



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 OCTOBER 4, 2018

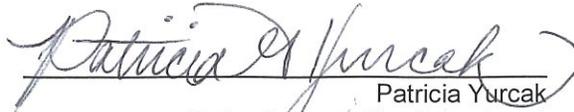
Notice is hereby given of a **Parks Board Meeting** to be held on **October 4, 2018 at 7:00 p.m.** at the **City Hall Council Chamber, 1522 Texas Parkway, Missouri City, Texas, 77489**, for the purpose of considering the following agenda items. All agenda items are subject to action. The Parks Board 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 SEPTEMBER 6, 2018 MEETING MINUTES**
3. **CONSIDER THE APPROVAL OF AMENDED AUGUST 2, 2018 MEETING MINUTES**
4. **PUBLIC COMMENTS**
5. **DISCUSSION OF NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM**
6. **DISCUSS SPONSORSHIPS FOR CITY MAINTENANCE**
7. **REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANT(S)**
8. **STAFF REPORTS**
 - a. *Park Projects*
 - b. *Park Operations*
 - c. *Recreation*
 - d. *Mayor's Youth Commission*
9. **DIRECTOR'S UPDATE**
10. **BOARD REPORTS**
11. **ITEMS FOR NEXT AGENDA**
12. **ADJOURNMENT**

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 October 4, 2018, agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on October 1, 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
OCTOBER 4, 2018
SUMMARY OF DOCUMENTS**

- **October 4, 2018 Meeting Agenda**
- **September 6, 2018 Meeting Minutes (to be Approved)**
- **Page 2 of the Amended August 2, 2018 Meeting Minutes (to be Approved)**
- **Recommendation for Nominating Parks & Recreation Volunteers For The
2018 MVP 'Volunteer of the Year' Award**
- **Monthly Parks Operations Report**
- **Departmental Report(s) for City Manager's Update**

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PARKS BOARD MEETING MINUTES SEPTEMBER 6, 2018

ATTENDEES

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

Staff in attendance: Director of Parks & Recreation Jason Mangum, Assistant Director of Parks & Recreation Randy Troxell, Recreation Superintendent Kevin Browne, Facilities Operations Manager Kyle Frye and Assistant City Attorney Jamila Way.

Others in attendance: William McMullen Jr., Jana McMullen, Floyd Emery, Karen Rogers and Angie Wierzbicki.

1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:09 p.m.

2. CONSIDER THE APPROVAL OF AUGUST 2, 2018 MEETING MINUTES

Board member D. Johnson stated his 'aye' was missing in the motion carried for the Murphy Village Parkland Dedication. Chairman Turner entertained a motion to approve the minutes with the amendment. Board member Atkins made a motion. Board member Snyder seconded the motion. The vote was unanimous. **The motion passed.**

3. PUBLIC COMMENTS

William McMullen Jr., at 2103 Quail Valley East Drive, commented on the recently increased fees of the recognized sports associations, and that the increased fees have a lack of increased services from the department. He asked that there be increased service with the fee increase.

Jana McMullen, 2103 Quail Valley East Drive, also commented on the recently increased fees as it pertains to Sta-Mo Sports Complex and Sta-Mo Little League. She stated that the cost of the Sta-Mo registration is lower than any other little leagues nearby, and because of the low rates, Sta-Mo was no longer to afford fancy facilities. She stated that Sta-Mo estimated the league would be paying \$1800 more than what they paid previously, and asked for increased support from the City and community.

4. DISCUSSION OF PARK MAINTENANCE

Board member Porter introduced the agenda item as one she requested. She stated there has been discussion within social media about various concerns of park maintenance at several parks, including Sta-Mo and MacNaughton Park. Chairman Turner stated that in the past Board members sign up to monitor parks, and suggested new Board members parks to monitor so that staff can know when there are issues.

Director Mangum provided an overview of the department's maintenance responsibilities, and stated that parks have not fared well in economic downturns. There used to be 12 crew members to take care of all of the City's developed and undeveloped parkland, and there are now only 7 crew members to take care of the same amount of parkland. Because of the lack of manpower, most mowing is contracted and there is only a certain amount of mows allotted per year. There are times when the grass may get

higher between mows. He stated there are also only 3 crew members to take care of all the trees and forestry in the community. Assistant Director Troxell stated that much of the maintenance depends on the weather, and how certain tasks cannot be completed right after a rain.

Director Mangum stated that historically, as there were fewer maintenance workers to maintain athletic fields, an agreement was made between youth sports organizations to take care of their reserved fields themselves, including chalking lines and mowing. He stated that the intent for the updated recognized sports association ordinance was to allow the City to recover some of the costs and lessen the burden on the public. In the last fiscal year, the City spent approximately \$78,000 on Sta-Mo. He stated that the total electric bill for Sta-Mo was approximately \$20,000. The organization's costs, as well as the City's costs, could be reduced in using less fields for the same amount of players.

Director Mangum welcomed any and all comments about park concerns, because expressing concerns is how issues can be addressed. He stated that recently expressed concerns, such as repairs of the restrooms at Sta-Mo, are already underway to be funded.

Board member D. Johnson asked if Stafford was involved in the funding of Sta-Mo's maintenance. Director Mangum stated that Stafford pays for the percentage of players who come from Stafford, but that in the past, nearly 50% of players were from outside of both Missouri City and Stafford. Chairman Turner stated that one of the reasons for the change to the ordinance about sports organizations was that City residents were often unable to play on City fields because of youth sports organizations having exclusive use of the fields.

Board member Porter asked about the maintenance schedule and what the expectation is from a maintenance standpoint. Director Mangum stated some parks are mowed less, based on the type of park and how much or how little use the parks are getting. Board member Matteucci asked about CDBG funds related to maintenance. Director Mangum stated all the issues related to Sta-Mo's restrooms will be able to be fixed with those funds.

5. DISCUSSION OF POTENTIAL NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM

Board member Matteucci stated that he would like to move along the process of discussing nominations for the City's MVP of the Year program. Board member T. Johnson stated that she also wanted to go through with naming the award after Ebony Ghee. Board member Matteucci suggested to Board members who wanted to nominate a volunteer to prepare information about why the individual deserves the award. Chairman Turner asked the Board to send nominations to Administrative Assistant Yurcak so she could include them in the next meeting's agenda packet.

6. REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANTS

Facility Operations Manager Frye provided an overview of the recognized sports association ordinance, which allows applicants with required schedules, criteria and documentation exclusive use of requested fields. Director Mangum clarified that not exclusive use, but priority use would be given to RSA's. He stated in the past the City had to obtain organizations' permission to use City-owned fields, and the updated ordinance allows the City to maintain control of its fields, while allowing RSA's to have priority use.

Facility Operations Manager Frye introduced the first applicant, Sta-Mo Pony Baseball, who has requested fields at Sta-Mo Sports Complex. The organization is in good standing with the City and staff recommends approval. Board member Atkins made

a motion to approve. Board member Matteucci seconded the motion. The vote was unanimous. **The motion passed.**

Facility Operations Manager Frye introduced the second applicant, Fun Fair Positive Soccer, who has requested fields at Roane Park. The organization is in good standing with the City and staff recommends approval. Board member Snyder made a motion to approve. Board member D. Johnson seconded the motion. The vote was unanimous. **The motion passed.**

Facility Operations Manager Frye introduced the third and final applicant, Rise Soccer Club, previously Eclipse Soccer, who has requested fields at Community Park. The organization is in good standing with the City and staff recommends approval. Board member Atkins made a motion to approve. Board member Matteucci seconded the motion. The vote was unanimous. **The motion passed.**

7. STAFF REPORTS

a. Parks Projects

Assistant Director Troxell directed the Board to the agenda packet, which contained an update on park projects.

b. Parks Operations

Assistant Director Troxell directed the Board to the agenda packet, which contained the monthly parks operations report.

c. Recreation

Recreation Superintendent Browne provided an overview of recent and upcoming programs and events, including Lacrosse Skills and Drills clinics, Family Fun Night, and Oktoberfest at the City Centre at Quail Valley. He stated on behalf of Administrative Assistant Yurcak that the Mayor's Youth Commission currently has 16 applicants.

Revenue in August of this fiscal year compared to August of the last fiscal year increased by approximately \$20,000. Revenue from July 1 to August 31 is currently at \$495,851.07. Memberships are down by down by 23, most likely due to kids going back to school. Board member D. Johnson asked about the return of income and how the revenue number may lead people to believe that the department has a lot of money. Director Mangum stated that the department does not receive full cost recovery and that a presentation on the department's cost recovery percentage could be presented at a future meeting.

8. DIRECTOR'S UPDATE

a. KaBOOM! Grant

Director Mangum reported that the department secured the KaBOOM! grant for Roane Park mentioned at the last meeting. He stated the funding partners will be Blue Cross Blue Shield. Director Mangum stated Roane Park's playground will be the third playground installed so far during his tenure. He announced that the playground build, Build Day, will take place November 10th. He stated he was working with the Communications department to provide more details closer to the build date.

Board member Snyder asked about the progress on the skatepark project. Director Mangum stated they will be opening bids this week on construction.

There were no **BOARD REPORTS.**

10. ITEMS FOR NEXT AGENDA

Nominations for MVP Volunteer of the year, sponsorships regarding City maintenance and Board members sponsoring certain parks to report on maintenance, and a list of volunteer park maintenance tasks.

11. ADJOURN

With no further items to discuss, Chairman Turner adjourned the meeting at 9:05 p.m.

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 Andrews, Atkins, Giltner, D. Johnson, Merchant, and Chairman Turner.

NAYS: Board members Matteucci, Vice-Chair McGilbert, Snyder, and Porter.

ABSTENTIONS: Board members Atwater and 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

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MISSOURI CITY PARKS BOARD

RECOMMENDATIONS FOR NOMINATING PARKS & RECREATION VOLUNTEERS FOR THE 2018 MVP 'VOLUNTEER OF THE YEAR' AWARD

Nominated by:

Adrian Matteucci, Parks Board Member

Nominee:

Margo Webb, President of Missouri City Green

Nominee Background:

Missouri City Green (MCG) is able to contribute to the overall quality of life in Missouri City through the efforts of many volunteers. And among those volunteers, the amount of time Margo devotes to MCG and Missouri City truly stands out. She takes a major role in planning each event and in almost every instance attends the event from setup until final clean up is complete. Over the last year, MCG has implemented the following programs:

- Water Smarter Workshop September 23, 2017 (2 hours)
- Storm Drain Marker Event – October 7, 2017 (2 hours)
- Fall Sweep Cleanup - October 21, 2017 (2 hours)
- Electronic Recycling – December 9, 2017 (3 hours)
- Adopt a Highway - FM 1092 (twice per year @ 2 hours per cleanup)
- Edible Arbor Trail Festival – March 3, 2018 (3 hours)
- Don't Mess with Texas Trash Off – April 7, 2018 (3 hours)
- Earth Day at Southminster School - April 23, 2018

- Paper Shredding Event April 28, 2018 (3 hours)
- Composting Workshop September 1st, 2018 (2 hours)
- Monthly informational MCG meetings open to the public (10 meetings at 1 hr/meeting)

The hours in parentheses are the length of the events themselves and do not include the time to organize, raise funds, set up, break down after an event, and general administration of the organization. In addition, MCG also participates in support programs like the Golden Tree Award and maintaining a Gold Status as affiliate member of Keep Texas Beautiful. I'd be happy to go into greater detail at the meeting if you believe Margo's contributions merit additional discussion.

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**Missouri City Parks and Recreation
Parks Operations Report
September 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
- Cleaned the drain filters at Hunters Glen Park sprayground
- 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
- Tractor-mowed and finish-mowed park properties as needed

Operations / Logistics

- Changed out trash barrels at Ridgeview, Community, Buffalo Run, MacNaughton and StaMo parks
- Reset playground border blocks disturbed by new equipment installation at Community Park
- Repaired basketball nets at Hunters Glen Park
- Repaired broken fences at Mosley and Hunters Trail Parks and StaMo Sports Complex
- Repaired a broken light fixture at Roane Park
- Repaired a faulty valve on the sprayground at Hunters Glen Park
- Set up furniture for 3 separate functions in the auditorium
- Shut down Hunters Glen Park sprayground for the season
- Reset playground border blocks and repaired a set of bleachers at Hunters Glen Park
- Removed 2 picnic tables that were beyond repair from the Recreation and Tennis Center
- Delivered/picked up folding chairs to/from the EOC for a City Council/Metro meeting
- Fixed ruts at Community and Ridgeview Parks
- Repaired a traffic gate at Community Park
- Located a water meter on Cartwright Road for a construction project
- Unclogged a drinking fountain at Ridgeview Park
- Removed dumped trash and a damaged press box at StaMo Sports Complex
- Repaired commodes at Roane and Buffalo Run Parks
- Performed preventative maintenance on zero turn mowers, tractors and mowing decks
- Conducted our monthly playground inspections
- Pressure washed all pavilions
- Put out signs for Oktoberfest
- Tightened loose bolts on the playground wall climber at Bicentennial Park
- Lowered and raised the flags for Patriot Day
- Replaced lamps at pavilion 1 Community Park
- Setup for and attended the Annual Employee Conference
- Cleaned the lake edges at Community and American Legion Parks
- Delivered and removed tables to/from the old courtroom
- Attended a pre-CNO meeting
- Moved the bases of Community Park field 4 for GSA one day and back for men's the next
- Put out banners for National Night Out Kick-off

- Cleared weeds, brush and limbs from the pedestrian bridge over Oyster Creek
- Set up canopies for and assisted during Family Fun Night
- Treated for ants at all parks
- Performed preventative maintenance on the mobile stage
- Repaired fences at American Legion Parks and the Community Garden at Buffalo Run Park
- Repaired ruts at American Legion Park
- Repaired damage to the score box on Pinto Field at StaMo Sports Complex
- Picked up new equipment from Brookside and delivered to the garage
- Removed graffiti on the tower at Buffalo Run Park
- Replaced broken chain links on a climber at Bicentennial Park
- Repaired basketball nets at Community and Quail Green West Parks
- Unclogged a drinking fountain at Buffalo Run Park
- Reset the furniture in the Council Chambers for a Council Meeting
- Mowed, edged and blew the medians and sides of Trammel Fresno
- Set up and prepared the grounds for National Night Out Kick-off
- Put away materials from Oktoberfest
- Repaired the timer at the Highway 90 Gateway

Forestry/Horticulture

- Watered trees
- MacNaughton Park & Oyster Creek Trail: prune, chip, spray weeds, remove stakes, and treat for fire ants
- City Hall insecticide treatment at flowerbeds
- HPO meeting with City Manager
- Assisted at the Missouri City Green Composting workshop
- Light pruning and weed control at Oyster Creek Trail
- Pruning, chipping, and weed control at MacNaughton Park
- Attended the Texas Plant Conference
- Cleared weeds, ants, and tree sprouts from mulched areas at Ridgeview & Roane Parks
- Fertilized, pruned, and mulched all trees at the Recreation & Tennis Center
- Replaced seasonal plants at Recreation & Tennis Center entrance
- Prune and chipped all trees at City Hall gateway beds
- Attended Annual Employee Conference
- Finished City Hall, Recreation & Tennis Center landscaping
- Pruned and chipped Community Park around softball fields
- Herbicide treatment at Buffalo Run Park
- Tree Farm work
- Pruned and chipped at MacNaughton Park south
- Paul attended the Texas Tree Conference
- Jonathan and Frankie assisted with Randy's needs

PARKS & RECREATION

DEPARTMENTAL REPORT: AUGUST 22 - SEPTEMBER 18, 2018

Recreation

Current & Upcoming Programs/Events

- The **Big Dill Pickleball Adult-Junior Combo Tournament** is this Friday, September 21st, starting at 6 pm. Registration is full, but come watch the fun and cheer on family and friends!
- The 2nd Annual **Oktoberfest** is this Saturday, 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!
- We are proud to be partnering with playground advocates at KaBOOM! to design a new playground for Roane Park. We are looking for adults and playground-aged children to come to **Design Day** on September 25th to share your ideas! Kids' Design starts at 5 pm, and the Adults' Design portion will be at 6 pm.
- The next **Senior Foodies** will be held at The Toasted Yolk Café on Thursday, September 27th at 11:30 am.
- The next **Lacrosse** clinic will be on September 29th at Ridgeview Park, from 9:30 - 11:00 am - come see why it's the fastest growing game in America!

Program Turnout

- The most recent **Tots & Crafts** on September 5th had 21 participants. The next session will be on October 3rd from 9 - 10:00 am at the Rec & Tennis Center.
- The **Senior Field Trip** to Sam Houston Park, Buffalo Bayou Cistern, and the Museum of Fine Arts on August 29th had 32 in attendance.
- The **Senior Casino Trip** to Delta Downs on Tuesday, September 11th had 43 in attendance.
- The most recent **Afternoon with an Expert** on September 9th featured a joint doctor with Methodist Hospital - approximately 15 attendees were at the session.

Tennis

- 47 students registered for Session 1 of the **Junior Tennis** program which finishes on September 21st. Session 2 begins September 24th.
- **Adaptive Tennis** has 14 students registered. The program is offered every Wednesday from 7 - 8 pm, and will run through October 24th.
- The **Annual Shrimp Boil Tournament** is from October 12-13th, starting at 7 pm!

Rentals

- **The Community Center Auditorium** hosted **3 events**, including a vow renewal and a birthday party.
- **The Multi-Purpose Room** hosted **8 events**, including an HOA meeting and a baby shower, for a total of over 85 people.
- **Park Pavilions** had **16 reservations** for a variety of gatherings.
- **Athletic Fields** had **over 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.
- Shut down Hunters Glen Park sprayground for the season.
- Changed out trash barrels at Community and MacNaughton Parks.
- Reset playground border blocks and repaired a set of bleachers at Hunters Glen Park.
- Removed 2 picnic tables that were beyond repair from the Recreation & Tennis Center.
- Repaired a broken fence at StaMo Sports Complex.
- Repaired commodes at Roane and Buffalo Run Parks.
- Performed preventative maintenance on zero turn mowers, tractors and mowing decks.
- Pressure washed all pavilions.
- Conducted monthly playground inspections.
- Installed signs for Oktoberfest.
- Tightened loose bolts on the playground wall climber at Bicentennial Park.
- Lowered and raised flags for Patriot Day.
- Replaced lamps at Pavilion 1 at Community Park.
- Cleaned the lake edges at Community and American Legion Parks.

Forestry & Horticulture

- Cleared weeds, ants and tree sprouts from mulched areas at Ridgeview and Roane Parks.
- Fertilized, pruned and mulched all trees at the Recreation & Tennis Center.
- Replaced seasonal plants at Recreation & Tennis Center entrance.
- Pruned and chipped all trees at City Hall gateway beds.
- Light pruning and weed control at Oyster Creek Trail.
- Pruning, chip and weed control at MacNaughton Park.
- Attended the Texas Plant Conference.



Tot & Crafts has been moved to the Rec & Tennis Center due to its success and growth

The Parks & Recreation Department attended the 2nd Annual Employee Conference on Friday, September 14th. We learned more about generational differences and how to achieve a higher level of productivity and harmony!

We also hosted a 'Rec' social hour for the conference's closing session.