

**CITY OF SANTA FE
PARK AND RECREATION BOARD
SPECIAL MEETING
JUNE 27, 2023 5:30 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 5:30 p.m. by Chairperson Rebecca Martinez.

Roll Call: Present: Chairperson Rebecca Martinez
Board Member Bill Pittman
Board Member Mike Winburn
Board Member Jeannie Theilemann
Board Member Jeannette Woolsey
Board Member Rusty Schroeder (arrived at 5:53 p.m.)

Absent: Board Member Chris Bozeman

Also in attendance: City Manager Alun W. Thomas
City Secretary Natalie Arnett
Police Chief Walter Braun
Fire Marshal Ramon Coven
Director of Finance Rudy Zepeda
Community Services Director Georgia Carmack
HIS Ministries Director Janet Jamme
Angela Schaub with HIS Ministries

Board Member Bill Pittman gave the Invocation and led the Pledges of Allegiance to the U.S. Flag and to the Texas Flag.

IV. Citizens Comments

There were no citizen comments.

V. Business:

A. Old Business:

1. Discussion: Previously held events and suggestions for improvements from the 2022-2023 fiscal year such as Heritage Fest, Christmas in the Park, and the Annual Easter Egg Hunt.

Mr. Schroeder asked if the Park and Recreation Board is able to accept donations for food, drinks, or supplies for the events that the Board sponsors. Mr. Pittman responded affirmatively and reiterated that if the Board plans for these events in advance, it will have the capability to take all the necessary steps to make it successful.

Mr. Pittman stated that the Park and Recreation Board needs a communication system for the events that its members volunteer for. Chairperson Martinez requested that the Park and Recreation Board have its own Facebook page.

Mr. Pittman stated that the Park and Recreation Board has historically donated the money to the Santa Fe Chamber of Commerce, most recently \$5,000.00 per year, for the Heritage Festival. He pointed out that it should fall under the same rules as the other events in that the funding should come in the form of the Board managing the portion of the event that it is funding, including volunteering. The Board discussed the issues with last year's Mutton Busting event and how to improve it in the future.

Ms. Theilemann stated that the Annual Easter Egg Hunt has begun a tradition that families can look forward to each year.

B. New Business:

1. Discussion and direction: Involvement and duties of Park and Recreation Board members for the Pocket Market Music Fest.

Chairperson Martinez informed the Park and Recreation Board that the Santa Fe City Council approved up to \$7,000.00 from the Park and Recreation Board for use for the music portion of the Pocket Market Music Festival. Mr. Pittman added that invoices to the musicians and sound company would be paid directly from the Park and Recreation Board, as opposed to paying Pocket Market Music Festival Coordinator Evelyn Hayes for payment distribution. Chairperson Martinez said that she would seek bids for the sound system.

Chief Walter Braun stated that he will need a site layout so that he and Street Department Superintendent Billy Creppon can coordinate a traffic and parking plan for the event. Mr. Pittman stated that he would contact Precinct 2 Galveston County Commissioner Joe Giusti to see what would be required should the event take place at Runge Park.

Mr. Pittman stated that the Park and Recreation Board would need to get a stage, power cords, and would ask Tommy Gass if he would be willing to donate a generator. Mr. Pittman added that the stage would need to be at least four feet in height so that the people in attendance in the back are able to see the performers.

Ms. Woolsey asked how many portable toilets the event would need, and Chairperson Martinez said that she believes it is required that there be one portable toilet per 100 people in attendance. Mr. Pittman stated that the septic is currently not working at Runge Park, so there are already portable toilets out there, but more would be needed for the Pocket Market Music Festival.

Chairperson Martinez stated that she will add Mrs. Hayes to the agenda for the next Park and Recreation Board Meeting to get the remaining details worked out, including what her plan is for trash pickup.

2. Consideration and possible action: Request for funding by the Park and Recreation Board for the upcoming Back to School Bash organized by HIS Ministries.

HIS Ministries Director Janet Jamme asked the Park and Recreation Board for \$1870.00 to pay for the food for the Back to School Bash being held on Saturday, July 29, 2023, from 10:00 a.m. to 12:00 p.m. at Santa Fe High School. This event provides school supplies, backpacks, haircuts, and clothing for underprivileged children in Santa Fe Independent School District. Ms. Jamme provided the invoice to the Board. Ms. Jamme explained that the event will benefit 600 students, but they are seeking funding assistance from the Park and Recreation Board to pay for the food for the students, their families, and the volunteers.

Mr. Pittman explained to Ms. Jamme that the Park and Recreation Board are stewards of the taxpayers' money and will not be able to pay HIS Ministries directly but can sponsor a portion of the Back to School Bash by paying the food vendor directly and manage the food portion of the event, along with a sign that reads as such.

Mr. Thomas explained that the funding will need to come from the Special Events budget line item, as opposed to the Child Safety budget line item, since this is not technically a safety event.

Board Member Jeannie Theilemann made a motion to approve the funding of the food portion of the Back to School Bash and Board Member Jeannette Woolsey seconded the motion and the motion passed unanimously.

3. Consideration and possible action: Suggestions for future Park and Recreation Board events and estimated associated financial costs of such events.

Mr. Pittman recommended listing the events that the Park and Recreation Board is interested in participating in. Community Services Department Director noted that the City of Santa Fe just acquired land, Berringer-Tully Field, that will be used as a park and that some of the Park and Recreation Board funds will need to go toward improving that land.

Chairperson Martinez went through each line item in the budget, the first two of which are:

- 527-9505 - \$100.00 for Buildings & Improvements, and
- 527-9542 - \$10,000.00 for Landscaping Materials.

Mr. Thomas explained the difference between the responsibilities of the Park and Recreation Board and the Parks Department, i.e., improving a building and maintaining the parks grounds would fall under the scope of the Parks Department, so budget line items 527-9505 and 527-9542 should be transferred from the Park and Recreation Board to the Parks Department.

Mr. Thomas outlined the four goals of the Park and Recreation Board, which are:

- to increase community awareness of plans for development and improvement of parks
- to become familiar with the Park and Recreation possibilities, responsibilities, and standards to effectively serve the community
- to pursue funding sources
- to develop a Park and Recreation Master Plan

Mr. Thomas further explained that one of the duties of Ms. Carmack, as the Director of the Parks Department, as being the liaison between the Park and Recreation Board and the City Council.

Mr. Pittman stated that he would contact the Santa Fe Chamber of Commerce to talk to them about what the Park and Recreation Board will be able to do for the benefit of the Heritage Festival in regard to the kids' portion. He also suggested a concert after the Heritage Festival.

Ms. Carmack recommended redesignate the cornhole tournament as a car show. Ms. Carmack suggested the entrants pay a registration fee and that would act as a fundraiser for Berringer-Tully Field improvements.

Mr. Pittman stated that the City of Hitchcock is interested in a cooperative effort with the City of Santa Fe to put on a Fourth of July fireworks show during the 2024 fiscal year at Jack Brooks Park, with each city contributing \$20,000.00. The Park and Recreation Board's Special Events budget would cover that.

The Child Safety Fair will be redesignated as Back to School Events.

Chairperson Martinez stated that the Galveston County Fair and Rodeo donated some eggs this year. Ms. Woolsey recommended purchasing Easter Egg Hunt supplies at the after-Easter sales. Ms. Carmack and Mr. Pittman agreed that the remaining \$2,000.00 from the Special Events budget line item can be reallocated to the Easter Event to accommodate that request.

Board Member Bill Pittman made a motion to approve the Park and Recreation budget and Board Member Rusty Schroeder seconded the motion. The motion carried unanimously.

VII. Request for future agenda items

VIII. Scheduling future meetings

IX. Adjournment

Mr. Pittman made a motion to adjourn, and the meeting adjourned at 6:56 p.m.

ATTEST:



Georgia Carmack, Community Services Director



Rebecca Martinez, Chairperson