



EST. 1955

SPRING VALLEY

V I L L A G E

Civic Activities Board Meeting

November 26, 2018

7:00 p.m.

James Autenreith, Chairman
Claudia Uffhausen, Vice-Chair
Rachel Goldsmith

Lori Koehn, Treasurer
Donna Donat, Secretary



AGENDA

Civic Activities Board Meeting
City of Spring Valley Village City Hall
Council Chambers, 1025 Campbell Road,
Houston, Texas 77055
Monday, November 26, 2018 at 7:00 P.M.

Notice is Hereby Given of a Regular Meeting of the Civic Activities Board of the City of Spring Valley Village, Texas, 1025 Campbell Road, Houston, Texas, in the Council Chambers, Monday, November 26, 2018, beginning at 7:00 p.m., For the Purpose of Considering and Acting upon the Following Items of Business:

1. **CALL THE ROLL AND CERTIFICATION OF A QUORUM**
2. **CONSIDERATION AND POSSIBLE ACTION CONCERNING:** Minutes for Civic Activities Board Meeting on October 15, 2018.
3. **DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Annual Snow Day Event in December.
4. **DISCUSSION AND POSSIBLE DIRECTION CONCERNING:** Annual Winter Lights Contest.
5. **ADJOURNMENT**

Posted, this the 16th day of November, 2018 at 10:00 a.m., pursuant to the Open Meetings Act, Chapter 551, of the Texas Government Code.

Attest:


Roxanne Benitez, TRMC, CPM, CMCC
City Secretary

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 713-465-8308, Fax 713-461-7969, or Email secretary@springvalleytx.com for further information.

Minutes

**MINUTES OF THE CIVIC ACTIVITIES BOARD MEETING
CITY OF SPRING VALLEY VILLAGE, TEXAS
MONDAY, OCTOBER 15, 2018 AT 7:00 P.M.
IN THE COUNCIL CHAMBERS OF CITY HALL
1025 CAMPBELL ROAD, HOUSTON, TEXAS**

1. CALL THE ROLL AND CERTIFICATION OF A QUORUM

With a quorum of Board Members present, the Civic Activities Board Meeting was called to order by Vice-Chairman Uffhausen at 7:12 p.m.

Members Present:

Lori Koehn

Donna Donat

Members Absent:

James Autenreith

Rachel Goldsmith

Also present was City Treasurer/Staff Liaison Michelle Yi.

2. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Minutes for Civic Activities Board Meeting on September 17, 2018.

Board Member Uffhausen made a motion to approve the minutes, and Board Member Donat seconded the motion. Motion carried 3-0.

3. BRIEFING AND DISCUSSION CONCERNING: Fall Festival Event in October.

Board Member Koehn briefed the Board concerning the 2018 Fall Festival Event. Ms. Koehn extended her thanks to all the sponsors that made this year's Fall Festival a success. The following issues/areas were discussed:

1. Attendance was less than previous years as a result of the Board's decision to promote the event only for residents. It was the consensus of the Board to delete the "Spring Valley Fall Festival" Facebook page and use the City's social media platforms for future events.
2. Too many t-shirts were ordered. It was the consensus of the Board to order less adult sizes and more youth sizes in the future.
3. Food leftover was more than anticipated, and the excess food was sent to the Food Bank. It was the consensus of the Board to reduce the amount of food to be ordered in the future.
4. Some residents were disappointed with the fact that there was no pumpkin patch. It was the consensus of the Board to consider bringing back the pumpkin patch next year.
5. More chairs and tables are needed to allow attendees to sit down and enjoy the food with their families and friends. It was the consensus of the Board to order additional seating for attendees in the future.
6. It was the consensus of the Board not to provide chocolate at the candy booth in the future.
7. It was the consensus of the Board to utilize a better sound system in the future.
8. More Inflatables are needed.

Staff Liaison Michelle Yi will update the Board with additional feedback from City staff once they have had a chance to discuss the event.

4. BRIEFING AND DISCUSSION CONCERNING: Annual Snow Day Event in December.

Board Member Uffhausen updated the Board with the status of planning for this year’s Snow Day. There was a discussion concerning secondary activities for the children with suggestions for Idea Lab or Master Tae Kwon Do because of their participation in the Fall Festival. Staff Liaison Michelle Yi advised the Board that City staff met with Ice Express to finalize the logistics for the event and that the snow cone and hot chocolate truck has been reserved for Snow Day.

5. DISCUSSION AND DIRECTION CONCERNING: Annual Winter Lights Contest.

Board Member Donat proposed the contest night on December 11, 2018 and event information will be distributed through the City’s website and social media platforms. Judges remain the same: Police Officers, CAB Board Members and City Council Members. The Contest Categories also remain the same.

6. CONSIDERATION AND POSSIBLE ACTION CONCERNING: Meeting Dates for November and December

Board Member Uffhausen made a motion to move November’s meeting date from November 19 to November 26 and to keep December’s meeting date the same, December 17, and Board Member Koehn seconded the motion. Motion carried 3-0.

7. ADJOURNMENT

Board member Koehn made a motion to adjourn the meeting at 8:30 p.m., and Board Member Koehn seconded the motion. Motion carried 3-0

Signed: _____
James Autenreith, Chairman

Attest: _____
Donna Donat, Secretary

**City of Spring Valley Village
Civic Activities Board
Agenda Item Data Sheet**

MEETING DATE: November 26, 2018

TOPIC: Discussion and Direction Concerning Annual Snow Day Event in December.

BACKGROUND: During the August 20, 2018, September 17, 2018 and October 15, 2018 meetings, the Board discussed possible activities and food vendors. Staff Liaison Michelle Yi and Board Member Uffhausen will update the Board on the status of the event.

RECOMMENDATION: None

ATTACHMENTS: • Email Confirmation from Kona-Ice for Snow Cone and Hot Chocolate

FUNDING ISSUES:

- Not applicable – no dollars are being spent or received.
- Full amount already budgeted in Acct/Project# _____
- Not budgeted, if approved, the following will be included in the next Budget Amendment:
 - \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____
 - \$_____ from unassigned fund balance will be used and added to Acct/Project# _____
 - \$_____ will be added to Revenue Acct# __-____ and \$_____ added to Expenditure Acct/Project# _____

FINANCE VERIFICATION OF FUNDING:

Michelle Yi

SUBMITTING STAFF MEMBER: Michelle Yi, City Treasurer	CITY ADMINISTRATOR APPROVAL: <i>William Roberto</i>
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ACTIONS TAKEN

APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READING PASSED	OTHER
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Michelle Yi

From: Rhonda Calhoun <rcalhoun@kona-ice.com>
Sent: Monday, October 15, 2018 11:13 AM
To: Michelle Yi
Subject: Kona Ice

Hi Michelle-

This is just to confirm that we have you on our calendar for Snow Day on December 8th from 2:45 pm to 5:00 pm.

It will be an individual pay event from our \$3,4,5,6 menu and we will also sell hot chocolate at \$3.

We will see you then!

Rhonda Calhoun
Kona Ice of Houston
713.864.4747
www.kona-ice.com

**City of Spring Valley Village
Civic Activities Board
Agenda Item Data Sheet**

MEETING DATE: November 26, 2018

TOPIC: Discussion and Direction Concerning Annual Winter Lights Contest

BACKGROUND: This year will be the 4th year of the Winter Lights Contest. Board Members Donna Donat and Rachel Goldsmith will update the Board concerning the status of this event.

RECOMMENDATION: None

ATTACHMENTS: • None

FUNDING ISSUES:

- Not applicable – no dollars are being spent or received.
- Full amount already budgeted in Acct/Project# _____
- Not budgeted, if approved, the following will be included in the next Budget Amendment:
 - \$_____ from Acct/Project# _____ will be transferred to Acct/Project# _____
 - \$_____ from unassigned fund balance will be used and added to Acct/Project# _____
 - \$_____ will be added to Revenue Acct# __-__ and \$_____ added to Expenditure Acct/Project# _____

FINANCE VERIFICATION OF FUNDING:
Jim Kelly

SUBMITTING STAFF MEMBER:
Michelle Yi, City Treasurer

CITY ADMINISTRATOR APPROVAL:
[Signature]

ACTIONS TAKEN		
APPROVAL <input type="checkbox"/> YES <input type="checkbox"/> NO	READING PASSED	OTHER