



## 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 NOVEMBER 1, 2018

Notice is hereby given of a **Parks Board Meeting** to be held on **November 1, 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 OCTOBER 4, 2018 MEETING MINUTES**
3. **PUBLIC COMMENTS**
4. **DISCUSS AND CONSIDER NAMING THE PARKS & RECREATION NOMINATION FOR CITY VOLUNTEER OF THE YEAR AWARD**
5. **SPONSORSHIPS FOR CITY MAINTENANCE UPDATE**
6. **REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANT(S)**
7. **SKATEPARK PRESENTATION**
8. **STAFF REPORTS**
  - a. *Park Projects*
  - b. *Park Operations*
  - c. *Recreation*
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 November 1, 2018, agenda of items to be considered by the Missouri City Parks Board was posted on the City Hall bulletin board on October 29, 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  
NOVEMBER 1, 2018  
SUMMARY OF DOCUMENTS**

- **November 1, 2018 Meeting Agenda**
- **October 4, 2018 Meeting Minutes (to be Approved)**
- **Letter Draft to City Council for Naming Parks & Recreation's Nomination for  
City Volunteer of the Year Award after Ebony Ghee**
- **Monthly Parks Operations Report**
- **Departmental Report(s) for City Manager's Update**

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# PARKS BOARD MEETING MINUTES OCTOBER 4, 2018

### ATTENDEES:

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

**Staff in attendance:** Director of Parks & Recreation Jason Mangum, Assistant Director of Parks & Recreation Randy Troxell, Parks Superintendent Barry Hamilton, Recreation Superintendent Kevin Browne, Recreation Specialist Daniele Stewart, Recreation Specialist Adam Lofters, Recreation Specialist Trey Samuel, Assistant City Attorney James Santangelo, and Administrative Assistant Tricia Yurcak.

**Others in attendance:** Jana McMullen.

### 1. CALL TO ORDER

Chairman Turner called the meeting to order at 7:06 p.m.

### 2. CONSIDER THE APPROVAL OF SEPTEMBER 6, 2018 MEETING MINUTES

Board member Andrews made a motion to approve the September 6, 2018 minutes. Board member Atkins seconded the motion. The vote was unanimous. **The motion passed.**

### 3. CONSIDER THE APPROVAL OF AMENDED AUGUST 2, 2018 MEETING MINUTES

Board member D. Johnson made a motion to approve the August 2, 2018 minutes. Board member Atkins seconded the motion. The vote was unanimous. **The motion passed.**

There were no **PUBLIC COMMENTS**.

### 5. DISCUSS NOMINATIONS FOR CITY MUNICIPAL VOLUNTEER PROGRAM

Board member Matteucci presented the agenda item, and stated he would like to nominate Margo Webb, president of Missouri City Green, for the Volunteer of the Year award with the City's Municipal Volunteer Program. He stated that Ms. Webb attends nearly every event held by Missouri City Green, if not every event. Board member Matteucci made a motion recommending Margo Webb as the Board's choice of nominee for the MVP Volunteer of the Year award. Board member Andrews seconded the motion. The vote was unanimous. **The motion passed.**

### 6. DISCUSS SPONSORSHIPS FOR CITY MAINTENANCE

Board member T. Johnson asked about sponsorships in the previous meeting, and whether there was an opportunity to have sponsorships pay for City maintenance. Assistant City Attorney Santangelo stated he would look into the possibility of recognized sports associations to rent advertising space for sponsorships and report back. Director Mangum stated we would need to find out guidelines about permanent advertising. He stated the way municipal budgets work, any revenue made goes into the general fund.

There isn't an enterprise fund, or a special account that would allow dollars to be specially used for improving park maintenance. He stated he would need to check into whether that is a possibility.

Ms. McMullen, of 2103 Quail Valley East Drive, stated she was present to make sure anything the organization she's involved with does regarding sponsorships and banners doesn't go against City ordinance.

**7. REVIEW AND CONSIDER APPROVAL OF RECOGNIZED SPORTS ASSOCIATION APPLICANT(S)**

Director Mangum stated there are currently no RSA applications to approve.

**8. STAFF REPORTS**

**a. Park Projects**

Assistant Director Troxell distributed a monthly park projects overview and stated there were a few updates from the last month included.

**b. Park Operations**

Parks Superintendent Hamilton stated that the monthly operations report was included in the agenda packet.

**c. Recreation**

Recreation Superintendent Browne provided an overview of upcoming programs and events for the next month. He stated from the month of September compared with September of last year shows the department netted a nearly \$4,000 increase in revenue, and that currently the Recreation & Tennis Center has 1505 memberships.

Director Mangum added that the tennis program has expanded compared with last year, and has grown to 54 junior tennis players from 9 last year. Our current tennis administrator, Cristina, and King Daddy Sports have been growing the program and the combination is contributing to the great numbers.

Director Mangum added that Oktoberfest was not funded in the upcoming budget, and if we are going to continue the event, staff will need it to be funded through sponsorships.

**d. Mayor's Youth Commission**

Administrative Assistant Yurcak reported that there were nearly 70 applicants for this year's program.

**9. DIRECTOR'S UPDATE**

Director Mangum introduced Recreation Specialist Daniele Stewart, who will be doing youth, family and community outreach. Stewart stated she moved from Nashville and worked in county parks for several years and is looking forward to building programs in the second floor of the Community Center.

Director Mangum introduced Trey Samuel, Recreation Specialist for senior programs. She stated she came from Alief YMCA, and is looking forward to bringing forth more programs.

Director Mangum introduced Adam Lofters, Recreation Specialist in charge of fitness and athletics. Recreation Specialist Lofters stated he studied at UH Sports & Athletics for 2 years, and went on to be a personal trainer before deciding to go back to school for his Master's. He is looking to stay in the public sector and provide an impact.

Director Mangum stated the department received the concept designs for the playground at Roane Park, which will be funded through KaBOOM!, which he updated the Board about last month.

He stated that Community Park playground, which was funded mostly through Niagara Bottling, and was recently expanded, will have a celebration on October 13<sup>th</sup>. There will be a service project in the park beforehand and invited any Parks Board

members who would like to attend either the service project or the playground dedication afterwards.

He stated he recently presented at the NRPA, and was asked to be on the committee for scholarships and awards.

Director Mangum announced there would be a public art roundtable being held on October 16<sup>th</sup> at 6:30 p.m. at the Community Center. This is an opportunity for the community to decide what kind of public art is wanted in the community.

**10. BOARD REPORTS**

Board member Matteucci stated he is working on completing the naming application for naming the municipal volunteer program after Ebony Ghee. Hopefully the Board will be able to send that draft out soon.

**11. ITEMS FOR NEXT AGENDA**

Update on the naming application; continued discussion on sponsorships; presentation on the skatepark.

**12. ADJOURNMENT**

With no further items to discuss, Chairman Turner adjourned the meeting at 8:07 p.m.

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**Missouri City Parks and Recreation  
Parks Operations Report  
October 1 – 22, 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**

- All staff attended our monthly safety training: Vehicle and Equipment Dangers
- Mowed, edged and blew the medians and sides of Trammel Fresno
- Removed graffiti from the tower at Buffalo Run Park
- Repaired a leaking drinking fountain at Ridgeview Park
- Repaired ruts at Roane Park
- All staff attended the Compensation Study Presentation
- Prepared for National Night Out Kickoff
- Removed National Night Out Kickoff banners
- Provided stage and stairs for the Leadership Conference at the City Centre
- Delivered tables to the Police Mini Station
- Set up the auditorium for the Missouri City Quails and the High School Job Follow Luncheons
- Retied downed windscreens at the Recreation & Tennis Center
- Removed graffiti from a restroom at Buffalo Run Park
- Participated in the Grand Opening of the expanded playground at Community Park
- Cleaned up after, stored materials from, and removed the signs for Community Night Out

**Forestry/Horticulture**

- Pruned, sprayed weeds and suckers at Community, Freedom Tree and Oak Hill Parks
- Deep root fertilized at Community Park
- Pruned and chipped MacNaughton East
- Deep root fertilized at Roane Park
- Provided logistical support for Community Park playground event
- Removed water bags from new trees
- Prune City Hall entrance oak and tend to flower beds
- Prune ROW trees and shrubs at Oak Pointe Estates
- Pruned and chipped trees near Community Park big pavilion
- Re-planted ivy beds at Fire Stations 3 & 4
- Fertilized all flower beds
- Provided logistical support for MCG Water Conservation workshop
- Provided logistical support for Community Night Out

- 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 & chipped all trees at City Hall gateway beds
- Attended employee conference

DEPARTMENTAL REPORT FOR OCTOBER 3 - 16, 2018

## RECREATION

### Participation Totals

- 6 families of 24 total joined us for a **Family Camping** experience during the weekend of October 6th. Families learned about tent set-up and breakdown, basics of geocaching, and even got to pet a baby alligator!
- The latest **Senior Field Trip** to the San Jacinto Battleship on October 10th had a full bus of 28 participants!
- Our most recent **Afternoon with an Expert** session on October 3rd had 25 participants who learned more about the City's new Metro MCTX Community Connector.
- Families in our community joined us for a celebration of Community Park's recent playground expansion on October 13th, and had a chance to enjoy the zipline and other new elements, as well as win prizes and enjoy refreshments!
- On Friday, October 5th, we hosted 4 high school students for **Public Administration Day**. The students took a tour of our parks, learned more about the Parks & Recreation Department, and played pickleball!

### Tennis

- 66 participated in the **Annual Shrimp Boil Tournament** on October 12th and 13th. Mayor Allen Owen and City Manager Anthony Snipes stopped by to support the players!
- Congrats to our **Junior Tennis** players Yvette Karera for winning first place in her division at the Georgetown Championship Major Zone, and Jastine Escamos for earning 3rd place in her division at the Katy Super Champ Major Zone!
- October 19th is the last day of **Junior Tennis** Session 2, with 56 total students enrolled.

## RENTALS

### The Community Center Auditorium

Hosted **2 events**; a community forum and birthday party for a total of 65 people.

### The Multi-Purpose Room

Hosted **2 events**, including a baby shower and a birthday party.

### Park Pavilions

Had **10 reservations** for a variety of gatherings.

### Athletic Fields

Had over **70 reservations** for various sport practice and league games, including Fun Fair Positive Soccer games at Roane Park which hosted 300 people.

## PARKS

### Park & 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.
- Provided logistical support for the Community Park playground celebration event.

### Forestry & Horticulture

- Pruned, sprayed weeds and suckers at Community, Freedom Tree, and Oak Hill Parks.
- Deep root fertilized at Community Park.
- Pruned and chipped MaNaughton Park east.

## UPCOMING HAPPENINGS

### Free Lacrosse Clinic

Saturday, October 20 at 9:30 - 11:00 am

Ridgeview Park

Learn the basics of lacrosse at this free clinic!

### Slam or Smash Pickleball Tournament

Friday, October 26 at 6:30 pm

Recreation & Tennis Center

Players get to wear a costume for a chance to win prizes for this spooktacular pickleball tournament! There are currently 14 players registered, with 5 spots left.

### How Does It Work?

Tuesday, October 23 from 11:00 am - 1:00 pm

Join us on a tour of the beautiful Brookdale First Colony Senior Living center and enjoy a free lunch provided by chefs in their on-site dining room!

### Free Junior Tennis Clinic

Saturday, October 27 from 9:00 - 11:00 am

Recreation & Tennis Center

Is your child interested in learning tennis? We are hosting a free tennis clinic at the Recreation & Tennis Center, where junior tennis players can improve their game and learn the basics of tennis!

### Tricks & Treats in the Park

Saturday, October 27 from 4 :00 - 6:00 pm

Buffalo Run Park

Young ones are invited to dress in their Halloween best and participate in fun (and free) festivities, such as moonwalks, petting zoo, pumpkin patch, and plenty of candy!



Learning camping skills at the Family Camping event