



Parks Board 2018-2019

Jason Mangum, Director of Parks & Recreation
Randy Troxell, Assistant Director of Parks & Recreation
Kevin Browne, Recreation Superintendent
Barry Hamilton, Parks Superintendent
Pamela Andrews, Board Member
J.R. Atkins, Board Member
Alan Atwater, Board Member
Diane Giltner, Board Member

Don Johnson, Board Member
Thomasine Johnson, Board Member
Adrian Matteucci, Board Member
Sharman McGilbert, Vice-Chair
Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Board Member
Llarance Turner, Chairman

PARKS BOARD MEETING AGENDA MAY 2, 2019

Notice is hereby given of a **Parks Board Meeting** to be held on **May 2, 2019 at 7:00 p.m.** at the **City Hall Council Chamber, 1522 Texas Parkway, Missouri City, Texas, 77489**, for the purpose of considering the following agenda items. All agenda items are subject to action. The Parks Board reserves the right to meet in a closed session on any agenda item should the need arise, and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. **CALL TO ORDER**
2. **CONSIDER THE APPROVAL OF APRIL 4, 2019 MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **CONSIDER RECOMMENDATION FOR SHIPMAN'S COVE PARKLAND DEDICATION**
5. **CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS**
Facilities Operations Manager Kyle Frye
6. **STAFF REPORTS**
 - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
 - d. *Mayor's Youth Commission: Administrative Assistant Tricia Yurcak*
7. **DIRECTOR'S UPDATE**
Parks & Recreation Director Jason Mangum
8. **BOARD REPORTS**
9. **ITEMS FOR NEXT AGENDA**
10. **ADJOURN**

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations for persons attending Parks Board meetings. To better serve you, requests should be received 24 hours prior to meetings. Please contact Maria Jackson, City Secretary, at 281.403.8686.

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**PARKS BOARD MEETING MINUTES
APRIL 4, 2019**

ATTENDEES

Parks Board members in attendance:

Alan Atwater, Diane Giltner, Don Johnson, Adrian Matteucci, Brian Merchant, Buddy Snyder and Chairman Llarance Turner.

Absent were: Pamela Andrews, Victoria Porter, Sharman McGilbert and Thomasine Johnson and J.R. Atkins (all excused).

Staff in attendance: Director of Parks and Recreation Jason Mangum, Assistant Director of Parks and Recreation Randy Troxell, Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Facility Operations Manager Kyle Frye, First Assistant City Attorney Jamilah Way, and Administrative Assistant Tricia Yurcak.

Others in attendance: Jana McMullen, Sheila Cooper, Cindy Forney, Christy Jones, Mary Ross, Rena Marshall, and Itay Porat.

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:05 p.m.

2. CONSIDER THE APPROVAL OF FEBRUARY 7, 2019 MEETING MINUTES

Board member Merchant made a motion to approve. Board member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

3. PUBLIC COMMENTS

Jana McMullen, of 2103 Quail Valley East Drive, invited the Board to StaMo Ponies' Opening Day at StaMo Sports Complex this Saturday. The final count is approximately seventeen players, and there are sponsors for thirteen of those players. The walk-in parade will begin at 8:00 a.m. and at 8:45 there will be an informal ceremony to recognize the players and business sponsors. The first pitch will be at 9:45, and the teams will begin playing at 10:00 am.

4. CONSIDER RECOMMENDATION FOR SHIPMAN'S COVE PARKLAND DEDICATION

Director Mangum presented the agenda item as a development in Park Zone 12. The developer proposed two options. The first option would be to have the area around the detention pond as a parkland dedication. The second option would be to accept the payment in lieu of parkland, for an amount total of \$191,800.

Director Mangum stated there is not currently parkland in that park zone, and staff recommends to accept the developer's proposal to accept the fee in lieu of parkland so that in the future parkland could be purchased.

The development is a total of 274 lots and the parkland dedication would total 2.74 acres of land. Director Mangum stated in the area there is a private park planned for residents which would be maintained by the HOA facility. If the City accepts the parkland dedication, the City would be responsible for the maintenance of the parkland.

Cindy Forni of 1919 Mossback Circle and Rena Marshall approached and stated they were presidents of the nearby HOAs of the Shipman's Cove development.

Ms. Forni asked the Board to consider postponing recommendation for this development. The subject area was identified as a potential community park and preservation of open space. The area is also partially in a 100-year floodplain. Wetlands and drainage infrastructure put both these goals in serious jeopardy.

The Board discussed the proposal options, and that a detention pond did not seem to be sufficient for parkland.

Board member Matteucci made a motion to reject the proposal option of the parkland dedication. Board member Snyder seconded the motion. The vote was unanimous. **The motion passed.**

Chairman Turner asked Mr. Itay Porat, a representative of the developer, to ask the developer to consider dedicating at least 1.37 acres of private parkland, and pay 50% cash in lieu of parkland.

Board member Matteucci made a motion to table the recommendation vote and have the developer come back at a later meeting to clarify issues and answer questions. Board member Snyder seconded the motion. The vote was unanimous. **The motion passed.**

5. CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS

Facility Operations Manager Frye stated there were two renewal applications. Staff recommended approval for the first applicant, Sta-Mo Pony Baseball, as the organization is in good standing with the City. Board member Snyder made a motion to approve. Board member Matteucci seconded the motion. The vote was unanimous. **The motion passed.**

Facility Operations Manager Frye stated the second applicant was Fun Fair Positive Soccer. Staff recommended approval as the organization is in good standing with the City. Board member D. Johnson made a motion to approve. Board member Merchant seconded the motion. The vote was unanimous. **The motion passed.**

6. OVERVIEW OF CYCLING TRAIL PROPOSAL AT INDEPENDENCE PARK

Director Mangum introduced the agenda item and introduced Christy Jones, a representative of the Greater Houston Off Road Biking Association (GHORBA). He stated GHORBA is a great group of cyclists who are willing to do the work necessary to have a place to recreate, and he reached out to GHORBA about adding biking trails at Independence Park. Independence Park is a natural resource recreation park with paddling, fishing opportunities and trails, and staff would like to continue with trails at the park.

Ms. Jones provided some background about GHORBA and stated GHORBA has created many trails including at Sam Houston Forest, Memorial Park Conservancy, and Lake Houston Wilderness Trails. She stated Independence Park is a great piece of land, with forested land on the backside of the property, which GHORBA proposes adding a one mile pump track at. There's plenty of land for gravel trails, which are currently very popular, as opposed to cement trails, because they offer more for joggers, bikers and those with knee issues, as well as are cheaper to build and maintain.

7. DISCUSS AND CONSIDER RECOMMENDATION FOR MOUNTAIN BIKING TRAILS AT INDEPENDENCE PARK

Board member Snyder made a motion to recommend approving the proposal. Board member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

8. UPDATE ON SPONSORSHIP POLICY FOR CITY MAINTENANCE

Kevin Browne presented the agenda item and stated the draft of the sponsorship policy was in the agenda packet for review. The Board discussed the draft, including signage between seasons, and City approval of signs. Director Mangum reminded the Board that this item was on the agenda so that the Board would have the opportunity to provide input, and the item was not an action item so there is no need for a vote.

9. STAFF REPORTS

a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*

Assistant Director Troxell stated the latest report was in the agenda packet.

b. *Parks Operations: Parks Superintendent Barry Hamilton*

Parks Superintendent Hamilton stated the latest report was in the agenda packet.

c. *Recreation: Recreation Superintendent Kevin Browne*

Recreation Superintendent stated that his report was mistakenly not included in the agenda packet, but that it would be sent to the Board after the meeting. He provided an overview of the upcoming events, including a new Mother and Son Challenge event. He stated that based on the popularity of an archery component at the last Tricks & Treats in the Parke event as part of a partnership with Texas Parks & Wildlife, the Recreation division will be going through an archery training in the next week to become archery guides, and staff is looking into more archery programs in the future.

10. DIRECTOR'S UPDATE

Director Mangum stated that the recent skatepark grand opening at Community Park was a success and thanked those of the Board who were able to attend.

11. BOARD REPORTS

Chairman Turner stated Parks & Recreation did a great job at the recent meeting for District A residents and skatepark grand opening. He stated that he worked with Administrative Assistant Yurcak, along with Board member D. Johnson in interviewing applicants for the Mayor's Youth Commission scholarship and thanked Administrative Assistant Yurcak with her efforts in coordinating the Mayor's Youth Commission. He invited the Board to the Mayor's Youth Commission Banquet on May 16.

12. ITEMS FOR NEXT AGENDA

Recommendation for the Shipman's Cove parkland dedication.

13. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 8:50 p.m.

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**Missouri City Parks and Recreation
Parks Operations Report
April 2019**

Routine Maintenance

- Completed inspection of all park properties including playgrounds, park amenities and trails
- Litter collection completed at all park locations
- Weekly Softball Field preparation and mowing completed
- Continued herbicide applications along fence lines in right-of-ways, park areas and various city facilities
- Inspected all playgrounds for ants and weeds
- Completed monthly playground inspections
- Finish-mowed park properties as needed
- Striped the lighted field for lacrosse at Hunters Glen Park

Operations / Logistics

- Tractor mowed as needed
- Repaired a leaking sink at Hunter Glen Park
- Buffed and painted rust spots on the railings at Independence Park
- Installed 4 new "Vehicles and Horses Prohibited" signs along the trail at Independence Park
- Spread dirt to fill ruts at MacNaughton Park
- Replaced 2 benches around the playground at Ridgeview Park
- Removed the damaged zip line wire at Community Park while waiting on the replacement
- Removed a damaged slide at Hunters Glen Park while waiting on the replacement
- Replaced the flagpole rope at StaMo Sports Complex
- Watered the new sod at the skate park in Community Park
- Adjusted home plates at the softball complex in Community Park
- Unclogged a commode at Buffalo Run Park
- Delivered tables and chairs to Fire Station 5 for an Open House
- Replaced broken bleacher boards at StaMo Sports complex
- Prepared fields 1 & 4 at StaMo Sports Complex for a softball clinic
- Conducted our monthly playground inspections
- Provided logistical support setting up for and conducting the Mother Son Challenge
- Repaired a broken fence at Hunters Trail Park
- Retied downed windscreens and removed destroyed ones at the Recreation and Tennis Center
- Repaired the press boxes at StaMo Sports Complex
- Removed a downed field light pole and began repairing the fence of Bronco Field at StaMo Sports Complex
- Took down the Trash Off signs
- Unclogged commodes at StaMo Sports Complex and MacNaughton Park
- Replaced trash barrels and stands at StaMo Sports Complex
- Installed 2 Memorial benches at MacNaughton Park
- Delivered and removed tables to/from the Council Chamber lobby
- Setup the auditorium for Daryl Smith's retirement party
- Picked up the supplies used for the Open House at Fire Station 5

- Clean up after the storm on the 6th
- Repaired the electrical outlets at Hunters Glen Park
- Installed a new line on the zip line at Community Park
- Assembled 5 new picnic tables
- Removed the Christmas lights from the police station and Fire Station 1 for roof repairs
- Box bladed dirt piles at StaMo Sports Complex
- Removed the fallen light pole and repaired the fence on Bronco field at StaMo Sports Complex
- Setup the old courtroom for testing
- Setup the auditorium for a drug symposium
- Broke down the stage after the drug symposium
- Setup the auditorium and mowed the obstacle course for police testing
- Repaired the sanitary sewer line in the south restroom at Ridgeview Park
- Staff attended a training session on the city's new backhoe
- Removed old golf course boundary markers in MacNaughton Park
- Repaired the wires on the Community Center Plaza shade structure
- Leveled the surfacing under the zip line at Community Park
- Put out signs for MCTX Family Fest
- Repaired 3 major leaks at StaMo Sports Complex
- Logistical support for Paper Shredding event
- Removed extra fencing and poles from StaMo Sports Complex
- Held the grand opening of the Community Park skatepark

Forestry/Horticulture

- Completed Tree Farm irrigation replacement
- Herbicide treatment of 4 parks
- Mulched at Tree Farm
- Prep and logistical support for the Trash-Off event
- Golemi memorial bench installed at MacNaughton
- Large tree removals at Buffalo Run Park & Hunters Glen Trail
- Storm debris clean up at multiple locations
- Planted 4 donation trees at MacNaughton Park
- Prep and logistical support for Paper Shredding event
- Pesticide treatment at 5th St, city hall, StaMo Sports Complex and Independence Parks
- Prep and implementation of Southminster School Earth Day program
- Planted 2 trees at Oyster Creek
- Installed water bags at 3 parks

Ongoing Projects

Park Signage

CIP: Construction Plans are being reviewed by the City Engineering Department. Upon review and approval we will begin with a Request for Quotation (RFQ) to select a Contractor for construction. The locations selected by Staff to construct new park entrance signs are Community Park, Hunters Glen Park and American Legion Park.

Skatepark

CIP: Construction is complete. In-house items completed include, water line installation, 2 benches, trash receptacle and rules sign installed. Sod was laid around the concrete surface perimeter, final grading and cleanup was completed and Handicap parking spaces were upgraded. The Skatepark is officially opened.

Park Facilities Assessment

This document will help identify repair/replacement projects in our next CIP request cycle and Master Plan Update. [Staff is continuing to work on Priority 1 items at several park locations.](#)

Bicentennial Park

PZ 3: Park Assessment Priority 1 items for Bicentennial Park are being planned by Staff. Items for improvement include ADA access, area lighting, electrical panel replacement, repairs to playground border, swing, benches and picnic tables, water meter connections and replacing the perimeter fencing. Surfacing in the playground has been upgraded.

Quail Valley North Park

PZ: Remaining part of this project is complete some minor grading, a playground sign and establish grass. Playground drainage repairs are planned to be completed by in-house staff.

American Legion Park

PZ: Parking lot Improvements

CIP: Pavilion, restrooms, electrical upgrades, water and sewer utilities. Kimley-Horn and Associates provided a conceptual master plan for the items mentioned. This plan shows placement of a restroom facility, pavilion, utilities and parking lot configuration. Staff is preparing a PSA to develop plans to bid out construction. [The week of March 25th, staff met on site with Ninyo & Moore Engineers to begin gathering soil information to develop construction plans.](#)

Herrin Tract

PZ: TBG was selected to begin a study of this undeveloped park property. The first phase in this process is Discovery and to develop a concept for development. A Final Plan was received and is under review by Staff. January 14, the plan was presented to City Council.

Roane Park

PZ: Staff is working on Phase II of the playground improvements. Updates will be provided as they develop.

Freedom Tree Park

CIP: Halff and Associates have been selected to revise the Freedom Tree Master Plan. Progress will be reported as it develops.

Gammill Park

BB: Maintenance staff has started work on Priority 1 items noted in the Park Assessment Plan. At Gammill Park repairs are underway. On that list are; bench and picnic table replacement and additional playground surfacing. [Concrete joint sealing is the only repair item remaining.](#)

StaMo Sports Complex

CIP: [Update on improvements at the Sports Complex.](#) Concrete bleacher pads and additional sidewalk construction work is complete. [A PO to replace the restroom Building was issued to Platinum Construction of Texas and work should be completed in May. New bleachers will replace the existing wood bench bleachers in the future.](#)

Upcoming Projects

Heritage Colony

PZ: Construct a DG trail around the drainage facility. More planning is needed on this project.

Missouri City Parks Board

Recreation Superintendent's Report – May 2 2019

Recap of past events- April

Tennis:

- Junior tennis program - 37
- Adaptive tennis program – 12
 - 6 participants from our adaptive tennis program were registered to participate in Special Olympics, but it was cancelled due to weather

Recreation and Athletics:

- Spring Lacrosse clinics – 14
- Softball clinics- 18
- Full-Court Fridays - 63
- Open Play Pickle Ball (M-W-F) - 229
- HIIT (M-W)- 41
- U-Jam (T-TR-S) - 75
- Gentle Yoga (W-F) - 30
- Yoga (W-S)- 29
- Open Play Ping Pong - 14

Seniors & Special Events:

- Afternoon with an Expert: Diabetes - 12
- Brenham trip - 30
- Dinner Bingo - 68
- Book Talk – 14
- Senior Foodies: Bernie's Burger Bus – 24
- Mom & Son Challenge - 125

Youth and Family Programs:

- Tots and Crafts – 12
- Family Fun Night: Crazy Hare – 107
- Tots Sports – 15

Revenue – April

- April Net Revenue 2018: \$37,083.67 vs. April (through April 29) Net Revenue 2019: \$40,077.42
Difference of: \$2,993.55
- October 1, 2018 – April 29, 2019 Net Revenue: \$249,002.68
- Total memberships at Recreation & Tennis Center
 - 1,394 (the number was 1,378 in March)

DEPARTMENTAL REPORT FOR APRIL 3 - 15, 2019

RECREATION

Participation Totals

- 107 people attended **Family Fun Night** on Friday, April 5 for the Crazy Hare Dash! Participants completed 5 themed stations and at the end resembled a bunny rabbit!
- 10 participants came to April 10's **Softball Clinic**.
- **Full Court Friday** at the Rec Center had 23 participants on April 12.
- 12 joined us for **Tots & Crafts** on Wednesday, April 3 to paint Easter eggs and bunnies!
- 125 people attended the Inaugural **Mother Son Challenge!** Teams competed in a Nerf gun battle and seven different mini-games!
- **The Mayor's Youth Commission** (MYC) held their service project, **Operation Donation**, on Sunday, April 14th Community Park. 40 MYC members were present to gather, sort and organize items that will be donated to benefit 3 community organizations. Additionally, members collected 6 bags of refuse throughout the park!

Tennis

- Our **Junior Tennis** members were invited to attend the U.S. Men's Clay Court Tournament last Monday, April 6th, at the River Oaks Country Club.
- **Adaptive Tennis'** Spring Session ended on April 10th. Details about the Fall session soon!

RENTALS

Community Center Auditorium

Hosted **2 events** including a wedding reception and 8th grade party.

Multi-Purpose Rooms

Hosted **1 event**, a birthday party.

Park Pavilions

Had **21 reservations** for a variety of social gatherings.

Athletic Fields

Had **58 reservations** for various sport practice and league games.

PARKS

Park & City Facility Maintenance

- The Parks crew completed routine maintenance, including inspections, litter collection, and finish-mowing at all park properties, including playgrounds, park amenities and trails.
- Prepared Fields 1 & 4 for a softball clinic at StaMo Sports Complex..
- Provided logistical support setting up for and conducting the Mother Son Challenge.
- Repaired a broken fence at Hunters Trail Park.
- Retied windscreens that were down and removed destroyed ones at Recreation & Tennis Center.
- Repaired the press boxes at StaMo Sports Complex.
- Removed a downed field light pole and began repairing the fence of Bronco Field at StaMo Sports Complex.
- Took down the Trash-Off signs.

UPCOMING HAPPENINGS

Free Softball Clinic

Wednesday, April 24th from 6 - 7pm

StaMo Sports Complex

Learn the basics of softball through drill practice!

Senior Foodies

Thursday, April 25 at 11:30 am

Calling all foodies! We will be meeting at the new and highly anticipated Bernie's Burger Bus at 6324 Highway 6.

Paper Shredding Event

Saturday, April 27 from 9 am - 12 pm

3849 Cartwright Road

Just in the nick of time after Tax Season, Missouri City Green will be offering to shred all your confidential paperwork, which will then be recycled locally.

MCTX Family Fest

Saturday, May 4 from 11 am - 2 pm

Community Park

Join us at Community Park for live entertainment, magical performances, free games and activities throughout the park. Food trucks will be on-site.



A pre-Nerf gun battle post at the Mother Son Challenge

- Unclogged commodes at StaMo Sports Complex and MacNaughton Park.
- Replaced trash barrels and stands at StaMo Sports Complex.
- Installed 2 Memorial benches at MacNaughton Park.
- Delivered and removed tables to and from the Council Chamber lobby.
- Set-up the auditorium for Sargeant Daryl Smith's retirement party.

Forestry

- Golemi memorial bench installed at MacNaughton Park.
- Storm damage clean-up at multiple locations.