



Missouri City Parks Board

Jason Mangum, 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, OCTOBER 1, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on **Thursday, October 1, 2020, at 7:00 p.m.** at: City Hall Council Chamber, 2nd 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.

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 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>.

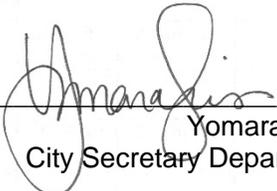
To access the meeting agenda packet in PDF format, the public may access the following link:
<https://www.missouricitytx.gov/812/Parks-Board>.

1. CALL TO ORDER
2. CONSIDER APPROVAL OF THE SEPTEMBER 3, 2020 PARKS BOARD MEETING MINUTES
3. PUBLIC COMMENTS
4. HONOR THE RETIREMENT OF ASSISTANT DIRECTOR RANDY TROXELL
5. ELECTION OF OFFICERS: CHAIR AND VICE-CHAIR POSITIONS
6. DISCUSS POSSIBLE PROJECTS IN MISSOURI CITY THROUGH THE FIRST COLONY CAPITAL IMPROVEMENT PROJECT
Board Member J.R. Atkins
7. DISCUSS PARKS AND RECREATION DEPARTMENT'S PURSUIT OF FUNDING FROM THE TEXAS PARKS AND WILDLIFE DEPARTMENT CO-OP GRANT
8. CONSIDER NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM AND SELECT WINNER OF DEPARTMENTAL AWARD
9. STAFF REPORTS
 - a. *Parks Projects: Director Jason Mangum*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
10. DIRECTORS REPORT
Parks and Recreation Director: Jason Mangum
11. BOARD REPORTS
12. ITEMS FOR NEXT AGENDA
13. 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 1, 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 September 28, 2020, at 11:30 a.m.



Yomara Frias
City Secretary Department



Missouri City Parks Board

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Randy Troxell, Assistant Director
Kevin Browne, Recreation Superintendent
Barry Hamilton, Parks Superintendent
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Mary Ross, Board Member
Susan Dierker, Board Member
Brian Merchant, Board Member
Victoria Porter, Board Member
Buddy Snyder, Vice-Chair

PARKS BOARD MEETING MINUTES 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, 2nd 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.

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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, Thomasine Johnson and J.R. Atkins

Absent were: Leslie Mack Jr. and Victoria Porter (**Excused**)

Staff in Attendance: Director Jason Mangum, Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Facilities Operation Manager Daniele Stewart, Recreation Specialist Adam Lofters, Recreation Specialist Allison Vickery, Recreation Specialist Joskan Perez, 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 7:06 p.m.

2. CONSIDER APPROVAL OF THE AUGUST 6, 2020 PARKS BOARD MEETING MINUTES

Board Member Atkins made a motion to approve the August 6, 2020 minutes. Vice-Chair Snyder seconded the motion. **The vote was unanimous. The motion passed.**

3. PUBLIC COMMENTS

There were no public comments.

4. VETERANS MEMORIAL PROJECT UPDATE

Director Mangum presented an update on the Veterans Memorial. The PowerPoint slides were provided in the packet. Director Mangum gave a brief overview and history of the project and then went on to go over the project design, funding total, bid schedule, and final view of the Veterans Memorial. The Parks Foundation has raised over \$700,000 in construction cost for the memorial including big contributions from HEB, Niagara Bottling, The George Foundation and Wells Fargo. There was a groundbreaking celebration last year on Veterans Day for the memorial. Director Mangum stated he hoped that the memorial would be well under construction at this point but, due to unforeseen circumstances dealing with COVID19 things have been slowed down. A picture of the approved Parks Board paver was also provided in the packet. Board Member Atkins asked about contributing funds to the Parks Board paver. Administrative Assistant Andrews stated that board members could contribute whatever amount they would like. Chairman Turner stated that the paver donation is an optional contribution. Vice-Chair Snyder questioned where the pavers would be located at the memorial. Director Mangum stated they would be laid out by the entrance as the walk way leading into the memorial (sketched picture in the PowerPoint showed the location). Vice-Chair Snyder also inquired about the paver project not being as successful as it should be. Director Mangum stated that the pavers are a Parks Foundation project and he would talk with them about it. He also stated when the bids come in for the project it will give the Parks Foundation a better number to go off of for the paver project. Board Member Giltner stated Veterans Day 2020 would be a great day to have the information on the paver project available to the public.

5. REVIEW PARD CODE OF CONDUCT POLICY

A copy of the Code of Conduct Policy was provided in the packet. Director Mangum stated that anytime the Parks and Recreation Department implements a policy that effects the public it will be reviewed by the Parks Board for input not for approval. Director Mangum also stated that this Code of Conduct is one of the standards the department needs to meet for its CAPRA Accreditation. The Code of Conduct is very broad so, it may be used for being in a park, playing in a sports league, or using City facilities. Recreation Superintendent Browne reviewed the Code of Conduct Policy with the Board. He explained that the policy has four main tenants:

1. *Respect for all persons*
2. *Respect for all properties*
3. *Respect for all equipment*
4. *Respect of the environment*

Recreation Superintendent Browne stated that even though the policy seems very broad it is still able to touch on the main points for respecting the community and behaving properly while citizens are using City parks, trails, and facilities. Board Member Dierker asked will this policy be posted in all park areas and how will it be enforced. Recreation Superintendent Browne stated that this policy could be on parks signs, posted at the Recreation and Community Center and on the Parks and Recreation website. As far as enforcing the Code of Conduct, the policy is more of an educational and awareness document and not punitive. Director Mangum added that educating the citizens is key. Board Member Ross questioned if masks are required to wear in City parks. Director Mangum Stated that masks are not required in City parks. Board Member T. Johnson asked if there had been any problems in the parks with wearing masks and social distancing. Director Mangum stated there has been no major issues. Board Member D. Johnson made a comment that he walks at Ridgeview Park every morning and people have been respecting others space. Board Member D. Johnson also asked would coaches receive the Code of Conduct policy as well. Recreation Superintendent Browne stated that the policy can be given to the RSA groups and can be advised to hand out the policy to their coaches but, it is not required. The policy will be made available to the public. Board Member Atkins complemented Director Mangum and Recreation Superintendent Browne on a job well done.

6. DISCUSS NOMINATIONS FOR THE CITY MUNICIPAL VOLUNTEER PROGRAM AND THE WINNER FOR THE DEPARTMENTAL VOLUNTEER OF THE YEAR AWARD

Director Mangum gave a brief history on the creation of the Departmental Volunteer of the Year award named after Ebony Ghee. He explained that the winner of the departmental award would be the nomination for the City Municipal Volunteer of the Year Award. Board Member Giltner nominated Tom and Reggie Nichols. She stated that the Nichols Family has done so much for the City and they deserve to be recognized. Director Mangum stated that the Board can send in any additional nominations to Administrative Assistant Andrews.

7. STAFF REPORTS

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

Assistant Director Troxell stated that the report of was in the packet. The American Legion Project is completed, Parks Assessment is still being worked on, and Mosely Park parking lot photo was included in the packet. The Park Signage Project is continuing with three new signs at Mosely Park, Roane Park, and Independence Park. The First Colony Trail improvements only has one section left to be completed. Board Member Atkins stated that the improvements to the First Colony Trail has gained positive comments from the residents in the First Colony area of Missouri City, TX. Board Member Atkins also stated that First Colony is in the process of starting their capital improvement project and he would like to meet with Director Mangum and Assistant Director Troxell to come up with some ideas.

b. *Parks Operations: Parks Superintendent Barry Hamilton*

Parks Superintendent Hamilton was not present. The report was provided in the packet. If the Board had any questions for Parks Superintendent Hamilton they could let Director Mangum or Administrative Assistant Andrews know and they would follow up with those answers. Board Member Atkins question if Cub Scouts (10 and under) are able to participate in the upcoming park clean up at Hunter Glen Park. Director Mangum stated as long as they are with a parent they can participate. Board Member Garcia asked how could she participate in the park clean ups. Director Mangum stated that registration for

park clean ups can be found on the Parks and Recreation website. Board Member Garcia also brought up trash concerns dealing with the Edible Arbor Trail section by Walmart. She stated that it was cleaned up by a resident in the area. Director Mangum commented that it is great that citizens have been taking the initiative to keep the trail clean and he would like to know who these people are so he may thank them for their hard work. Recreation Specialist Vickery stated that the board can contact her to register for the upcoming park clean up or if they have any other questions.

c. Recreation: Recreation Superintendent Kevin Browne

Recreation Superintendent Browne stated that his report was provided in the packet. He stated that the department hosted its first adult Archery Workshop, which had five participants. He commented that the participants had a great time and they will be hosting another workshop in the future. The department will be able to start expanding on some of the program offered on a limited capacity. Next week will start indoor pickle ball, Youth Archery starting on September 15th, park clean up on September 12th at Hunter Glen, and Friday Night Flicks on September 18th featuring The Lego Movie. He also took the time out to commend his staff for the great work they have doing with the on-going pandemic. Recreation Superintendent Browne introduced new Recreation Specialist Joksan Perez-Rubio. Board Member Giltner and Board Member Garcia thanked staff for being so creative and keeping Parks and Recreation safe and fun. Vice-Chair Snyder made a comment on the Adult Archery Workshop stating that Recreation Specialist Vickery and Recreation Superintendent Browne did a great job. He also stated that the Senior Walking Program with Recreation Specialist Vickery is a great way to get out and about. Board Member Garcia challenged the whole Board to participate in the Walk the Wilderness Challenge.

8. DIRECTORS REPORT

Parks and Recreation Director: Jason Mangum

Director Mangum gave the board an update on the department's accreditation process. Stating the goal is to have all policies and documents completed for internal review at the end of the month. The department plans to have their CAPRA visit in the spring of 2021 and be accredited by the fall of 2021. Director Mangum thanked the board for all their help and service. Board Member Atkins commented on the great staff. Vice-Chair Snyder inquired about the Art in Public Places Program. Director Mangum stated that the City is still in the process of working on the program.

9. BOARD REPORTS

Board Member Atkins reported that First Colony is about to being there capital improvement project. He stated if the board had any ideas to send him an email so, he may submit to them to the First Colony committee. Board Member Joseph will get in contact with Board Member Atkins. Chairman Turner brought up the TXDOT project for the median beautification project. Stating the medians looked great. Chairman Turner asked about the opening of basketball courts and parks in the foreseeable future. Director Mangum stated he will be having a meeting with City Management to see about the opening of parks and other amenities. Superintendent Browne stated that the Recreation Center will be open for single hoop reservation starting either next week or the following week.

10. ITEMS FOR NEXT AGENDA

A possible discussion of the First Colony Capital Improvement Project partnership with Missouri City.

11. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 8:27pm.



MISSOURI CITY PARKS BOARD

RECOMMENDATION FOR NOMINATING PARKS & RECREATION VOLUNTEERS FOR THE 2020 MVP 'VOLUNTEER OF THE YEAR' AWARD

Nominated by: Board Member Diane Giltner

Nominee: Tom and Reggie Nichols

Nominee Background:

Tom and Reggie Nichols are longtime Quail Valley residents whose quiet passion for the betterment of their neighborhood spreads throughout Missouri City. Once they became familiar with efforts of Forester Paul Wierzbicki, they eagerly funded programs to provide trees to parks, groves to the Edible Arbor Trail and earth-kind plantings to backyards. Missouri City Green benefits from their contributions as board members and active participation in environmentally-friendly events. Tom and Reggie's efforts in keeping Missouri City clean, green and beautiful benefits us all. They are an unassuming couple who prefer to stay under the radar but, deserve to be recognized for their volunteerism.

Nominee Activity:

- Missouri City Tree Challenge
- Missouri City Green's E-Waste Event
- Missouri City Memorial Tree Program
- Missouri City Green Board
- Missouri City Parks Foundation-Tom Nichols
- Mayor Youth Commission-Funding Scholarships
- Edible Arbor Trail- Funding Groves
- Backyard Sanctuary Program

The events and programs listed above include Tom and Reggie Nichols volunteering their time to organize, raise funds, and general administration of the program or event. In addition, The Nichols' Family has also participated in supporting programs like the Golden Tree Award and maintaining a Gold Status as affiliate member of Keep Texas Beautiful.

Park Projects Update

September 2020

Ongoing Projects

American Legion Park

The American Legion Park Improvement Project is complete. Unfortunately due to COVID 19 guidelines for public safety, the restroom facility will remain close until further notice.

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.

Park Signage Project

PZ:

CIP: Construction began this month for 3 additional park signs. Those parks receiving new sign designs are Independence Park, Mosley Park and Roane Park. Updates will be provided next month.



Independence Park



Mosley park



Roane Park

Park Projects Update

First Colony Trail Improvements

PZ: Progress this month, only a few small sections remain to be completed.



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

September, 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 missing reserved parking signs at pavilion 4 in Community Park
Installed caution signs at Ridgeview Park
Removed windscreens at the Recreation and Tennis Center and reinstalled them
Performed our monthly safety training
Completed reinstallation of windscreens at the Recreation and Tennis Center
Picked up litter on Gessner Road
Repaired a water leak in the little league complex at Community Park
Assembled tables for American Legion Park
Replaced a broken slide at Buffalo Run Park
Removed park signs at Independence, Roane and Mosley Parks
Removed graffiti on the tower at Buffalo Run Park and the skate park at Community Park
Repaired fencing in the softball complex at Community Park
Assisted with Drive-up Movie Night
Filled in ruts at MacNaughton Park
Assisted with Community Park shrub bed prep
Provided logistical support for the grand opening of the Texas Parkway and Cartwright improvements
Performed our monthly playground inspections
Replaced a barrel holder at Hunters Glen Park
Installed new tables at American Legion Park
Repaired pavers on Hunters Glen Trail

Forestry/Horticulture

Community Park prune, spray & chip.
City Hall & Library Landscaping
Storm prep & clean up
Tree watering
TX Dot meeting for Texas Pkwy/Cartwright
Tennis Center landscaping
New employee set-up and orientation
Year-end purchasing
MacNaughton trail prune and dead tree removal
Spray weeds at several parks
Roane Park tree pruning and removal
Prune Community Park jogging trail
Community Park shrub bed prep
Planted 2 trees at QGW

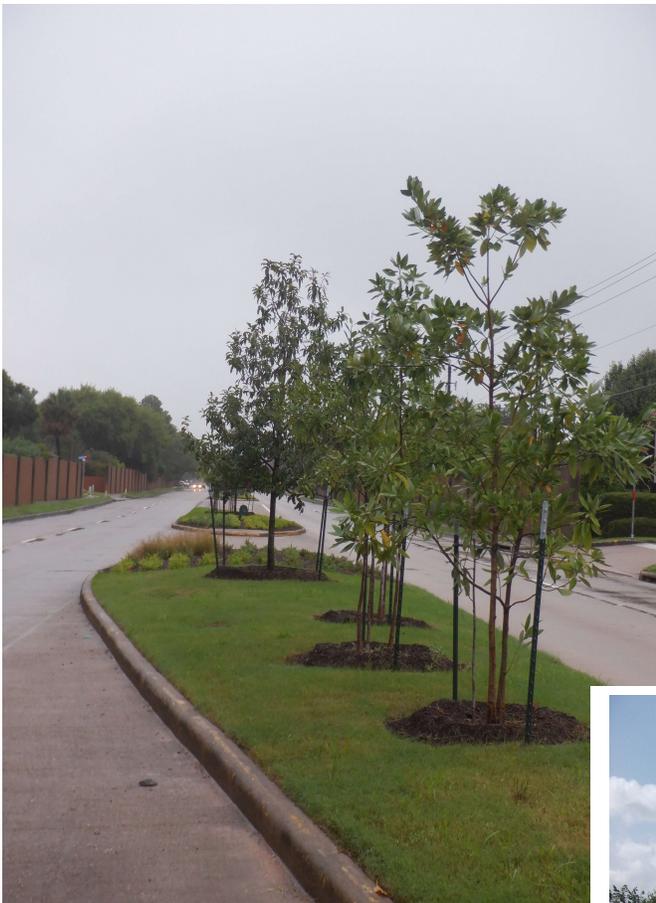
Monthly Report

Texas Pkwy/ Cart ribbon cutting ceremony



New Plantings & Features

A new season of tree planting started off with two new trees being planted at Quail Green West Park. There were also some plant replacements at the Recreation Center entrance. The landscaping portion of American Legion Park's new pavilion was completed with the installation of sod and grass seed. Finally, Phase 1 of the Texas Parkway/Cartwright Rd Median landscaping project was completed in September. TXDOT funded and managed the installation with assistance from the City Forester and Public Works Department. A ribbon cutting ceremony was held for this project on September 17th.



Tree Pruning & Landscape Maintenance

All of the developed parks were sprayed for weeds and fire ants around tree mulch circles. High-impact landscape areas around PSHQ, Recreation Center, City Hall and Library all received maintenance and autumn preparation. Tree pruning was conducted at Animal Control Facility, Independence Park, and Community Park frisbee golf course. Finally, Bartlett Tree Care Company was hired to do a soil rejuvenation around the trees in the Community Center Plaza.



Staffing Changes

The Forestry Division hired a new Parks Caretaker in September. Jose Castillo started on Sept 9th. Jose comes with extensive experience in nursery management and landscaping. In September we also say goodbye to Randy Troxell (Assistant Director), who is retiring after 29 years of service. Randy was the forestry program before there was one, and he will be greatly missed.



Recreation Superintendent's Report – September 2020

Tennis:

- Junior Tennis– 26 participants
- Ladies Match Play – 12

Recreation:

- Chair Yoga (virtual) – 3
- Gentle Yoga (virtual) – 10
- HIIT (virtual) – 3
- UJAM (virtual) – 9
- Fitness room reservations – 827
- Pickleball reservations – 25
- Basketball reservations - 23
- Acrylic painting – 15
- Senior Facebook Group – 25
- Senior Walking Club – 19+
- Grandparent's Day Kit – 3
- Park Clean Up - 51
- NFL Pick'em League – 15
- Beginner Archery – 8
- Explore Archery - 3

Revenue

- Revenue: September 2019: \$32,343.10 vs. September 2020: (\$3,965.56)
- Revenue FY20: October 1, 2019-September24, 2020: **\$191,691.89**