



## 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  
Larance Turner, Chairman

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

# PARKS BOARD MEETING AGENDA THURSDAY, NOVEMBER 7, 2019

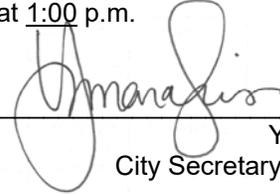
Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, November 7<sup>th</sup>, 2019, at **7:00 p.m.** at: **City Hall Council Chamber, 2<sup>nd</sup> floor**, 1522 Texas Parkway, Missouri City, Texas 77489, for the purpose of considering the following agenda items. All agenda items 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 OCTOBER 3, 2019 PARKS BOARD MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **ELECTION OF OFFICERS: CHAIR AND VICE-CHAIR POSITIONS**
5. **PUBLIC HEARING TO RECEIVE COMMENTS REGARDING THE NAMING OF THE PARKS AND RECREATION DEPARTMENT VOLUNTEER OF THE YEAR AWARD “The Missouri City Parks and Recreation Ebony Ghee Volunteer of the Year Award”**
6. **DISCUSSION OF NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM**
7. **DISCUSSION OF CONVERTING/REBRANDING THE FIRST COLONY TRAILHEAD AREA TO MORE SENIOR-FRIENDLY PARK AND RENAMING THE AREA TO BE CALLED A “WELLNESS PARK”**
8. **DISCUSSION OF PARKS AND RECREATION DEPARTMENT’S PURSUIT OF FUNDING FROM THE TEXAS PARKS AND WILDLIFE DEPARTMENT CO-OP GRANT**
9. **STAFF REPORTS**
  - a. *Parks Projects: Assistant Parks & Recreation Director Randy Troxell*
  - b. *Parks Operations: Parks Superintendent Barry Hamilton*
  - c. *Recreation: Recreation Superintendent Kevin Browne*
10. **DIRECTOR’S UPDATE**  
*Jason Mangum, Parks & Recreation Director*
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 November 7<sup>th</sup>, 2019 agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on November 4<sup>th</sup>, 2019, at 1:00 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: \_\_\_\_\_



## Missouri City Parks Board

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Victoria Porter, Board Member  
Buddy Snyder, Board Member

# PARKS BOARD MEETING MINUTES THURSDAY, OCTOBER 3, 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, Claudia Yvette Garcia, Victoria Porter and Leslie Mack Jr.

**Absent were:** J.R. Atkins (Excused)

**Staff in Attendance:** Director of Parks & Recreation Jason Mangum, Parks Superintendent Barry Hamilton, Assistant City Attorney James Santangelo, Recreation Superintendent Kevin Browne and Administrative Assistant Sydney Andrews.

**Others in Attendance:** Council Member Jeffrey L. Boney

### 1. CALL TO ORDER

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

### 2. CONSIDER APPROVAL OF THE SEPTEMBER 5, 2019 PARKS BOARD 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

Council Member Boney came to say thank you to the Parks Board and Director Mangum. He stated how much he appreciated all the hard work and dedication they put into their work. Also, he made comments on planning out Freedom Tree Park and the continued work on Veterans Memorial.

### 4. STAFF REPORTS

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

Assistant Director Randy Troxell was not in attendance Parks Superintendent Hamilton stated Assistant Director Troxell's report was in the packet. There were no changes only that they were starting bids on American Legion Park next Tuesday. Director Mangum stated he would explain more on this project during his Directors update.

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

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

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

Recreation Superintendent stated his report was in the agenda packet. He stated that is coming Saturday would be extremely busy with Skate Boarding Classes starting, The Shrimp Boil Tennis Tournament, as well as Community Night Out at the Community Center. On Friday, October 18 there will be Family Fun night Halloween edition at the Recreation Center, Slam or Smash Pickle Ball Tournament on Friday, October 25<sup>th</sup> at the Recreation Center and Tricks and Treats at Buffalo Park that will be on Saturday, October 26<sup>th</sup>. There were no further questions.

## **5. DIRECTOR'S UPDATE**

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

Director Mangum stated that the new fiscal year has started and that there have been new things budgeted to hopefully enhance and assist in the department. The department has received some funds to try to be more efficient in the parks. With mowing being contracted the department has put money towards trash collection being contracted as well to keep parks as clean as possible. On the recreation side the department has been authorized to purchase kayaks to do more outdoor recreational programming. They have been very successful with the start of The Archery Program which started as a free program and is still being continued. With the purchase of the new kayaks programs will be starting soon out of Buffalo Run Park and the department can potentially rent them out to the community. Director Mangum stated that the budget has been carefully looked at with a 3.5% cap that state legislative has put on local government starting next year. He recently came back from Baltimore where he attended the NPRA Conference which he stated was a great experience. Also, commented on the department continuing to work on its CAPRA accreditation. There was a quick update on The Skate Park that it recently has gotten solar product lights installed made possible by a donation from Niagara Bottling. Lastly, American Legion Park will be up for bid next week. This was a CIP Project that was approved with the idea that it could be done in house with the help of public works and the parks and rec departments. Park zone funds were out towards this project to create a pavilion and have restrooms installed with some landscaping and lighting for the flag poles. They will also try to get the parking lot paved as well. There is also money in this year's budget for the shoreline stabilization at the park. The shoreline is dangerously steep and the department wants to make sure that it gets fixed so visitors do not fall in. The department is working with public works to have a solution for the bank at American Legion Park. Board Member Snyder asked about adult and children kayaking and also about will there be single or double kayaks. Director Mangum stated there will be both and they will have a variety of activities. Board Member Snyder asked about a target date to start kayaking. Director Mangum stated most likely in the spring.

## **6. BOARD REPORTS**

Board Member Giltner commented on how great and festive October Fest was. Board Member Snyder commented on this year's coming up Snow Fest and how the senior planning council has expanded their activities to have a holiday craft fair. Chairman Turner explained the December parks board meeting will only take place if there is a park land dedication. Chairman Turner needs volunteers for decorating the float for this year's Snow Fest. Board Members Porter, T. Johnson, Garcia and Giltner volunteered. Chairman Turner asked about a fun run for Snow Fest. Recreation Superintendent Browne stated they are planning a fun run. Chairman Turner lastly mentioned Veterans Memorial brick pavers are for sale and stated he will send an email out about that to the board. Board Member T. Johnson wanted to personally thank Board Member Giltner and Board Member Snyder for coming out to the farmers market. She also thanked Director Mangum and Recreation Superintendent Browne for all their hard work and help. Board Member Giltner commented on Board Member T. Johnson's great dedication and all of the volunteering she does. Board Member Snyder mentioned the art dedication that is on Sunday at 2:00pm. Board Member Matteucci commented on the special meeting that will be on Monday, October 7<sup>th</sup> with the agenda item Recreation Volunteer of the Year Award. There is a letter that he would like the board members to sign to help support that notion of that agenda item.

**7. ITEMS FOR NEXT AGENDA**

No items stated for next agenda.

**8. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 7:45pm.



## MISSOURI CITY PARKS BOARD

### RECOMMENDATION FOR NOMINATING PARKS & RECREATION VOLUNTEERS FOR THE 2019 MVP 'VOLUNTEER OF THE YEAR' AWARD

**Nominated by:**

Adrian Matteucci, Parks Board Member

**Nominee:**

Margo Webb, President of Missouri City Green

**Nominee Background:**

Margo Webb, President of Missouri City Green for consideration as the Parks Department nominee for the City MVP award. The list below is only part of her volunteer work during the last fiscal year; MCG also regularly participates in Earth Day events, Adopt a Highway clean ups, Edible Arbor Trail events along with promoting City recycling programs at events like the Farmer's Market and Tricks or Treats in the Park.

- Rainwater Harvesting Class - October 6, 2018 (2 hours)
- Storm Drain Marker Event - October 20, 2018 (2 hours)
- Electronics Recycling Event - January 26, 2019 (3 hours)
- Regional Tree Planting Competition - February 9, 2019 (3 hours)
- Don't Mess with Texas Trash Off – April 6, 2019 (3 hours)
- Paper Shredding Event - April 27, 2019 (3 hours)
- Access Health Back to School Fair - August 10, 2019 (4 hours)
- Worm Composting Class - August 24, 2019 (2 hours)
- Fall Vegetable Gardening Workshop - September 21, 2019 (2 hours)
- Monthly informational MCG meetings open to the public (10 meetings at 1 hr/meeting)

The times in parentheses are the actual event duration and doesn't account for the hours spent coordinating with the City, Sponsors and Guests.



## MISSOURI CITY PARKS BOARD

### RECOMMENDATION FOR CONVERTING/REBRANDING THE FIRST COLONY TRAILHEAD AREA TO MORE SENIOR- FRIENDLY PARK AND SUGGEST IT BE CALLED A “WELLNESS PARK”

**Background Information:** Anthony Maroulis shared his interest in converting/rebranding the First Colony Trailhead area to a more senior-friendly park and suggested it could be called a "wellness park." There is equipment available but, unsure how often it is being used. Perhaps rebranding and focusing on senior health will increase usage. Beth Posa, Brightwater resident and business owner, provided this website:

<https://www.bbc.com/worklife/article/20191028-the-cities-designing-playgrounds-for-the-elderly>

# Park Projects Update

October 2019

## Ongoing Projects

### Park Signage

**CIP:** Bass Construction has been selected to begin constructing new park entrance signs. Locations selected are Community Park, Hunters Glen Park and American Legion Park. **Update:** Construction is scheduled to begin in November. Below is an example of the new design.



### 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.

### 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.

### 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 reviewing the bids to award a contract for construction.](#)



# 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:** Roane Park Playground addition proposal was approved by City Council in October. Construction will begin as soon as the play equipment is received by the Contractor and a schedule can be set. We expect this to occur in the month of November.



## 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:** This month the sidewalk extension was completed and opened up for use. In-house staff have plans to add some landscaping to the area and in addition are working to have the parking lot resurfaced and striped. Updates on the scheduling will be provided as those details are confirmed.

# Park Projects Update

## 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 CDBG 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.



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

**Routine Maintenance**

- Inspected all park properties including; playgrounds, park amenities and trails
- Litter collection completed at all park locations
- Herbicide applications along fence lines, in right-of-ways, park areas and various city facilities
- Performed weekly maintenance on the softball fields at Community Park for Tuesday night games
- Finish mowed park properties as needed
- Striped the lighted field for lacrosse at Hunters Glen Park
- Replaced the American flag at the Recreation and Tennis Center
- Delivered and picked up stage sections for the Leadership NOW Conference at the City Centre
- Repaired fences at Hunters Trail and American Legion Parks
- Continued reinstalling the windscreens at the Recreation and Tennis Center
- Replaced a restroom light timer at Buffalo Run Park
- Set up for and provided logistical support and our mobile stage for Community Night Out
- Tractor mowed park properties as needed
- Provided logistical support for the dedication ceremony for the “Pursue Your Passion” statue
- Set up the auditorium for the Employee Health Fair
- Continued clearing the fence line at MacNaughton Park
- Completed the reinstallation of the windscreens at the Recreation and Tennis Center
- All staff attended the Employee Health and Wellness Fair
- Repaired a urinal and toilet in pavilion 4 at Community Park
- Put out election signs
- Prepared for and provided logistical support for Tricks and Treats in the Park
- Repaired a fence at Hunters Trail Park
- Rep Conducted our monthly playground inspections
- Conducted our monthly safety training
- Removed graffiti from the concrete at the skate park in Community Park
- Installed 2 pet stations at Ridgeview Park
- Continued plumbing repairs in pavilion 4 of Community Park
- Repaired a commode at StaMo Sports Complex
- Put out Tricks and Treats signs
- Replaced the drinking fountain at pavilion 4 in Community Park
- Replaced trash barrels and stands as needed
- Filled in a bore hole at Community Park
- Repaired broken canopies
- Box bladed the parking lot at American Legion Park
- Began replacing the drinking fountain on the trail at Community Park
- Repaired security lights in the softball complex at Community Park
- Continued plumbing repairs in pavilion 4 of Community Park

## **Forestry/Horticulture**

- Cleared-out old butterfly garden at Buffalo Run Park
- Assisted QV Golf Course with new tree planting design
- Removed two dead trees at Hunters Trail
- Pruning and chipping Lexington Blvd median trees at Hunters Glen 4 & 5
- Removed downed tree at Independence Blvd
- Prune & chip Lexington Blvd medians
- Remove hazard tree at Public Works yard
- Spray MacNaughton Park
- Renovate Buffalo Run Park butterfly garden
- Install new bench at Buffalo Run Park playground
- Tree spade maintenance
- TDA License class
- Fertilize Community Center courtyard
- Clean-up Mosley Park for ribbon cutting ceremony
- Remove & store previous season tree water bags
- Prune & chip trees and encroaching vegetation at Buffalo Run Park
- Mulch trees at Community Park
- Planted 8 trees at Hunters Glen Park
- Planted trees at Hunters Glen and Community Parks
- Mulched Hunters Glen trees
- Maintained Library landscape
- Removed damaged tree at Roane Park
- Replaced dead trees at Community and Roane Parks
- Replaced plants at City Hall

## **Recreation Superintendent's Report – November 7, 2019**

### **Recap of past events- October**

#### **Tennis:**

- Adaptive Tennis – 21
- Junior tennis fall session 2 – 46
- Shrimp Boil – 72 (36 adults and 26 juniors)
- Slam or Smash Pickleball – 18
- Introduction to Tennis - 8

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

- Softball clinics - 20
- Open Play Pickle Ball (M-W-F) - 263
- HIIT (M-W) - 57
- U-Jam (T-TR-S) - 98
- Gentle Yoga (W-F) -85
- Yoga (W-S) - 44
- Open Play Ping Pong – 8
- Senior Strength – 225
- Basketball Skills and Drills – 14
- Tai Chi - 16
- Beginner Archery Session 2 – 9
- Explore Archery Session 2 – 3
- Karate – 23

#### **Seniors:**

- Bingo Night – 79
- Senior Foodies: Fajita Pete's - 16
- Acrylic Painting – 13
- Mah-Jongg – 49
- Beginner Crochet - 8

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

- Tots & Crafts – 16
- Family Fun Night: Halloween Edition – 2307
- Skateboarding - 5

#### **Special Events:**

- Tricks & Treats in the Park – 2,700 attended

#### **Revenue – October**

- October Net Revenue 2018: \$32,365.84 vs. October Net Revenue 2019: \$40,265.70  
Difference of: \$7,899.86
- October 1, 2019 – October 31, 2019 Net Revenue: \$40,265.70
- Total active memberships at Recreation & Tennis Center: 1,226 (the number was 1,352 in September)