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#### Missouri City Parks Board

Jason Mangum, Director  
Randy Troxell, Assistant Director  
Kevin Browne, Recreation Superintendent  
Barry Hamilton, Parks Superintendent  
J.R. Atkins, Board Member  
Claudia Iveth Garcia, Board Member  
Diane Giltner, Board Member  
Raj Joseph, Board Member  
Llarance Turner, Chairman

Don Johnson, Board Member  
Thomasine Johnson, Board Member  
Leslie Mack, Jr., Board Member  
Mary Ross, Board Member  
Susan Dierker, Board Member  
Brian Merchant, Board Member  
Victoria Porter, Board Member  
Buddy Snyder, Vice-Chair

## **PARKS BOARD MEETING AGENDA THURSDAY, SEPTEMBER 3, 2020**

Notice is hereby given of a **Parks Board Meeting** to be held on **Thursday, September 3, 2020, 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.

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the Parks Board members, City Staff members, and members of the public were not physically present during this meeting. The meeting was made possible through the cloud-based video conferencing platform Zoom.

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### **NOTICE REGARDING PUBLIC PARTICIPATION**

Due to the COVID 19 Disaster and the Center for Disease Control's recommendation regarding social distancing measures, the public will not be allowed to be physically present at this meeting.

The meeting will be available to members of the public and allow for two-way communications for those desiring to participate. Any person interested in speaking on any item on the agenda must notify the City by one of the following methods **before 4:00 p.m. on the day of the Parks Board meeting**:

1. Email or call the Parks and Recreation Department at [sydney.andrews@missouricitytx.gov](mailto:sydney.andrews@missouricitytx.gov) or 281-403-8638; or,
2. Submit a "Public Comment Form" to the Parks and Recreation Department from the following webpage: <https://bit.ly/39pw73Q>.

**The request must include the speaker's name, address, email address, phone number and the agenda item number.**

To livestream the meeting, the public may access the following link:  
<https://www.missouricitytx.gov/780/MCTV>.

To access the meeting agenda packet in PDF format, the public may access the following link:  
<https://www.missouricitytx.gov/812/Parks-Board>.

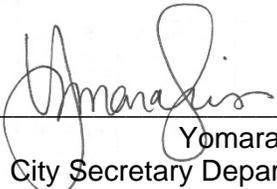
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1. CALL TO ORDER
2. CONSIDER APPROVAL OF THE AUGUST 6, 2020 PARKS BOARD MEETING MINUTES
3. PUBLIC COMMENTS
4. VETERANS MEMORIAL PROJECT UPDATE
5. REVIEW PARD CODE OF CONDUCT POLICY
6. DISCUSS NOMINATIONS FOR THE CITY VOLUNTEER PROGRAM AND THE WINNER FOR THE DEPARTMENTAL VOLUNTEER OF THE YEAR AWARD
7. STAFF REPORTS
  - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
  - b. *Parks Operations: Parks Superintendent Barry Hamilton*
  - c. *Recreation: Recreation Superintendent Kevin Browne*
8. DIRECTORS REPORT  
*Parks and Recreation Director: Jason Mangum*
9. BOARD REPORTS
10. ITEMS FOR NEXT AGENDA
11. 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 September 3, 2020, agenda of items to be considered by the Missouri City Parks Board was posted in a place convenient to the public in compliance with Chapter 551 of the Texas Government Code on August 31, 2020, at 1:30 p.m.

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



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# PARKS BOARD MEETING MINUTES THURSDAY, AUGUST 6, 2020

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**Attendees:** Diane Giltner, Don Johnson, Vice-Chair Buddy Snyder, Victoria Porter, Raj Joseph, Mary Ross, Claudia Yvette Garcia, Brian Merchant, Chairman Llarance Turner, Susan Dierker, and Leslie Mack Jr.

**Absent were:** J.R. Atkins (Excused) and Thomasine Johnson

**Staff in Attendance:** Director Jason Mangum, Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Recreation Manager Julia Thompson, Administrative Assistant Sydney Andrews, MCTV Producer Douglas Penalba and Assistant City Attorney James Santangelo.

**Others in Attendance:**

**1. CALL TO ORDER**

Chairman Turner called the meeting to order at 7:00 p.m.

**2. CONSIDER APPROVAL OF THE JUNE 4, 2020 PARKS BOARD MEETING MINUTES**

Board Member Merchant made a motion to approve the June 4, 2020 minutes. Board Member Giltner seconded the motion. **The vote was unanimous. The motion passed.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. REVIEW PARKS BOARD VETERANS MEMORIAL PAVER PROOF**

Chairman Turner stated that a committee was formed for this item. He asked for the committee to share their thoughts and ideas on the Parks Board paver. Board Member Giltner stated she worked with Administrative Assistant Andrews on getting the proof together for the board. The proof pictures were provided in the packet. There were two options for the board to choose from. One with the American Flag and the other with the Parks Foundation Logo. Vice-Chair Snyder commented that the paver looks great. Chairman Turner and Board Members Merchant, Porter, Joseph and D. Johnson all sided with proof one. Board Member Giltner then asked the board about the wording on the paver. The board all agreed that the wording was perfect. Vice-Chair Snyder made a motion to use proof one with American Flag for the Parks Board paver at the Missouri City Veterans Memorial. Board Member Giltner seconded the motion. **The vote was unanimous. The motion passed.**

**5. REVIEW POLICY PARD-O-003, RELATING TO CONCUSSION PROTOCOL**

Recreation Superintendent Browne presented the policy to the board, which was provided in the packet. The purpose of this policy is to educate and establish a plan of action for anyone who is using City facilities that is suspected of having a concussion during a sporting event. The policy states that all agents as well as parents/guardians of the players will be familiar with the symptoms and signs of concussions and be prepared to take appropriate action as outlined in the policy. The department does not expect anyone besides a trained medical professional to diagnose a concussion. If a participant is involved in a concussion related action they will not be able to return back to activities until they have documentation from a qualified health care provider (listed in the policy) that should be submitted to the Parks and Recreation Department. Anyone who disregards this policy and the well-being of the participants will be suspended indefinitely and/or have their privileges to use City facilities revoked. The department has linked a free concussion recognition training to the policy and a CRT-5 concussion recognition tool that is used by Olympics and FIFA. Board Member Dierker question how would the policy be implemented. Superintendent Browne responded that proof of concussion training must be submitted with RSA packet and with anyone leading an activity or program. Vice-Chair Snyder asked when this policy will be enacted. Recreation Superintendent Browne stated that most of the groups that are involved with the Parks and Recreation Department already have their own process for concussion training but, for any groups that not have the training there will be a deadline to when they will need to complete the training. Board Member D. Johnson questioned will the department know when

participants are involved in a head related injury. Recreation Superintendent Browne answered yes, if the incident happened within Missouri City's facilities, programs, or related activities the participant is required to submit documentation from a qualified healthcare provider stating they have been cleared to play. Board Member Garcia questioned if there will be any public relations or announcements around the policy. Recreation Superintendent Browne stated the policy can be linked on the website, Facebook page, RSA application, and all new program, events, and organizations will be aware of the policy. Board Member Mack asked how the policy would be enforced. Recreation Superintendent Browne responded that in the policy it states if the department is not informed of the injury then that individual will be suspended and/or revoke of privileges. Director Mangum added that this policy is to educate and raise awareness or concussions. The most important thing is to keep participants safe and operate by best practices. The Board gave positive feedback and commented on a job well done by staff.

## 6. STAFF REPORTS

- a. ***Parks Projects: Assistant Parks & Recreation Director Randy Troxell***  
Director Mangum presented the park project update. The report was provided in packet. The major project highlights included the American Legion Park improvements being completed. The new pavilion has been added along with new landscaping, an operational restroom, and a paved parking lot. The American Legion organization has ask for the park to be dedicated on Veterans Day this year. Director Mangum stated that the department is going to proceed with that dedication. Mosley Park has had on-going improvements for the last year. The paved parking lot has been completed and the next improvement will be to install a new park sign hopefully by the end of the year. The First Colony Trail Head will be re-paved and the Veterans Memorial Project is in plan review and hopefully will be out to bid in the next two weeks. There were no further questions.
- b. ***Parks Operations: Parks Superintendent Barry Hamilton***  
The report was provided in packet. Board Member D. Johnson questioned if the playgrounds were still closed. Parks Superintendent Hamilton answered yes.
- c. ***Recreation: Recreation Superintendent Kevin Browne***  
The report was provided in packet. Recreation Superintendent stated that recreation is still being heavily impacted by COVID19. The Recreation and Tennis Center is open with limited offerings being the Tennis courts and Fitness Room have reservations, Acrylic Painting Classes, and Virtual Summer Camp. Recreation Superintendent Brown did state that staff did meet to discuss fall programming. The department has launched a new Senior Facebook Page for seniors to stay connect and engaged during the pandemic. There was a park clean-up at American Legion Park with 26 volunteers participating. The department also hosted its first Drive-Up Movie Event this month and had a great turn out. There will be a Fall Movie Schedule for nights in September, October, and November. Board Member Giltner stated she loved the idea of the drive in movie and thought it was a great idea. Board Member D. Johnson asked how many people are allowed in the Fitness Room at a time. Recreation Superintendent Browne stated that 10 people are allowed at a time. Vice-Chair Snyder asked about the expanding of league play for tennis. Recreation Superintendent Browne stated not at this time the department has not been given approval to expand on current offerings. Vice-Chair Snyder also asked if kayak training has been added to staff's schedules. Recreation Superintendent Browne stated that Texas Parks and Wild Life has not been approved for in person training and that they are working on a virtual training.

**7. DIRECTORS REPORT**

***Parks and Recreation Director: Jason Mangum***

Director Mangum informed the Board about the City survey on the Public Art Program and urged the Board to participate. The information has been shared to the public by the City's Communication Department. Administrative Assistant Andrews will send the link and information out to the Board. He gave an update on the departments CAPRA Accreditation process stating the goal is to be accredited by the spring of 2021. The timeline is to have everything completed by end of September. He stated to the Board there may be multiple policies for the Board to review in the coming months. In October the department will begin their internal review process. Director Mangum stated he is happy with the progress they are making and is proud of staff for the hard work they have put in. A Code of Conduct policy will be presented at September board meeting. Director Mangum also stated that the department is planning to re-do the Parks and Recreation Master Plan at the beginning of fiscal year 2021. Board Member Ross complimented Director Mangum and staff on a job well done with everything the department is doing.

**8. BOARD REPORTS**

There were no board reports.

**9. ITEMS FOR NEXT AGENDA**

The next agenda will include an update on the Veterans Memorial Project and a review of the Parks and Recreation Code of Conduct Policy.

**10. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 7:57pm.

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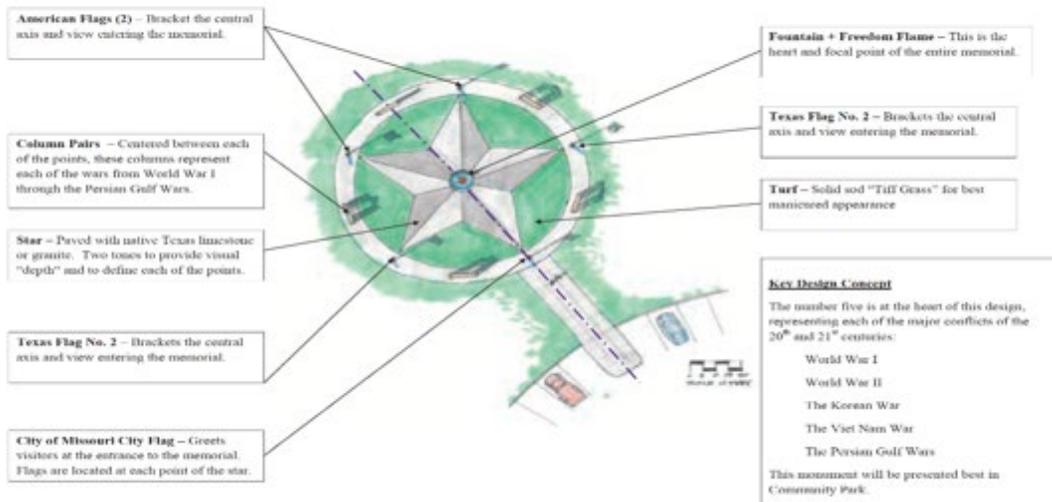
# Veterans Memorial Project Update

## History of The Veterans Memorial

- When the Missouri City Parks Foundation was initiated in 2016, the first major project the foundation took on was the creation of a Veterans Memorial.
- To date, the Missouri City Parks Foundation has raised over \$700,000 for the Missouri City Veterans Memorial.
- The project has been supported by generous donations from The George Foundation, Wells Fargo, H-E-B, Niagara Bottling, and many others.
- On Veterans Day, November 11, 2019, the City of Missouri City, in collaboration with the Missouri City Parks Foundation, held a ground breaking ceremony for the Missouri City Veterans Memorial.
- Due to the set backs of COVID19 construction of the memorial is tentatively scheduled to commence in the late Fall of 2020.



## The Design



Missouri City Veterans’ Memorial

Lloyd Lentz, R.I.A.

# Funding

Donors Name/Organization	Amount Donated
Wells Fargo	\$ 100,000.00
Niagra	\$ 50,000.00
The George Foundation	\$ 200,000.00
H-E-B	\$ 60,000.00
Brick Pavers	\$ 9,091.00
City of Missouri City (TIRZ 1 Reimbursement after construction )	\$ 250,000.00
City of Missouri City (Fac. Pub. Replace fund)	\$ 13,267.00
Tolunay-Wong Engineers	\$ 5,000.00
HOT Tax	\$ 50,000.00
<b>Total:</b>	<b>\$ 737,358.00</b>



## Veterans Memorial Bid Schedule 2020

Date	Task
Tuesday, August 11th	Information for bid package posting given to the City.
Friday, August 14th	Bid package posted onto bidding web sites and newspaper ad.
Wednesday, August 19th	First newspaper ad posted.
Wednesday, August 26th	Second newspaper ad posted.
Tuesday, September 1st at 10AM	Non mandatory pre-bid outside at the Visitor's Center Pavilion. Covid 19 restrictions will apply, social distancing and face mask will be required.
Tuesday, September 8th at 5PM	Last day for questions from perspective bidders for posting an addenda.
Tuesday, September 15th at 2PM	Bids due. Bid tabulations will be posted to the City's bid web sites on Wednesday, September 16th due to Covid 19 restrictions.
Tuesday, September 22nd	Engineers recommendation to City for awarding construction contract.
Wednesday, September 23rd	City Council Memo Due.
Monday, October 5th at 7PM	City Council award contract.
Monday, October 19th	Contracts executed, bonds, insurance in place and PO established. Estimate only.
Tuesday, October 27 at 10AM	Pre-construction outside at the Visitor's Center Pavilion Covid 19 restrictions will apply, social distancing and face mask will be required. Estimate only.
Tuesday, November 3rd	NTP for contractor. Estimate only.



# Veterans Memorial Final View



To access the meeting agenda packet in PDF format, the public may access the following link: <https://www.missouricitytx.gov/812/Parks-Board>.



## Approved Parks Board Paver:





## Missouri City Parks and Recreation Code of Conduct



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Parks and Recreation Director

Date

The Missouri City Parks and Recreation Department expects all users of City facilities to be of good character, and to treat others honestly, fairly and with integrity. These values are key to supporting the mission of the Parks and Recreation Department. The Missouri City Parks and Recreation Code of Conduct applies to all users in all situations that relate directly or indirectly to City Parks, Facilities, Events and Recreation programs. Recreation staff reserves the right to seek enforcement of violations of the Code of Conduct to the fullest extent applicable by law.

### **Code of Conduct**

#### **1. Respect for all persons**

- Respect other participants and City staff.
- Cooperate or assist City staff in maintaining safety, order and discipline.
- Demonstrate courtesy even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Do not engage in any behavior that would endanger the health, safety or well-being of others.
- Do not engage in unacceptable behavior; to include: use of profanity, obscene gestures, arguing, or other disruptive conduct or encourage others to do so.
- Do not engage in physical abuse, threats or harassment.

#### **2. Respect for all properties**

- Respect the property of others, including City property and facilities.
- City facilities belong to the community, ensure that the next participant has the opportunity to enjoy a safe, clean and enjoyable experience.

#### **3. Respect for all equipment**

- Do not attempt to break or misuse City equipment or fixtures.
- Contact the Parks and Recreation Department to report equipment in need of repairs or replacement.

#### **4. Respect for the environment**

- Dispose of waste properly, consider the impacts of improperly disposed of waste on other people, water and wildlife.
- Leave what you find in order to give others the opportunity to experience a sense of discovery by leaving rocks, plants, and other natural objects of interest as you find them.
- Avoid damaging live trees and plants.
- Be respectful of wildlife through quiet observation. Do not disturb, harass or attempt to feed wild animals

# Park Projects Update

August 2020

## Ongoing Projects

### American Legion Park

A few details on the final punch list are being attended to by the Contractor. Overall, the Project is complete. In-house staff workers will be completing a few landscape tasks in August along with maintaining the newly installed landscape. Unfortunately due to COVID 19 guidelines for public safety, the restroom facility will remain close until further notice.

August



### 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 1-3 items at several park locations.

### Mosley Park

**PZ:** I forgot to include a photo of the new parking lot in the report last month. In addition, a new park sign is being fabricated, construction should begin in September.





# Park Projects Update

## First Colony Trail Improvements

**PZ:** Trail improvements to the First Colony Trail has started at Double Tree and will progress east to Cedar Springs. This first Phase will see 1,115 feet of concrete surface replacing the DG surface. The second phase will continue another 600 feet from Cedar Springs to the Trail Head along Crosslakes. [Progress this month, only a few small sections remain to be completed. Next month I'll have more photos.](#)



## 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, repairs to playground border, swing, benches and picnic tables, water meter connections and replacing the perimeter fencing. Surfacing in the playground has been upgraded.

## **Monthly Report**

**August, 2020**

### **Park Maintenance - weekly**

Inspected all park properties including; playgrounds, park amenities and trails  
Litter collection completed at all park locations  
Leveled the surfacing at all playgrounds  
Weed sprayed as needed  
Finish mowed as needed  
Tractor mowed as needed  
Performed weekly maintenance on the softball fields at Community Park

### **Other Items**

Replaced trash barrels and holders as needed  
Assisted with Drive-up Movie Night  
Repaired fencing at StaMo Sports Complex and Hunters Trail Park  
Cleaned up our storage lot  
Repaired the irrigation in the little league complex at Community Park  
Recapped bulkheads at Buffalo Run Park  
Replaced broken railing on the bridge on Hunters Glen Trail  
Quarterly All Staff Training  
Repaired a gate on field 2 of the softball complex at Community Park  
Repaired a light, a timer and an access door on pavilion 4 at Community Park  
Performed our monthly safety training  
Replaced a timer in pavilion 4 at Community Park  
Box bladed at Community Park  
Repaired the fence at Mosley Park  
Retied loose windscreens at the Recreation and Tennis Center  
Performed maintenance on tractors and mowing decks

### **Forestry/Horticulture**

Weed sprayed Ridgeview and MacNaughton Parks  
Park spraying  
PSHQ landscaping  
Animal Control tree pruning  
American legion sod install  
New hire interviews  
City Hall landscaping  
Water new trees  
Park inspections  
Prune & fertilize trees at Independence Park  
Community & Roane Park spray  
Limb pick-up at several parks  
Arborist manager safety training-Paul

## **Recreation Superintendent's Report – August 2020**

### **Tennis:**

- Junior Tennis– 26 participants

### **Recreation:**

- Fitness classes being offered virtually to members at normally scheduled times
- Fitness room reservations – 887
- Backyard Campout – 47 participants
- Acrylic painting – 14
- Senior Facebook Group - 16
- Summer Day Camp (virtual) – 11
- Summer Day camp Activity Box - 8

### **Revenue**

- Revenue: August 2019: \$41,304.74 vs. August 2020: \$6,368.39
- Revenue FY20: October 1, 2019-July 31, 2020: **\$194,590.81**