



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, NOVEMBER 5, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on **Thursday, November 5, 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 Julia.Thompson@Missouricitytx.gov or 281-403-8651; 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>.

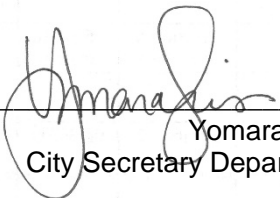
To access the meeting agenda packet in PDF format, the public may access the following link:
<https://www.missouricitytx.gov/812/Parks-Board>.

1. CALL TO ORDER
2. CONSIDER APPROVAL OF THE OCTOBER 1, 2020 PARKS BOARD MEETING MINUTES
3. PUBLIC COMMENTS
4. PRESENT ENCROACHMENT POLICY
Parks Superintendent: Barry Hamilton
5. STAFF REPORTS
 - a. *Parks Projects: Parks Superintendent Barry Hamilton*
 - b. *Parks Operations: Parks Superintendent Barry Hamilton*
 - c. *Recreation: Recreation Superintendent Kevin Browne*
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 November 5, 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 November 2, 2020, at 3:00 p.m.



Yomara Frias
City Secretary Department



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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.

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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 (Excused)

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

Others in Attendance: Randy Troxell

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:02p.m.

2. CONSIDER APPROVAL OF THE SEPTEMBER 3, 2020 PARKS BOARD MEETING MINUTES

Board Member Atkins made a motion to approve the September 3rd, 2020 minutes. Board Member Ross seconded the motion. The vote was unanimous. **The motion passed.**

3. PUBLIC COMMENTS

There were no public comments.

4. HONOR THE RETIREMENT OF ASSISTANT DIRECTOR RANDY TROXELL

The Board and Staff all honored and thanked Randy Troxell for his 29 years of service as Missouri City's Assistant Director of Parks and Recreation. Everyone on the Board had the opportunity to say a few words on behalf of Mr. Troxell. Stating that former Assistant Director Troxell will truly be missed and he is the memory of the Parks and Recreation Department. Board Members shared their favorite memories and special moments over the years with Mr. Troxell. Former Assistant Director Troxell thanked the board for all the nice comments and wishes.

5. ELECTION OF OFFICERS: CHAIR AND VICE-CHAIR POSITIONS

Chairman Turner opened the floor for nominations. Board Member Giltner nominated Chairman Turner to continue as Chair. Board Member D. Johnson seconded the motion. The vote was unanimous. **The motion passed.** Chairman Turner opened the floor for nominations for Vice-Chair. Board Member Atkins nominated Board Member D. Johnson. Board Member Merchant nominated Vice Chair Snyder to continue as Vice Chair. Board Member Ross seconded both nominations. Board Member Porter nominated Board Member T. Johnson. Board Member T. Johnson respectfully declined the nomination. Board Member D. Johnson respectfully declined his nomination. With no other nominations, Chairman Turner closed nominations and moved for a vote to have Vice Chair Snyder continue as Vice Chair. The vote was unanimous. **The motion passed.**

6. DISCUSS POSSIBLE PROJECTS IN MISSOURI CITY THROUGH THE FIRST COLONY CAPITAL IMPROVEMENT PROJECT

Board Member Atkins stated that he also serves on the First Colony HOA Board. He continued by stating that that board is in the process of creating there five year capital improvement plan. He stated that the board and leadership of First Colony has talked about partnering up with Missouri City to get some projects completed in the area. In the past the First Colony HOA Board has partnered with the City of Sugar Land and want to grant the same opportunities to the City of Missouri City. Board Member Atkins wanted to present this idea to Parks Board to see if any of the Board Members had any ideas inside of the first colony space of Missouri City. One idea that had been presented is to update the First Colony Trail Head and make it more of a fitness pack for all ages and trail extensions. Board Member Giltner agreed with Board Member Atkins recommendation to update the First Colony Trail Head. Director Mangum stated that the department has looked into the First Colony area. Stating that The First Colony Trail Head and trail extensions are there main

focus in the area. Board Member Atkins stated that if any other members had any ideas to contact him directly. Board Member Joseph stated that he will be getting in contact with Board Member Atkins in regards to project ideas.

7. DISCUSS PARKS AND RECREATION DEPARTMENT'S PURSUIT OF FUNDING FROM THE TEXAS PARKS AND WILDLIFE DEPARTMENT CO-OP GRANT

Recreation Superintendent Browne gave a brief overview on the Texas Parks and Wild Life CO-OP Grant that the department is applying for. He stated that the grant is for underrepresented populations to have the opportunity to learn and partake in recreation outdoor activities. Superintendent Browne stated that the department did apply for this grant last year and was not awarded but, was giving great feedback which they are using to submit a new application this year. Board Member Ross questioned what day would the department be taking this item to Council. Recreation Superintendent Browne stated October 19th, 2020 and the grant application deadline is November 6th, 2020.

8. CONSIDER NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM AND SELECT WINNER OF DEPARTMENTAL AWARD

Director Mangum gave a brief history on the Municipal Volunteer Program and the Departmental Award. Administrative Assistant Andrews stated that she and Board Member Giltner worked on the nomination for the Nichols Family which was provided in the packet. Board Member Giltner went on to note that the Nichols Family has participated in the Missouri City Tree Challenge, Missouri City Green's E-Waste Event, and Missouri City Memorial Tree Program, has funded scholarships for Mayors Youth Commission Seniors and more. Chairman Turner stated that he was very proud and honored that Board Member Giltner nominated the Nichols' Family. Chairman Turner motioned for the Parks Board Nomination for the City Municipal Award and Winner of the Departmental Award to be Tom and Regina Nichols. Board Member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

9. STAFF REPORTS

a. *Parks Projects: Director Jason Mangum*

Director Mangum stated that the First Colony Trail has recently been improved, The Park Signage Project is ongoing with Mosley Park, Independence Park, and Roane Park receiving new signage. Upcoming projects will be replacing out dated playgrounds in the City. There are only four parks in the city that are due for an upgrade. Those parks are Ridgeview, Quail Green West, Hunters Trail, and Community Park. Community Park and Hunter Trail playgrounds are in the process of being replaced. Director Mangum also stated that if the board hasn't already to make sure to go to American Legion Park. Board Member Atkins stated that the residents by the First Colony truly appreciated the improvements made by the departments.

b. *Parks Operations: Parks Superintendent Barry Hamilton*

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

c. *Recreation: Recreation Superintendent Kevin Browne*

Recreation Superintendent Browne stated that the report was provided in the packet. He was happy to state that the department is able to expand on some of its program offering this fall. In October the department will host a Family Field Game, Activity Rental Kits that will be available at the Recreation Center from October 8th-October 22nd, Virtual Senior Bingo on October 15th, Friday Night Flicks at Community Park on October 16th, Modified Tricks and Treat that will be a "drive boo" event on October 24th at Community Park, and a pumpkin carving contest due October 28th. Recreation Manager Stewart shared that if the Parks Board know anyone or would like to participate in the Trick and Treats "Drive

Boo” event to contact her. Board Member T. Johnson stated that she would like to be a vendor for Tricks and Treats. Board Member Giltner stated that Missouri City Green normally participates so, she will get with the group to see if they would like to participate as well.

10. DIRECTORS REPORT

Parks and Recreation Director: Jason Mangum

Director Mangum stated that the department is continuing to work on their CAPRA Accreditation. They are hoping to have an official visit in 2021 late spring/early summer. The Parks and Recreation Master Plan is in the process of being updated. The ADA Assessment and Transition Plan will be presented to Park Board next meeting for comments. Director Mangum shared an email from a satisfied resident saying thank you to the department for the outstanding service given at the Recreation Center during this time of COVID. He stated he was extremely grateful and thanked the Parks Board for helping the department successful carry out their mission. Chairman Turner complemented Director Mangum on a job well done. Board Member D. Johnson wanted to thank the parks and the recreation staff for being so welcoming and helpful.

11. BOARD REPORTS

Board Member T. Johnson thanked everyone who come and attends the Farmers Market. She stated there will be another Blood Drive on November 12th. The Farmers Market will also be hosting a raffle on a “Thanks for Giving Reef” and all the proceeds will go towards the Missouri City Veterans Memorial. Board Member T. Johnson also mention that there will be a Virtual Walk for the Famers Market Partners/Alzheimer’s Board and encouraged the board to participate. Chairman Turner informed the board to review the section in there binders on parkland dedications.

12. ITEMS FOR NEXT AGENDA

Presentation of the ADA Assessment Plan.

13. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 8:11pm.



PARKS & RECREATION DEPARTMENT POLICIES AND PROCEDURES

Subject	Encroachment	Reference Number PAR-D-O-003
Section	Operations	Effective Date 11/xx/2020
Applicability	All Administrative and Full-Time Parks & Recreation Personnel	Supersedes Policy Dated n/a
Director Approval		Signature Date

Purpose: Missouri City Code of Ordinances Chapter 1 Sec 2.04 - The city shall have exclusive dominion, control and jurisdiction in, upon, over and under the public streets, sidewalks, alleys, highways, public squares and public ways within the corporate limits of the city, and in, upon, over and under all public property of the city. With respect to each and every public street, sidewalk, alley, highway, public square, public park or other public way within the corporate limits of the city, the city shall have the power to establish, maintain, improve, alter, abandon or vacate the same; to regulate the use thereof, including but not limited to the right to erect traffic signals, lights and signs thereon; and to abate and remove in a summary manner any encroachment thereon.

Authority: Missouri City Parks and Recreation Director has the authority from the City Manager for the administration of the Parks and Recreation Department. Missouri City Ordinance No. 0-77-18 gives the Director the responsibility to implement and administer Parks and Recreation policies for the city.

Definitions

Encroachment is the use of park property for private purposes that includes, but is not limited to, the following: placement of personal property such as fences, equipment, patios, yard clippings, storage sheds, swimming pool; and/or the destruction or manipulation of topography which includes the disturbance of soil, vegetation, and drainage patterns.

Effective Date 11/xx/2020	Supersedes Reg. Dated N/A	Reference Number PAR-D-O-003	Page 1 of 2
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Department Policy

The Parks, Recreation Department shall provide, protect and preserve a Park System that promotes recreational, cultural and outdoor experiences for the Missouri City Community. It is the responsibility of the Parks and Recreation Department to identify and remove unauthorized encroachments and other physical alterations of parkland and restore parkland to a preexisting state or better.

Procedure

Parks staff is responsible for identifying encroachments within parks and reporting such encroachments to the Director. The PARD Director or designee is responsible for contacting Code Enforcement to initiate contact with the property owner or other persons responsible for the encroachment to remove the encroachment.

When Parks and Recreation property is altered without authorization:

1. Parks and Recreation Department staff will field-verify that an encroachment has occurred on parkland. If a survey is required to determine the encroachment, a survey will be done at the department's expense.
2. When an encroachment has been verified, the Director or designee shall contact Code Enforcement to initiate contact with the property owner or other persons responsible for the encroachment to remove the encroachment.
3. If the property owner fails to comply with the original or extended deadlines, the Parks and Recreation Department will remove the encroachment and restore the parkland to a preexisting state or better.
4. The City Attorney shall send a letter to the property owner to recover the costs for restoration of the property.

Effective Date 11/xx/2020	Supersedes Reg. Dated N/A	Reference Number PARD-O-003	Page 2 of 2
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Park Projects Update

October 2020

Ongoing Projects

American Legion Park

We have started sidewalk installation on both sides of the monument. Unfortunately due to COVID 19 guidelines for public safety, the restroom facility will remain closed 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: 2 new signs are in the works but the parks have not been decided on.

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

October, 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

Removed windscreens at the Recreation and Tennis Center and reinstalled them
Performed preventative maintenance on tractors and mowing decks
Removed dangerous trees at Mosley Park
Repaired a photo cell at the Hwy 90 monument
Cleaned restrooms at Buffalo Run and Community Parks
Completed reinstallation of windscreens at the Recreation and Tennis Center
Repaired ruts and installed a new park rules sign at MacNaughton Park
Installed new trail mileage signs at Ridgeview, Community, Hunters Glen and American Legion Parks
Replaced 2 picnic tables and removed an old park sign at Hunters Glen Park
Picked up hay for decorating at the Recreation and Tennis Center
Performed our monthly safety training
Repaired fencing at StaMo Sports Complex
NIMS training for Frankie Villarreal
Picked up pumpkins for Tricks and Treats Drive Boo
Installed a lightning detector in the Little League Complex at Community Park
Prepared for and provided logistical support for Friday Night Flicks
Began irrigation repairs in the little league complex at Community Park
Repaired the fence and removed overgrowth at the Hagerson Tract
Installed signs for Tricks and Treats Drive Boo
Removed a fallen tree from a sidewalk at Buffalo Run Park
Installed lightning detectors at Hunters Glen Park and StaMo Sports Complex
Repaired the gate at the Parks Maintenance Building
Repaired security lights in the softball complex of Community Park and Oyster Creek Trail
Provided logistical support for kayak training at Buffalo Run Park and Tricks and Treats Drive Boo
Repaired a gate on a restroom building at Buffalo Run Park
Cleaned all park restrooms
Repaired fencing at Hunters Trail Park
Retied windscreens at the Recreation and Tennis Center
Installed a memorial bench at MacNaughton Park
Assisted Fleet with repairs on a tractor
Removed Tricks and Treats Drive Boo signs
Box bladed dirt piles at Community Park
Repaired the bridge on Hunters Glen Trail

Forestry

NIMS training for Jose Castillo

Monthly Report

Cleaned flower beds, treated for ants and picked up branches at Oak Hill Park
Removed dangerous tress at Mosley Park
Trimmed trees, treated for ants and weed sprayed tree circles at StaMo Sports Complex
Paul out- COVID leave
Water bag removals & repairs
Oyster Creek Trail prune & spray
Community Park & Oyster Creek Trail spray
Prep Community Park new planting area
New bed maintenance contractor orientation
Freedom Tree fence line prune
90 A bed replacements
Police station tree pruning
Planted 2 trees at Ridgeview & 2 at Independence Park
Re-sod sections of American Legion Park & 90A monument
Spray parks
Water new trees
Hunters Trail & American Legion Parks prune & chip
American Legion Park prune & chip
Recreation and Tennis Center landscaping
Planted replacement plants at Mosley Park and City Hall
Flowerbed inspections
Park spraying

Recreation Superintendent's Report – October 2020

Tennis:

- Junior Tennis– 23 participants
- Ladies Match Play – 20 participants
- Adult drills – 7 participants

Recreation:

- Chair Yoga (virtual) – 3
- Gentle Yoga (virtual) – 10
- HIIT (virtual) – 3
- UJAM (virtual) – 9
- Fitness room reservations – 1,003
- Pickleball reservations – 44
- Basketball reservations - 90
- Acrylic painting – 14
- Senior Facebook Group – 32
- Senior Walking Club – 23
- Virtual Bingo - 14
- NFL Pick'em League – 15
- Beginner Archery – 8
- Explore Archery – 3
- MYC (virtual) – 24
- Pumpkin Carving Contest - 45

Special Events:

- Drive up movie – 16 vehicles
- Tricks & Treats Drive Boo – 938 participants

Staff Training:

- Recreation division staff completed ACA Smart Start Kayak training on 10/20 & 10/21

Revenue

- Revenue: October 2019: \$40,265.70 vs. October 2020: \$13,853.38
- Revenue FY21:\$13,652.38