



# CITY OF STAFFORD

2610 SOUTH MAIN STREET • STAFFORD, TEXAS 77477  
(281) 261-3900 • WWW.STAFFORDTX.GOV

## PARKS COMMITTEE SPECIAL CALLED MEETING AGENDA

**Monday, September 9, 2024 at 7:00 p.m.**

**City Hall Large Conference Room**

*(Enter the meeting at the South Main side of the building)*

1. Call meeting to order.
2. Roll call and welcome members.
3. Public Comments.
4. Consideration of the minutes from the June 17, 2024 Parks Committee Meeting.
5. Discussion and consideration of the Parks Committee becoming a vendor at the Hispanic Heritage Alliance of Stafford's Inaugural Fiesta at the Stafford Centre.
6. Discussion and consideration Fiesta at the Plaza events on September 20-21<sup>st</sup> to sell remaining products from the Movie Night.
7. Discussion of action items for Vaccaro Manor Park.
8. Discussion of action items for Gordon Fountain Lake Park.
9. Discussion of action items for Fifth Street Park.
10. Discussion of action items for First Street and Rubin Parks.
11. Other Discussion Items, including Stafford Centre, Veterans Monument, Promenade Trail Projects, Citywide Activity Program, and Possible Additional Park Locations.

12. Adjournment.

**I CERTIFY THAT THE AGENDA FOR THE ABOVE REFERENCED MEETING WAS POSTED ON THE BULLETIN BOARD OF STAFFORD CITY HALL ON SEPTEMBER 5, 2024.**

*Richelle Worthington*

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**Richelle Worthington,  
Administrative Services Coordinator**

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (281) 261-3900 for further information.**

MINUTES  
SPECIAL PARKS COMMITTEE MEETING  
CITY OF STAFFORD, TEXAS  
MONDAY, JUNE 17, 2024

On the 17th day of June, 2024, at 7:02 p.m., the Parks Committee of Stafford, Texas, met in the Large Conference Room of City Hall.

The following Committee Members were present: Chairman Tim Wood, Secretary Liza Mendonca, Linda Burks, Janeth Espinal (arrived at 7:07 pm), Harvey Koudelka, Zachary LaVallies, Trina Reed, and John Rose.

The following Committee Members were absent: Vice President William Bostic and Monica Barnett.

The following City Staff were not present: Public Works Superintendent Otis Brown.

1. Call Meeting to Order.

Chairman Wood called the meeting to order at 7:02 p.m.

2. Roll Call and Welcome Members.

Chairman Wood conducted a roll call and welcomed the members in attendance.

3. Public Comments.

There were no public comments.

4. Approval of the summary from the April 8, 2024 Special Called Parks Committee Meeting.

No additions or corrections. Secretary Mendonca made a motion to approve. Committee Member Burks seconded the motion. Chairman Wood, Secretary Mendonca, and committee members Burks, Koudelka, LaVallies, Rose, and Reed voted "Aye." None voted "Nay." Motion carried 7-0.

5. Consideration of the minutes from the April 15, 2024 Parks Committee Meeting.

No additions or corrections. Secretary Mendonca made a motion to approve. Committee Member Burks seconded the motion. Chairman Wood, Secretary Mendonca, and committee members Burks, Koudelka, LaVallies, Rose, and Reed voted "Aye." None voted "Nay." Motion carried 7-0.

Committee Member Janet Espinal arrived at 7:07 p.m.

6. Discussion of outcome of 2024 Earth Day event and possible future events.

Committee member LaVallies discussed its success and how he and the community were able to learn niche rules about recycling. Chairman Wood agreed and discussed wanting to build upon success by focusing on calendar of events.

7. Discussion and possible action on having a Movie Night on Friday, July 18, at the Stafford Civic Center.

Chairman Wood discussed having contacted Susan Ricks about possible dates at the Civic Center. He shared how Criterion Movie License charged viewing fees from \$300 to \$400 depending on the movie.

Secretary Mendonca asked for further clarification of the movie rights process.

Chairman Wood discussed how the license fee would prevent copy right fees and current licensing practices do not have vendors lend copy of movie. He shared the options to choose from that were family friendly were Ice Age, Ice Age Collision Course, Night at the Museum: Secret of the Tomb, and Alvin and the Chipmunks: Roadtrip.

Secretary Mendonca made a motion to approve Night at the Museum: Secret of the Tomb. Committee Member LaVallies seconded the motion. Chairman Wood, Secretary Mendonca, and committee members Burks, Espinal, Koudelka, LaVallies, Rose, and Reed voted "Aye." None voted "Nay." Motion carried 8-0.

Chairman Wood discussed that the second floor of the Civic Center was closed for maintenance. He stated the movie could start at 6:30 with doors opening 30 minutes before showtime.

Committee Members Burks and Espinal discussed various snack options to sale and weighing benefits of candy, water, soda, popcorn, and other movie snacks and their ease to clean up afterwards.

Committee Member LaVallies stated he could donate water.

Secretary Mendonca motioned for the committee to exclusively sale candy, water, and packaged popcorn. Member Burks seconded the motion. Chairman Wood, Secretary Mendonca, and committee members Burks, Espinal, Koudelka, LaVallies, Rose, and Reed voted "Aye." None voted "Nay." Motion carried 8-0.

Chairman Wood stated he would buy a copy of the movie in case wifi or streaming services are interrupted and a back up plan was needed.

Committee Member Rose discussed the possibility of having a balloon guy or face paint person available.

Committee Member Burks discussed having the movie show on the school district's marquee and contacting people responsible.

Chairman Wood discussed having all children 17 and under accompanied by a parent or guardian to prevent any liability issues. He stated Committee Member LaVallies should be Master of Ceremony.

Committee Members Koudelka, Rose, and Burks discussed how to sale items and what price points to set. Cash only was suggested by Committee Member Harvey to which Rose and Burks agreed. Prices would be set at \$2 per item for ease of transactions.

Committee Members Burks and Espinal agreed to buy snacks upfront. More discussion involving Committee Members Koudelka and Rose manning the store. Committee Member Koudelka asked for Committee Member Burks to assist, and she agreed.

8. Discussion and possible action on an Ice Cream Day Event at Gordon Fountain Lake Park on Sunday, July 21st.

Chairman Wood discussed how company reached out to hold event on July 21<sup>st</sup>.

Committee Member Burks asked if the event was free or if the city needed to pay upfront free.

Chairman Wood tabled discussion until he could get further information from company.

9. Discussion and Possible Action on preparation for future events.

No action or discussion took place.

10. Discussion of action items for Vaccaro Manor Park

No action or discussion took place.

11. Discussion of action items for Gordon Fountain Lake Park.

Committee Member Burks discussed how the park was currently beautiful and being used by children and adults who live in apartment across from the park.

12. Discussion of action items for Fifth Street Park.

Committee Member LaVallies discussed damaged playground equipment.

13. Discussion of action items for First Street and Rubin Parks.

Committee Member LaVallies discussed basketball backboard needed to be repainted. Committee Member Rose discussed the condition of parks overall and playground equipment and vocalized his disappointment of the park's maintenance.

Secretary Mendonca discussed how an updated quote would be appreciated to address concerns.

Chairman Wood relayed that Parks Committee was welcome to voice their opinions to city council and continued meeting.

14. Other Discussion Items, including Stafford Centre, Veterans Monument, Promenade Trail Projects, Citywide Activity Program, and Possible Additional Park Locations.

Committee Member Rose asked about the ditch near Fort Bend County line and if responsibility was that of the county or city. He discussed barriers, and landscaping needs on Promenade Trail Projects and asked for clarification on county wide walking trail. No information was provided.

15. Adjournment.

Secretary Mendonca made a motion to adjourn. Committee Member Rose seconded the motion. Committee members voted Aye, and none voted Nay. The motion carried 8-0. The meeting ended at 8:32 p.m.

ATTEST:

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Liza Mendonca  
Secretary

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Tim Wood  
Chairman