments into one document which will be shared with the board at a future meeting.

9. Possible action on a recommendation by the Parks sub-committee to select a park for improvements utilizing the Capital Improvement Funds allocated for playgrounds and shade shelters

- After some discussion, Julie McNee motioned to approve Ware Family Park as the recommended first pocket park, Sharon Veldman seconded. Motioned approved unanimously.

10. Board Members Comments and Announcements

- Lisa Lim expressed her excitement for being a part of Parks Board and looks forwards to things ahead.
- Board members welcomed Lisa Lim and thanked Cheryl Bright for the great work she's done in the Parks Department and offered their well wishes as she transitions into her new role.

11. Adjournment – Denise Leisten motioned to adjourn, Sharon Veldman seconded. Meeting adjourned at 8:50pm.

Respectfully Submitted,

Heysel Renee Zepeda

March 21, 2017: Next Meeting