



## 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 MINUTES 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, 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 [Julia.Thompson@Missouricitytx.gov](mailto: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>.

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**Attendees:** Diane Giltner, Don Johnson, Vice-Chair Buddy Snyder, Brian Merchant, Chairman Llarance Turner, J.R. Atkins, and Mary Ross

**Absent were:** Susan Dierker (Excused), Victoria Porter (Excused), Raj Joseph, Claudia Yvette Garcia Thomasine Johnson, and Leslie Mack Jr

**Staff in Attendance:** Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Recreation Manager Julia Thompson, 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 7:03p.m.

**2. CONSIDER APPROVAL OF THE OCTOBER 1, 2020 PARKS BOARD MEETING MINUTES**

Board member Giltner noted that Thanksgiving wreaths need correction on October minutes. Vice-Chair Snyder made a motion to approve the October 1st, 2020 minutes with the correction stated. Board Member Giltner seconded the motion. The vote was unanimous. **The motion passed.**

**3. PUBLIC COMMENTS**

There were no public comments.

**4. PRESENT ENCROACHMENT POLICY**

***Parks Superintendent: Barry Hamilton***

Superintendent Hamilton stated that the encroachment policy sets an outline on if someone were to build on park property, with the first step to contact code enforcement. If the person doesn't remove it, the City will remove it. Assistant City Attorney Santangelo stated he reviewed the policy and suggested changes that would align with city policies that were already in place. Restated that the first step of the policy would be to call code enforcement to contact owner of property. If not removed, this policy gives parks and recreation staff authority to remove and the owner an opportunity to reclaim the item or materials.

Board member Atkins asked if there was a reason to bring it to the board now due to a state law change. Superintendent Hamilton explained the creation of the policy was in response to undergoing the CAPRA accreditation process.

Board Member Giltner asked if this is a frequent occurrence. Superintendent Hamilton said not typically, only if something breaks down and the owner no longer wants to retrieve it. Chairman Turner asked if this action is only at the staff level. Assistant City Attorney Santangelo responded yes, this is a staff facing policy. Non-action item, no additional comments or suggestions.

**5. STAFF REPORTS**

***a. Parks Projects: Parks Superintendent Barry Hamilton***

Superintendent Hamilton stated there is a partial sidewalk replacement project underway at American Legion Park which is to be completed this Saturday. There are also two new park signs to be installed and two new playground replacements – Hunters Trail and replacing the old structure at Community Park.

Board member Johnson inquired about signage regarding uneven trail at Ridgeview Park and asked if there was a way to fix this. Superintendent Hamilton stated that the asphalt cracks can be repaired by public works and that he will reach out to coordinate. There were no further questions.

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

Superintendent Hamilton stated they conducted standard activities with some logistical support for Recreation activities. Details included in the packet. There were no further questions.

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

Superintendent Browne stated that the annual Tricks and Treats in the Park event operated as a drive thru event with 930 participants and that he appreciated all the support from vendors and sponsors. Submitted a Texas Parks and Wildlife grant application and looking forward to hearing the response soon. Friday Night Flicks taking place next week. Big Fish fishing tournament November 6-16 where participants can go fishing in our city parks and submit fish measurements to Adam Lofters for prizes. Additional upcoming events include Virtual Bingo on November 19, and the Blood Drive November 30. Upcoming December events including Snowman Shuffle, Calls with Claus.

Board member Giltner asked about response to Walk the Wilderness program and shared that Missouri City Green shared it on their Facebook and suggested to pick up trash along the way. She also stated that the parks are so clean there isn't trash to pick up! Missouri City Green participated in the Tricks and Treats Drive Boo and that it was a great format and enjoyed the event and shared praise for the staff.

Vice-Chair Snyder asked about tennis leagues and said that courts are closed and only available if you pay. Superintendent Browne responded that USTA leagues were cancelled by USTA. Recreation and Tennis Center restrictions are gradually being lifted, and initially play was restricted to members only. Stated that in house leagues will be returning soon.

Chairman Turner inquired if there would be a Snowfest parade this year. Superintendent Browne responded there is no plan to host larger events at this time. Staff are focusing on smaller satellite events including a tree lighting ceremony with a movie element. Based on the most recent executive order, some restrictions may be lifted and waiting on clarification before moving forward with programs and hosting outdoor events with greater numbers of attendees.

Board Member Atkins inquired if there is assistance needed for the upcoming events. Recreation Manager Thompson responded she will share the interest to volunteer with the staff organizing the events.

Vice-Chair Snyder asked about the art commission. Superintendent Browne stated he had no update but will follow up with Director Mangum. There were no further questions.

**6. BOARD REPORTS**

There were no board reports.

**7. ITEMS FOR NEXT AGENDA**

There were no items for the next agenda.

**8. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 7:35 p.m.