



**Parks Board 2018-2019**

Jason Mangum, Director of Parks & Recreation  
Randy Troxell, Assistant Director of Parks & Recreation  
Kevin Browne, Recreation Superintendent  
Barry Hamilton, Parks Superintendent  
Pamela Andrews, Board Member  
J.R. Atkins, Board Member  
Alan Atwater, Board Member  
Diane Giltner, Board Member  
Don Johnson, Board Member

Thomasine Johnson, Board Member  
Adrian Matteucci, Board Member  
Sharman McGilbert, Vice-Chair  
Brian Merchant, Board Member  
Loveless Mitchell, Board Member  
Victoria Porter, Board Member  
Buddy Snyder, Board Member  
Llarance Turner, Chairman

**PARKS BOARD MEETING AGENDA  
SEPTEMBER 6, 2018**

Notice is hereby given of a **Parks Board Meeting** to be held on **September 6, 2018** at **7:00 p.m.** at the **City Hall Council Chamber, 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 THE APPROVAL OF AUGUST 2, 2018 MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **DISCUSSION OF PARK MAINTENANCE**
5. **DISCUSSION OF POTENTIAL NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM**
6. **REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANTS**
7. **STAFF REPORTS**
  - a. *Parks Projects*
  - b. *Parks Operations*
  - c. *Recreation*
8. **DIRECTOR'S UPDATE**
  - a. *KaBOOM! Grant*
9. **BOARD REPORTS**
10. **ITEMS FOR NEXT AGENDA**
11. **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 September 6, 2018, agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on August 31, 2018, at 4:00 p.m.

  
Patricia Yurcak  
Parks & Recreation Department

I certify that the attached notice was removed by me from the City Hall bulletin board on the \_\_\_\_ day of \_\_\_\_\_, 2018.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_



**PARKS BOARD  
AGENDA PACKET  
SEPTEMBER 6, 2018  
SUMMARY OF DOCUMENTS**

- **September 6, 2018 Meeting Agenda**
- **August 2, 2018 Meeting Minutes (to be Approved)**
- **Park Projects Report**
- **Parks Operations Monthly Report**
- **Departmental Reports for City Manager's Update**
- **Flyers for Upcoming Events & Programs**

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Victoria Porter, Board Member  
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**PARKS BOARD MEETING MINUTES  
AUGUST 2, 2018**

**ATTENDEES**

**Parks Board members in attendance:** Pamela Andrews, J.R. Atkins, Alan Atwater, Diane Giltner, Don Johnson, Thomasine Johnson, Adrian Matteucci, Vice-Chair Sharman McGilbert, Brian Merchant, Victoria Porter, Buddy Snyder, and Chairman Llarance Turner. **Absent:** Loveless Mitchell.

**Staff in attendance:** Director of Parks & Recreation Jason Mangum, Recreation Superintendent Kevin Browne, Parks Superintendent Barry Hamilton, Facility Operations Manager Kyle Frye, Recreation Manager Julia Thompson, City Manager Anthony Snipes, First Assistant City Attorney James Santangelo, and Administrative Assistant Tricia Yurcak.

**Others in attendance:** Shotzie Price, Scotty Schmidt, Pei Pei Han, Guo Ping He, and Karen Rogers.

**1. CALL TO ORDER**

Vice-Chair McGilbert called the meeting to order at 7:05 p.m.

**2. PERSONNEL UPDATE**

Director Mangum welcomed Board member Atwater, who was newly appointed in June. He introduced Recreation Superintendent Browne, who was recently selected as the new Recreation Superintendent, and stated Recreation Manager Thompson had recently been promoted. He stated 3 new recreation specialists would be joining the department to make a dynamic, productive recreation team.

Board member Snyder asked about Recreation Manager Thompson's role with the seniors. Recreation Manager Thompson stated that she will still be involved with senior activities, but that one of the recreation specialists would be the primary contact.

**3. APPROVAL OF JUNE 7, 2018 MEETING MINUTES**

Board member Matteucci made a motion to approve June's meeting minutes. Board member Andrews seconded the motion. The vote was unanimous. **The motion passed.**

There were no **PUBLIC COMMENTS.**

**5. CONSIDER RECOMMENDATION FOR MURPHY VILLAGE PARKLAND DEDICATION**

Chairman Turner assumed the chair upon his arrival. Director Mangum presented the agenda item. The developer has proposed half parkland and half fee in lieu of parkland.

Mr. Schmidt, with Texas Engineering and Mapping Co., stated there will be no amenities, but on the backside where the drainage is, there will be a paved trail that ties into sidewalks, which residents can use.

The Board discussed concern about the limited amount of open space, which was not enough land for children or pets to use. Chairman Turner recommended the developer pay the full cash in lieu of, or lose some lots and come up with usable free space. Board member Atkins made a motion to recommend the developer offer a full cash in lieu of for a full amount. Board member Merchant seconded. **The motion passed.**

AYES: Board members Atkins, Merchant, Andrews, Chairman Turner, and Giltner

NAYS: Adrian, Snyder, Sharman McGilbert, Porter

ABSTENTIONS: Alan Atwater, T. Johnson.

## **6. PARKS ASSESSMENT REPORT**

Director Mangum introduced Ms. Rogers, with M2L Associates, who had a comprehensive assessment of each of the City's parks. The assessment report included a detailed analysis of existing conditions of each park and trail, and a site photograph of each area in need of repair, enhancement or replacement. Due to the large amount of data, Ms. Rogers will coordinate with staff to get board members a copy of the full report.

## **7. DISCUSSION OF CITY HALL PLACEMAKING PLAN**

Director Mangum provided a brief update about the progress on a master plan for the City Hall Campus, spanning from Texas Parkway to Quail Green West Park. Staff is working with M2L and PGAL to put together a master plan for this area, which includes many different spaces.

## **8. REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANTS**

Facilities Operations Manager Frye provided a brief overview of the recognized sports associations, and presented the first application for the Board to review and approve or deny. The first and only application at this time is the Missouri City Raiders, asking for Hunters Glen Park's lighted field. They have all required documentation and understand they must maintain the field during the season, and are compliant with the City. He stated he has worked with them for eleven years.

He stated the Raiders team is the only youth organization that has come forward so far. Others will be brought forward, most likely in September. Board member Andrews made a motion to approve the application. Board member Atkins seconded. The vote was unanimous. **The motion passed.**

## **9. DISCUSSION OF PARKS & RECREATION VOLUNTEER OF THE YEAR AWARD**

Board member Matteucci presented the item and stated one of the major hold-ups of the parks and recreation volunteer of the year award was getting City naming procedures in effect. After reviewing the City naming process, he stated the Board would be asking to name an award that doesn't exist.

Assistant City Attorney Santangelo stated if the Board were to go through the process of setting up an official award, the process would need to go through City Council.

Board member Andrews stated the importance of having a parks and recreation volunteer award in addition to the City award. The Board discussed the notion of nominating volunteers, and from there staff nominating someone, based on the Board's recommendation, for the City's municipal volunteer program. Director Mangum provided an example of the Texas Recreation and Park Society, which has regional awards, but also statewide awards.

## **10. STAFF REPORTS**

Parks Superintendent Hamilton stated the Parks Operations report was in the packet.

Recreation Superintendent Browne provided an overview of upcoming recreation programs, and stated that the revenue from the beginning of the fiscal year to date was \$455,115, and because the fiscal year was extended through September 30, there is not an exact snapshot comparison. Total memberships at the Recreation & Tennis Center are at 1483, up from 1457 in May.

Board member Giltner asked about the 4<sup>th</sup> of July event being canceled and if the department lost the money put into the event. Recreation Manager Thompson stated that staff had to refund all the food vendors, but staff received a credit for the entertainment, and moved the deposit to the back to school event happening later in the month. Thompson added that staff was able to receive a partial refund for the inflatables, but not a full refund since the company had people to set up the inflatables. The fireworks show was still able to continue, and there was a great turnout for that.

## **11. DIRECTOR'S UPDATE**

Director Mangum stated that despite lack of capital improvement dollars, playgrounds at Quail Valley North Park and Community Park were able to be replaced or enhanced due to grants from Lowe's and Niagara Bottling. New playground elements will be installed at Community Park later this month. Currently staff is working on pursuing funding opportunities at Roane Park. The organization 'KaBOOM!' is looking for communities impacted by Hurricane Harvey to assist. The organization offers playground grants to select communities who can gather approximately 100 community members to assist in the building of the playground. The playground will be built in just one day.

Other exciting programming includes a possible partnership with HCC, as well as Texas Parks & Wildlife. Staff is currently working with the Tourism division on guidelines for public art, and is planning on hosting a town hall meeting so community members can give their opinion on public art, street art, murals, etc.

Snyder asked about the progress on the skatepark. Director Mangum stated during the public input meeting on May 24<sup>th</sup>, there were 4 different proposals for attendees to provide feedback about. Next steps are bidding and construction will hopefully begin before the end of the fiscal year.

Board member D. Johnson asked about an update on Herrin Tract. Director Mangum stated a landscape designer was hired to help design Herrin Tract, a pristine amount of property along Highway 6, between Sienna and Riverstone. Staff is in the process of developing some concepts so we can share the vision of what we want to do with that property, which is for the park to provide a unique, nature based experience, involving play and learning.

## **12. BOARD REPORTS**

Oktoberfest will be September 22nd, to be held at the golf course this year. Board member Snyder announced he applied for City Council Position 2. Chairman Turner thanked City Manager Snipes for attending the meeting.

## **13. ITEMS FOR NEXT AGENDA**

Follow up about the volunteer of the year award.

## **14. ADJOURN**

With no further items to discuss, Chairman Turner adjourned the meeting at 8:44 p.m.

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## **Ongoing Projects**

### **Park Signage**

**CIP:** A process to select parks and a location within the property for placement of a park name sign. Type of sign will also be determined. In the near future, this project will be bid out of construction and installation. Funds are limited, so not every park will be receiving a new sign in this first phase of construction.

### **Skatepark**

**CIP:** **Final Construction** Plans have been received and this project is out for bid. Once bids are received, Staff will review the bids and make a recommendation for City Council to approve a contractor to start the project. We will know more next month on a start date and estimate for completion of the project.

### **Park Facilities Assessment**

The Park Assessment Plan has been finalized and the City has received the final report. This document will help identify repair/replacement projects in our next CIP request cycle and Master Plan Update.

### **Lake Management Contract**

**OB:** Lake Management Services of Richmond have made 5 applications to reduce the aquatic vegetation on 5 Golf Course Lakes and the American Legion Outflow channel. Results so far have been positive in reducing a large amount of evasive vegetation. The process is slow acting and will require monthly applications for a while longer.

### **Quail Valley North Park**

**Grant:** Remaining part of this project is complete some minor grading and establish grass.

### **Buffalo Run Park**

**PZ:** A park bench was purchased and installed.

### **Community Park**

**Grant:** The City received a \$75,000 Grant from Niagara for Playground Improvements.

**CIP:** This Project is 99% complete. Additional surfacing has been ordered and is expected to be received and installed in a week or so.

### **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. This phase of improvements will begin in a few months.

A Veterans Memorial Plaza was completed and dedicated on Memorial Day.

#### **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.

#### **Independence Park**

**PZ:** 2 Picnic Shelters, tables, grills and accessible paths are planned to be installed in late June to early July. The location for these additions will be adjacent to the large upper level parking lot of the park. Concrete pads have been poured. Next step will be to install the picnic covers. This should be completed in September.

### **Upcoming Projects**

#### **StaMo Sports Complex**

**CIP:** Funding is available to make additional improvements at the Sports Complex. Concrete bleacher pads are planned to be installed on the fields without pads, new bleachers will replace the existing wood bench bleachers and one additional connector sidewalk will be constructed from the south parking lot.

This may have to wait until the playing season is over.

#### **Heritage Colony**

**PZ:** Construct a DG trail around the drainage facility. More planning is needed on this project.

#### **Bicentennial Park**

**PZ:** Upgrading the electrical service and adding area lighting. Project to start up this fall.



**Missouri City Parks & Recreation  
Parks Operations Report  
August 1 – 25, 2018**

**Routine Maintenance**

- Completed inspection of all park properties including playgrounds, park amenities and trails
- Litter collection completed at all park locations
- Weekly softball field preparation and mowing completed
- Continued herbicide applications along fence lines in right-of-ways, park areas and various city facilities
- Inspected all playgrounds for ants and weeds
- Completed monthly playground inspections
- Conducted monthly safety meeting

**Operations / Projects / Logistics**

- Began and completed installation of 'Please leash your pets' signs on Oyster Creek Trail
- Repaired a broken fence and reset bleachers damaged by storms at StaMo Sports Complex
- Retied down windscreens at the Recreation & Tennis Center
- Weekly cleaning of the drain filters at Hunter Glen Park sprayground
- Herbicide applications along fence lines, in right-of-ways, park areas and various city facilities
- Finish-mowed park properties as needed
- Completed a tractor mowing cycle
- Delivered border blocks for new playground expansion at Community Park; oversaw the installation of surfacing and three new playground features at Community Park
- Provided logistical support for the Access Health Back to School Health Fair
- Repaired a security light for the softball complex at Community Park
- Repaired infield damage at the softball complex at Community Park
- Delivered dirt for leveling to Quail Valley North Park
- Herbicide applications along fence lines, in right-of-ways, park areas and various city facilities
- Performed maintenance on the Turf Tender
- Repaired fence at American Legion Park
- Prepared trash barrels for hanging
- Louis Warren, James Johnson and Barry Hamilton attended the Fleet Steering Committee meeting
- Graded and installed sod at Quail Valley North Park
- Picked up hay from supplier for Oktoberfest and Trick & Treats in the Park
- Set up auditorium for the Doing Business with Missouri City luncheon
- Repaired the softball infields and quick connects at Community Park
- Joseph Morales received training on the spray truck
- All staff attended our monthly safety training – Back Injury Prevention
- Retied down windscreens at the Recreation & Tennis Center
- Replaced the city and state flags at the Recreation & Tennis Center
- Repaired a dugout bench at the softball complex of Community Park

- Watered the new sod at Quail Valley North Park
- Reset the climbing boulders and installed climbing ropes in the playground of Community Park
- Delivered and picked up the podium to/from Fire Station 1 for a ceremony
- Removed the concrete waste pile near the playground at Community Park
- Tractor mowed the Hagerson Road property

### **Forestry/Horticulture**

- Tree removal and herbicide application at Carol Lynn Row
- Installed memorial bench at Quail Green West Park
- Re-mulched and added gravel at City Hall courtyard
- Pruned and deep root fertilized Independence Park live oaks
- Pruned and chipped pear trees at Ridgeview Park
- Pruned, chipped, deep root fertilized, and mulched Independence Park live oaks
- Herbicide application at several parks
- Vegetation clearing at Mosley Park parking area
- Year-end purchasing
- Pruned, chipped, fertilized, and mulched trees at Independence Park
- Pruned suckers and sprayed mulch circles on Cartwright Medians
- Pruned oaks along Community Park little league
- Pruned and chipped trees at Quail Valley North
- Helped install sod at Quail Valley North Park
- Chipped at Independence, Quail Valley North and Community Parks
- Pruned, chipped and weed sprayed at MacNaughton Park
- Watered trees
- Assisted with Missouri City Green Composting Workshop

# PARKS & RECREATION

DEPARTMENTAL REPORT: JULY 25 - AUGUST 7, 2018

## Recreation

The August Parks & Rec newsletter was sent out to 4,124 subscribers.

### Program Turnout

- 12 participants joined the latest '**How Does It Work?**' at the Stafford Centre. Participants went on a guided tour throughout the performing arts venue, including a behind-the-scenes look at the stage, dressing rooms, and learned trivia about past performers!
- 23 tots and parents joined us for a Shark Week-themed **Tots & Crafts!**
- We collected 39 responses from Parks & Rec month's **ice cream social survey**, giving us valuable feedback on what to improve for our members and guests at the Rec & Tennis Center.
- 7 Seniors joined us for July's **Senior Foodies**, which was held at NOLA Poboy's.

### Current & Upcoming Programs/Events

- Join AccessHealth for the 2018 **Back-to-School Health Fair** and backpack giveaway! Participants will receive free vision and dental screenings, speech/language screenings and haircuts. Bounce houses, snacks, face painters, mascots will also be featured! The fun happens on Saturday, August 11th from 9 - 11 am.
- Missouri City Green's **Backyard Composting Tutorial** is back for Saturday, September 1st from 9 - 11 am. Learn how to compost in your own backyard!
- Grab your lederhosen and join us for the 2nd annual **Oktoberfest** on September 22nd! This year's event will take place at the beautiful City Centre at Quail Valley. Authentic food, beer, entertainment and games will provide fun for the whole family!

### Tennis

- 22 Junior tennis players attended the **Junior Tennis Net Generation** event on August 4th. The event introduced a new way for young players to get involved in the sport of tennis.
- **Junior Summer Tennis Camp** had a total of 12 players for its last session.
- The Junior **Academy Tennis** program will begin August 27th, from Monday to Thursday between 5 - 7:00 pm, and is designed for players ready to compete!
- **Adaptive Tennis** will be starting its 2nd session Wednesdays at 7:00 pm from August 29th to October 17th. The program, introduced earlier this year, is a partnership with Arc Fort Bend County to introduce the sport to Arc's members.



How Does It Work at the beautiful Stafford Centre



Junior Tennis Net Generation players

## Rentals

- **The Multi-Purpose Room at the Rec Center** hosted **2 events** for a total of 150 people, including a baby shower and birthday party.
- **The Community Center Auditorium** hosted **4 events** for a total of nearly 600 people, including a wedding reception and graduation.
- **Park Pavilions** had **18 reservations** for a variety of social gatherings.
- **Athletic Fields** had nearly **30 reservations** for various sport practice and league games.

## Parks

### Parks & City Facility Maintenance

- The Parks crew completed routine maintenance, including inspections, litter collection, and finish-mowing at all park properties, including playgrounds, park amenities and trails.
- Completed weekly softball field prep for Tuesday night games.
- Weekly cleaning of the drain filters at Hunters Glen Park sprayground.
- Began preparation on installing new Community Park playground.
- Began installation of 'leash your pets' signs at Oyster Creek Trail.
- Repaired a broken fence and reset bleachers damaged by storms at StaMo Sports Complex.
- Retied down windscreens at the Rec & Tennis Center.
- Installed 3 trash cans and a drinking fountain, and hauled fill dirt at Quail Valley North Park.
- Removed a dumped motor from Community Park.
- Installed wheel stops in front of the Parks Maintenance building.

### Forestry & Horticulture

- Removed trees and applied herbicide at Carol Lynn Row.
- Installed a memorial bench at Quail Green West Park.
- Re-mulched and laid gravel City Hall courtyard.
- Pruned and deep root fertilized Independence Park live oaks.
- Pruned and chipped pears at Ridgeview Park.
- Pruned trees at Community Park playground.
- Chipped branches at the Community Park little league field and playground.
- Watered trees.
- Assisted with the Girl Scout prairie restoration project at Buffalo Run Park.

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# PARKS & RECREATION

DEPARTMENTAL REPORT: AUGUST 8 - 21, 2018

## Recreation

### *Program Turnout*

- It was a full house with 97 seniors in attendance for **Senior Bingo Night** on Thursday, August 16th! Participants enjoyed pizza and ice cream, and the evening's prizes were sponsored by United HealthCare.
- 16 participants joined us for popsicle-themed **Tots & Crafts** on Wednesday, August 8th.
- Due to the success of our second annual pickleball tournament, **PickleDon**, we have added the **Big Dill Pickleball Tournament** - an Adult-Junior combo tournament! The event is set for Friday, September 21st, and registration is already filling up! So yeah. It's kind of a big dill!
- August 8th's **Afternoon with an Expert** featured speaker Lt. Jazton Head, who presented on personal safety. 23 were in attendance for this eye opening session!

### *Current & Upcoming Programs/Events*

- The **Backyard Composting Tutorial** is hosted by Missouri City Green each year and will be on Saturday, September 1st from 9 - 11:00 am at the Rec & Tennis Center. The cost is \$30 for each person / family registering. Learn how to compost in your own backyard!
- The 2nd annual **Oktoberfest** will be held on September 22nd from 12 - 4:00 pm at the beautiful Quail Valley City Centre. Enjoy authentic German food, beer, entertainment and games with the whole family!
- Due to the success of the **Afternoon with an Expert** session on Birding last year, we have added a **Beginning Birding Class** this fall! Learn how to identify birds using field marks, songs and behavior, and how to select binoculars and field guides in this introductory course. 2 Fall sessions will be offered: September 11 - October 16th, and October 3 - December 11th, on Tuesdays from 8:30 - 10:30 am.



One of the cool new playground additions at Community Park

### *Tennis*

- 12 students joined the last session of **Junior Summer Tennis Camp**.

### *Facility Rentals*

- **The Community Center Auditorium** hosted 3 events for a total of over 500 people:
  - ◊ Including a Women's Ministry event, and 10 year class reunion.
- **Park Pavilions** had 18 reservations for a variety of gatherings.
- **Athletic Fields** had over 30 reservations for various sport practice and league games.

## DID YOU KNOW?

The Recreation & Tennis Center offers a Kid Zone for members with children between the ages of 6 months and 12 years! Available hours are Mon-Thurs from 4 - 8 pm, and Saturday from 10 am - 3 pm. Stop by the Rec Center for more information and a tour!

## Parks

### *Parks & City Facility Maintenance*

- The Parks crew completed routine maintenance, including inspections, litter collection, and finish-mowing at all park properties, including playgrounds, park amenities and trails.
- Completed weekly softball field prep for Tuesday night games.
- Weekly cleaning of the drain filters at Hunters Glen Park sprayground.
- Completed a tractor mowing cycle.
- Oversaw installation of surfacing and 3 new playground features at Community Park.
- Provided logistical support for the Access Health Fair.
- Repaired security light, infield damage, and quick connects at Community Park softball complex.
- Delivered dirt for leveling to Quail Valley North Park.
- Performed maintenance on Turf Tender.

- Repaired fence at American Legion Park.
- Prepared trash barrels for hanging.
- Picked up hay from supplier for Oktoberfest and Tricks & Treats.
- Set up auditorium for 'Doing Business with Missouri City' luncheon.

### *Forestry & Horticulture*

- Pruned, chipped, deep root fertilized, and mulched live oaks at Independence Park.
- Vegetation clearing at Mosley Park parking area.
- Sprayed herbicide at several parks.
- Pruned suckers and sprayed mulch circles on Cartwright medians.
- Pruned oak trees along Community Park little league complex.
- Pruned and chipped trees, and helped install sod at Quail Valley North Park.