



**Missouri City Parks Board  
Meeting Dates 2019-2020**

**October 3, 2019**

**November 7, 2019**

**January 2, 2020**

**February 6, 2020**

**March 5, 2020**

**April 2, 2020**

**May 7, 2020**

**June 4, 2020**

**August 6, 2020**

**September 3, 2020**

\*Per Parks Board bylaws, there are typically no meetings held during July and December unless there is an urgent item to discuss, such as a parkland dedication.



**Missouri City Parks Board**

Jason Mangum, Director  
Randy Troxell, Assistant Director  
Kevin Browne, Recreation Superintendent  
Barry Hamilton, Parks Superintendent  
Pamela Andrews, Board Member  
J.R. Atkins, Board Member  
Claudia Iveth Garcia, Board Member  
Diane Giltner, Board Member

Don Johnson, Board Member  
Thomasine Johnson, Board Member  
Leslie Mack, Jr., 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  
THURSDAY, OCTOBER 3, 2019**

Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, October 3<sup>rd</sup>, 2019, at **7:00 p.m.** at: **City Hall, Council Chamber, 2<sup>nd</sup> floor**, 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 APPROVAL OF THE SEPTEMBER 5, 2019 PARKS BOARD MEETING MINUTES**
- 3. **PUBLIC COMMENTS**
- 4. **STAFF REPORTS**
  - a. ***Parks Projects: Assistant Parks & Recreation Director Randy Troxell***
  - b. ***Parks Operations: Parks Superintendent Barry Hamilton***
  - c. ***Recreation: Recreation Superintendent Kevin Browne***
- 5. **DIRECTOR'S UPDATE**  
***Jason Mangum, Parks & Recreation Director***
- 6. **BOARD REPORTS**
- 7. **ITEMS FOR NEXT AGENDA**
- 8. **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.

**CERTIFICATION**

I certify that a copy of the October 3, 2019 agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on September 30, 2019, at 4:00 p.m.

\_\_\_\_\_  
Yomara Frias  
City Secretary Department

I certify that the attached notice was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2019.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

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## Missouri City Parks Board

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# PARKS BOARD MEETING MINUTES THURSDAY, SEPTEMBER 5, 2019

## Attendees:

**Board members in attendance:** Diane Giltner, Don Johnson, Adrian Matteucci, Buddy Snyder, Brian Merchant, Chairman Llarance Turner, Thomasine Johnson, Vice-Chair Sharman McGilbert and J.R. Atkins.

**Absent were:** Pamela Andrews (resigned) Claudia Yvette Garcia, Victoria Porter (excused), and Leslie Mack Jr (excused)

**Staff in Attendance:** Director of Parks & Recreation Jason Mangum, Assistant Director of Parks & Recreation Randy Troxell, Parks Superintendent Barry Hamilton, Recreation Manager Julia Thompson, Assistant City Attorney James Santangelo, Superintendent Kevin Browne, Recreation Specialist Adam Lofters and Facilities Operations Manager Kyle Frye.

**Others in Attendance:** Jana McMullen

### 1. CALL TO ORDER

Vice-Chair McGilbert presided as Chair and called the meeting to order at 7:04 p.m.

### 2. CONSIDER APPROVAL OF THE AUGUST 1, 2019 PARKS BOARD MEETING MINUTES

Board member D. Johnson made a motion to approve. Board member Atkins seconded the motion. The vote was unanimous. **The motion passed.**

### 3. PUBLIC COMMENTS

There were no public comments.

### 4. CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION RENEWALS

#### *Facilities Operations Manager Kyle Frye*

#### **a. Fun Fair Positive Soccer**

Request to utilize soccer fields at Roane Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member D. Johnson to accept RSA renewal. The vote was unanimous. **The motion passed.**

#### **b. Missouri City Little League**

Request to utilize baseball fields at Community Park. Currently in good standing with the City and have the required paperwork. Board Member D. Johnson motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

#### **c. Missouri City Raiders**

Request to utilize field at Roane Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

#### **d. Rise Soccer**

Request to utilize soccer fields at Community Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by

Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**e. Sta-Mo Pony Baseball**

Request to utilize baseball fields at Sta-Mo Park. Currently in good standing with the City and have the required paperwork. Board Member Atkins motioned to approve. Seconded by Board Member Matteucci to accept RSA renewal. The vote was unanimous. **The motion passed.**

**5. OVERVIEW OF COST RECOVERY IN RECREATION PROGRAMMING**

Recreation Superintendent Browne gave a brief overview of cost recovery explaining what cost recovery is and its importance. Things to consider when discussing about cost recovery or financial management would be direct cost, indirect cost, and total cost. In addition, to any decision or recommendation concerning cost recovery a competitive pricing strategy and public input would need to be taken in account. He also explained the steps needed in order to go through this process. First determining current cost recovery, second determine the benefit being provided to the community, fixed, or individual, and lastly implement ongoing evaluation. The two current methods that other parks and recreational agencies use are the pyramid method and linear method. Board Member D. Johnson asked what percentage does the parks and recreation department get back cost recovery wise. Recreation Superintendent Browne responded nationwide agencies typically recover 34%-40% and our department recovers around 30%.

Vice Chair McGilbert asked about the trend analysis for the year. Superintendent Browne responded that trend analysis is ongoing throughout the year. Board Member Snyder asked if underperforming programs are evaluated. Recreation Superintendent Browne stated all programs are evaluated by staff and most programs are offered twice before making a decision to discontinue.

**6. OVERVIEW OF RECREATION PROGRAM PLAN**

Recreation Superintendent Browne explained the purpose of the plan is to determine how to deliver services, develop program offerings and, ensure programs are meeting program objectives. The Recreation Program Plan also includes community overview, location, size, population, and background of the department. Categorizing leisure education helps determine cost recovery programs. Self-Directed programs and services are when participants can do an activity without staff having to be involved. Lead-Directed programs require some type of leadership or volunteer for instruction. Facilitated programs are opportunities for the community and the department to partner together. Recreation Superintendent Browne spoke on how to determine program service and program evaluations. The plan briefly touches on community relations, cost recovery, marketing, and associations. Board Member M. Johnson asked where income from programs is allocated to. Recreation Superintendent Browne responded that program income is allocated to the general fund with exception of grants, or specific donations.

**7. OVERVIEW OF NATURAL RESOURCE MANAGEMENT PLAN**

Parks Superintendent Hamilton explained the purpose of the natural resource management plan is to serve as a reference source staff to establish a foundation that will aid in the performance of natural management techniques. Vice Chair McGilbert asked about tree recycling. Parks Superintendent Hamilton stated they chop up the tree limbs and utilize it as mulch in the parks.

**8. STAFF REPORTS**

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

Assistant Director Troxell speaks about the recent updates with the signage of the parks. American Legion Park is in the process of developing plans. Waiting on October to start on the addition to Roane Park. Additional work has been completed at Sta-Mo Park with baseball season approaching. There were no further questions.

**b. *Parks Operations: Parks Superintendent Barry Hamilton***

Parks Superintendent Hamilton stated his report was in the agenda packet. There were no further questions.

**c. *Recreation: Recreation Superintendent Kevin Browne***

Recreation Superintendent Browne stated his presentation is in the packet. Some events coming up are Archery fall classes starting Monday September 9<sup>th</sup>, USTA Tournament coming to town September 13<sup>th</sup> and 14<sup>th</sup> anticipating 400-600 players, Senior Breakfast Bingo on September 19<sup>th</sup>, Big Dill Pickle Ball Tournament September 20<sup>th</sup>, Oktoberfest on September 21<sup>st</sup>, and Family Fun Night on September 27<sup>th</sup>. Also, multiple lacrosse and softball clinics taking place in the month of September.

**9. DIRECTOR'S UPDATE**

***Jason Mangum, Parks & Recreation Director***

Director Mangum spoke about spending the month working on accreditation process. The department's CAPRA application was approved and plans to be accredited by 2021. The department is currently developing policies and procedures needed for the standards. The department recently created new procedures regarding accidents and incidents. The department is starting a safety committee starting in October. Upon approval of budget, the department is looking forward to adding teen and outdoor programming. Funds have been set aside for increasing maintenance at the parks. Budget will be approved end of September. Board Member Snyder asked about the skate park and its utilization. Director Mangum responded with the skate park being highly utilized and the department is currently working on installing lights at the park. Chairman Turner added that the lights would provide a means of safety and security. Board Member Giltner asked about a second phase to the skate park. Director Mangum explained he has a phase two planned out just has not been budgeted. Board Member Snyder asked about decline in memberships for the month. Director Mangum responded with membership numbers in the summer are always higher due to kids being out of school and decrease when kids go back to school.

**10. BOARD REPORTS**

Board Member Johnson wanted to personally thank Jason and Kevin for helping with the farmers market. She also mentioned with it getting cooler to have more activities for the community. Chairman Turner announced Board Member Pamela Andrews has resigned from the board.

**11. ITEMS FOR NEXT AGENDA**

There were no items reported for the next agenda.

**12. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 8:07pm.

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# Park Projects Update

## 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. [Staff plans to take the construction proposal to City Council for approval in October. 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.](#)

## Mosley Park

**PZ:** [In-house park employees began in August clearing a path through the southern property of Mosley Park to have a sidewalk installed to connect the Oyster Creek Trail to the Township Lane intersection. Concrete was poured in early September and plans to complete the project are being scheduled for October.](#)

Before



After



## Upcoming Projects

### Heritage Colony

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

### StaMo Sports Complex

**CDBG:** [Planning started to identify projects to submit for CBDG funding. If approved, Staff is recommending relighting the Bronco Field which suffered storm damage earlier in the year. Updates will be provided in the coming months](#)



## New Plantings & Features

**The new Missouri City Library landscape was completed and the Forestry Division has been tasked with the maintenance.**



## Tree Pruning & Landscape Maintenance

**September was catch-up month for tree pruning in several locations; including: First Colony Trail and Park, Lexington Blvd Medians, Public Safety HQ & Fire Station #1, Oyster Creek Trail, Community Park, and City Hall. Several of these locations were fertilized and mulched as well.**





## **Missouri City Parks and Recreation Parks Operations Report September 2019**

### **Routine Maintenance**

- Inspected all park properties including; playgrounds, park amenities and trails
- Litter collection completed at all park locations
- Weekly Softball Field preparation and mowing completed
- Herbicide applications along fence lines, in right-of-ways, park areas and various city facilities
- Finish mowed park properties as needed
- Tractor mowed park properties as needed
- Striped the lighted field for lacrosse at Hunters Glen Park

### **Operations / Logistics**

- Rolled up the windscreens at the Recreation an Tennis Center
- Repaired a water line leak at Bicentennial Park
- Repaired leaking faucets in sinks at Community and Ridgeview Parks
- Prepared for and assisted with Oktoberfest
- Put out signs for the Doing Business with the City Presentation, the Job Fair & Career Development Forum and Community Night Out
- Replaced basketball nets at Hunters Glen Park
- Replaced border blocks on the volleyball court at Buffalo Run Park
- Assisted Facilities with AC repairs at Fleet Maintenance
- Closed the spray ground at Hunter Glen Park for the season
- Repaired a urinal and commode at Buffalo Run Park
- Repaired bleachers at StaMo Sports Complex and Hunters Glen Park
- Completed repairs on a leak at the little league complex at Com-munity Park
- Lowered to half and raised the flags for Patriot Day
- Repaired a picnic table and replaced missing pickets on the railings of the tower at Buffalo Run Park
- Picked up hay for coming special events
- Conducted our monthly playground inspections
- Conducted our monthly safety training
- Set up the auditorium for the annual Employee Conference
- All staff attended our Depart-mental Quarterly meeting and the annual city Employee Conference
- Assisted Facilities with AC repairs at the Parks Maintenance building
- Repaired fences at StaMo Sports Complex and American Legion Park
- Repaired a leak in pavilion 1 at Community Park



### **Continued Operations / Logistics**

- Set up the auditorium for the Doing Business with the City Presentation and the Job Fair & Career Development Forum
- Replaced barrels and stands as needed in all parks
- Put out signs for Community Night Out, the Doing Business with the City Presentation and the Job Fair & Career Development Forum
- Picked up signs for Oktoberfest and the Job Fair & Career Development Forum
- Began reinstalling the windscreens at the Recreation and Tennis Center
- Provided logistical support for the National Night Out Kick-off

### **Forestry/Horticulture**

- Watered trees at parks
- Tree removals at Community Park
- Pruning and chipping at Oyster Creek Trail
- Tree Farm maintenance
- Freedom Tree Park prune and fertilize
- PARD and City workshops
- Prune & fertilize trees around Buffalo Run Park playground
- Divisional chainsaw safety and maintenance training
- Community Park tree pruning and herbicide spraying
- Library landscaping
- Tree pruning at Community Park along lake & jogging trail
- Remove suckers and spray Cartwright Rd Median trees
- Spray Roane Park trees
- Paul-Texas Tree Conference Waco

## **Recreation Superintendent's Report – October 3, 2019**

### **Recap of past events- September**

#### **Tennis:**

- Adaptive Tennis – 13
- Junior tennis fall session I – 41
- Hosted HTA Junior Challenger tournament for 65 players
- Hosted USTA Sectional for 160 players
- Hosted King Daddy open for 32 players

#### **Recreation and Athletics:**

- Softball clinics - 5
- Open Play Pickle Ball (M-W-F) - 332
- HIIT (M-W) - 48
- U-Jam (T-TR-S) - 44
- Gentle Yoga (W-F) -66
- Yoga (W-S) - 29
- Open Play Ping Pong – 10
- Senior Strength – 208
- Basketball Skills and Drills – 12
- Tai Chi - 18
- Archery - 8

#### **Seniors:**

- Afternoon with an Expert: Hurricane preparedness MCTX Fire Department - 12
- Breakfast Bingo – 66
- Casino trip: Golden Nugget - 84
- Senior Foodies: Mod Pizza – 22
- Acrylic Painting – 15
- Mah-Jongg – 37
- Beginner Crochet - 8

#### **Youth and Family Programs:**

- Tots & Crafts – 22
- Mayor's Youth Commission Social – 33
- Family Fun Night: Animal Edition - 290

#### **Special Events:**

- Oktoberfest – estimated 650 attended

#### **Revenue – September**

- September Net Revenue 2018: \$30,469.83 vs. September(through September 29) Net Revenue 2019: \$31,184.36  
Difference of: \$714.53
- October 1, 2018 – September 30, 2019 Net Revenue: \$469,238.64
- October 1, 2017 – September 30, 2018 Net Revenue: \$421,881.17 - Difference of: \$47,357.47
- Total memberships at Recreation & Tennis Center: 1,352 (the number was 1,366 in August)