



# City of Sugar Land

## Parks, Art, Recreation, Culture, and Streetscapes Board Agenda

Sugar Land City Hall  
2700 Town Center  
Boulevard North  
Sugar Land, TX 77479

Tuesday, November 11, 2025

Parks, Art, Recreation, Culture, and Streetscapes  
Board Meeting  
Cane Room 161  
5:30 PM

### I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/DmX-pBGQisI?feature=share>

### II. Call to Order

### III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

### IV. Minutes

#### A. MINUTES

Consideration of and action on the minutes of the October 14, 2025 meeting.

**Linda Mendenhall, City Clerk**

### V. Orientation

#### A. ORIENTATION

Review of and discussion on the PARCS Advisory Board orientation and overview of the Parks & Recreation Department.

**William Hajdik, Interim Director of Parks and Recreation**

### VI. Fact, Findings, and Recommendation

#### A. TREE CITY USA APPLICATION

Consideration of and action on the approval of the 2025 Tree City USA Application

**Henry Vavrecka, Right of Way Services Manager**

### VII. Director's Report

- A. Parks Topics
  - Upcoming Events
  - Recap October
  - William Hajdik, Interim Director of Parks and Recreation**

## **VIII. Adjournment**

If you plan to attend this public meeting and you have a disability that requires special arrangements at the meeting, please contact the City Secretary, (281) 275-2730. Requests for special services must be received 48 hours prior to the meeting time. Reasonable accommodations will be made to assist your needs.

The agenda and supporting documentation is located on the [City Website](#) under meeting agendas.

**Posted on this 5th day of November, 2025 at 10:00AM**



**Parks, Art, Recreation, Culture, and Streetscapes Board Agenda Request**  
**November 11, 2025**

---

**Agenda Request No:** IV.A.

**Agenda of:** Parks, Art, Recreation, Culture, and Streetscapes Board Meeting

**Initiated by:** Nicole Fontenette, Public Meeting Coordinator

**Presented by:** Linda Mendenhall, City Clerk

**Responsible Department:**

---

**Agenda Caption:**

**MINUTES**

Consideration of and action on the minutes of the October 14, 2025 meeting.

**Recommended Action:**

Consideration of and action on the minutes of the October 14, 2025 meeting

**Executive Summary:**

Consider the minutes of the October 14, 2025 meeting

**Budget**

---

**Expenditure Required:** n/a

**Current Budget:** n/a

**Additional Funding:** n/a

**Funding Source:** n/a

**Account Number (ORG-OBJ-Project):** n/a

**Attachments**

1. 10.14.25 PARCS Board Meeting Minutes



## City of Sugar Land

### Parks, Art, Recreation, Culture, and Streetscapes Board Minutes

Sugar Land City Hall  
2700 Town Center  
Boulevard North  
Sugar Land, TX 77479

Tuesday, October 14, 2025  
Parks, Art, Recreation, Culture, and Streetscapes  
Board Meeting Minutes  
Cane Room 161  
5:30 PM

#### I. Attention

Members of the City Council, Board and/or Commission may participate in deliberations of posted agenda items through video conferencing means. A quorum of the City Council, Board and/or Commission will be physically present at the above-stated location, and said location is open to the public. Audio/Video of open deliberations will be available for the public to hear/view; and are recorded as per the Texas Open Meetings Act.

The meeting will live stream at <https://youtube.com/live/XCj1Fhg8GXA?feature=share>.

#### II. Call to Order

##### QUORUM PRESENT

Kelsey Low, Sonny Johnston, HoJin Lim, Heather Guillen, Tracy Pipes, and Joan Maresh-Hansen were present. Kelsey Johnson and Andy Phan were absent.

#### III. Public Comment

Pursuant to Texas Government Code section 551.007, citizens are permitted to address the City Council, Board and/or Commission in person with regard to matters posted for consideration on the agenda. Each speaker must complete a "Request to Speak" form and give it to the City Secretary or designee, prior to the beginning of the meeting.

Each speaker is limited to 3 minutes, speakers requiring a translator will have 6 minutes, regardless of the number of agenda items to be addressed. Comments or discussion by City Council, Board, and/or Commission members, will only be made at the time the subject is scheduled for consideration.

For questions or assistance, please contact the Office of the City Secretary (281) 275-2730.

No members of the public addressed the Board.

#### IV. Minutes

##### A. MINUTES

Consideration of and action on the minutes of the September 9, 2025 meeting.

**Linda Mendenhall, City Clerk**

A motion to **Approve the minutes of the September 9, 2025 meeting**, was made by Sonny Johnston and seconded by Joan Maresh-Hansen; the motion **Passed**.

Ayes: Kelsey Low, Sonny Johnston, HoJin Lim, Heather Guillen, Tracy Pipes, Joan Maresh-Hansen

Absent: Kelsey Johnson, Andy Phan

## V. Public Arts Projects

### A. CIVIC ARTS PROGRAM UPDATES

Review of and discussion on Civic Arts Program Updates.

**Sharee Davis, Civic Arts Manager**

Sharee Davis, Civic Arts Manager, gave a presentation, made comments, and answered questions from the Board.

### B. PUBLIC ART CONTRACT RECOMMENDATION - MIG, INC.

Consideration of and action on a recommendation to City Council to authorize a consultant services contract with MIG, Inc. to develop a new Public Art Plan to guide the selection, placement, and management of public art in the City of Sugar Land.

**Sharee Davis, Civic Arts Manager**

Sharee Davis, Civic Arts Manager, gave a presentation, made comments, and answered questions from the Board.

A motion to **Approve a recommendation to City Council to authorize a consultant services contract with MIG, Inc. to develop a new public art plan**, was made by Joan Maresh-Hansen and seconded by Tracy Pipes; the motion **Passed**.

Ayes: Kelsey Low, Sonny Johnston, HoJin Lim, Heather Guillen, Tracy Pipes, Joan Maresh-Hansen

Absent: Kelsey Johnson, Andy Phan

## VI. Director's Report

### A. Parks Topics

Upcoming Events

Recap September

**Kimberly Terrell, Director of Parks & Recreation**

Kimberly Terrell, Director of Parks & Recreation, gave a presentation, made comments, and answered questions from the Board.

## VII. Adjournment

A motion to **Adjourn at 6:15 p.m.**, was made by Kelsey Low and seconded by Heather Guillen; the motion **Passed**.

Ayes: Kelsey Low, Sonny Johnston, HoJin Lim, Heather Guillen, Tracy Pipes, Joan Maresh-Hansen

Absent: Kelsey Johnson, Andy Phan

---

**Linda Mendenhall, City Clerk**





## **Parks, Art, Recreation, Culture, and Streetscapes Board Agenda Request** **November 11, 2025**

---

**Agenda Request No:** V.A.

**Agenda of:** Parks, Art, Recreation, Culture, and Streetscapes Board Meeting

**Initiated by:** Michelle Carroll, Administrative Manager

**Presented by:** William Hajdik, Interim Director of Parks and Recreation

**Responsible Department:** Parks

---

**Agenda Caption:**

**ORIENTATION**

Review of and discussion on the PARCS Advisory Board orientation and overview of the Parks & Recreation Department.

**Recommended Action:**

Review of and discussion on the PARCS Advisory Board orientation and overview of the Parks & Recreation Department.

**Executive Summary:**

Review of and discussion on the PARCS Advisory Board orientation and overview of the Parks & Recreation Department.

### **Budget**

---

**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

**Attachments**

None



## **Parks, Art, Recreation, Culture, and Streetscapes Board Agenda Request November 11, 2025**

---

**Agenda Request No:** VI.A.

**Agenda of:** Parks, Art, Recreation, Culture, and Streetscapes Board Meeting

**Initiated by:** Henry Vavrecka, Right of Way Services Manager

**Presented by:** Henry Vavrecka, Right of Way Services Manager

**Responsible Department:** Public Works

---

**Agenda Caption:**

**TREE CITY USA APPLICATION**

Consideration of and action on the approval of the 2025 Tree City USA Application

**Recommended Action:**

Approval to Submit the 2025 Tree City USA Application

**Executive Summary:**

The City of Sugar Land has achieved Tree City USA status since 2011. To achieve Tree City USA certification, a City or Municipality must have a Forestry Program, a Tree Board or Department, a Tree Care Ordinance, an Annual Budget of at least \$2 Per Capita, and a yearly Arbor Day Observance and Proclamation. This year, according to our Tree City USA calculations, our Per Capita expenditure was \$3.19.

This year a Proclamation declaring November 7, 2025 Arbor Day In Sugar Land was taken to Council on October 21, 2025.

The Public Works Department Right of Way Division, and Parks Department recommend that the Parks Board approve the submittal of the 2025 Tree City USA Application .

### **Budget**

---

**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

## **Attachments**

1. Proclamation



# Proclamation



**OFFICE OF THE MAYOR  
SUGAR LAND, TEXAS**

***Texas Arbor Day  
November 7, 2025***

*Whereas, Arbor Day serves as an opportunity to raise awareness about the importance of trees for the environment, communities, and the overall ecosystem. Trees play a crucial role in producing oxygen, improving air quality, conserving water, reducing soil erosion, and providing habitats for countless species of wildlife; and*

*Whereas, trees contribute to the beauty and livability of our city, enhancing the quality of life for all residents by providing shade, reducing energy costs, and improving mental and physical well-being; and*

*Whereas, the residents of Sugar Land are encouraged to participate in activities that promote environmental stewardship, including the planting and nurturing of trees for the benefit of present and future generations; and*

*Whereas, Arbor Day provides an opportunity for individuals, families, schools, businesses, and civic organizations to join together in efforts to maintain a sustainable and green environment for the future;*

*Now, Therefore, I, Carol K. McCutcheon, on behalf of the members of City Council, and by the virtue of the authority vested in me as Mayor of the City of Sugar Land, Texas, do hereby recognize Texas Arbor Day in Sugar Land and I urge all citizens to celebrate this day by participating in tree-planting activities and committing to care for our urban and natural forests.*

*In witness whereof I have hereunto set my hand and caused this seal to be affixed.*

*Carol K. McCutcheon*

Carol K. McCutcheon, Mayor

Date: November 7, 2025





## **Parks, Art, Recreation, Culture, and Streetscapes Board Agenda Request** **November 11, 2025**

---

**Agenda Request No:** VII.A.

**Agenda of:** Parks, Art, Recreation, Culture, and Streetscapes Board Meeting

**Initiated by:** Michelle Carroll, Administrative Manager

**Presented by:** William Hajdik, Interim Director of Parks and Recreation

**Responsible Department:** Parks

---

**Agenda Caption:**

Parks Topics  
Upcoming Events  
Recap October

**Recommended Action:**

Receive Director's Report

**Executive Summary:**

Interim Director William Hajdik will discuss with the board current hot topics, upcoming events for November and recap significant department happenings from October.

### **Budget**

---

**Expenditure Required:** N/A

**Current Budget:** N/A

**Additional Funding:** N/A

**Funding Source:** N/A

**Account Number (ORG-OBJ-Project):** N/A

**Attachments**

None