



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 MINUTES THURSDAY, AUGUST 6, 2020

Notice is hereby given of a **Parks Board Meeting** to be held on Thursday, August 6th, 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>.

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.

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.