

Highland Bayou Park - Reservation 08/12/2023 8:00am - 11:30 am

Lisa Perez <l.perez@cityoflamarque.org>

Mon 7/17/2023 5:03 PM

To:Treym642004@aol.com <Treym642004@aol.com>

Cc:Shirley Trahan <s.trahan@cityoflamarque.org>

I received your rental application for Highland Bayou Park Pavilion.

To reserve your day, you will need to pay the \$225 refundable deposit and \$200 rental fee.

We will also need:

1. An insurance policy in the amount of \$100,000 protecting the City from any liability and to have the city named as co-insured in the said policy.
2. Copy of your Driver's License

You can pay by cash, check or card.

There is a 3% processing fee if using a VISA/MC and we do accept payment over the phone, or you can come in our office from 7:30-5:30 Monday-Thursday or Fridays from 7:30-Noon. Please let me know ahead of time if you are coming to the office so I can assure there will be someone available to accept the payment.

According to your rental application, the hours you requested are from 8:00 am until 12:00 pm. The pavilion is already reserved beginning at noon. Per our discussion you will change your time and leave by 11:30 am.

If you have any questions, please contact me.

**Lisa Perez**

**Public Works Receptionist**

City Of La Marque

4916 Texas Ave (Suite C)

La Marque, Texas 77568

(409) 938-9280

l.perez@cityoflamarque.org

# Online Form Submittal: RESERVING HIGHLAND BAYOU PARK PAVILION

noreply@civicplus.com <noreply@civicplus.com>

Mon 7/17/2023 12:41 PM

To: Venisha Henderson <v.henderson@cityoflamarque.org>; Lisa Perez <l.perez@cityoflamarque.org>

## RESERVING HIGHLAND BAYOU PARK PAVILION

Pavilion Rental Requirements I understand and agree

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Resident Definition and Fees I understand

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Non-resident Definition and Fees I understand

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Commercial Group Definition and Fees I understand

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My reservation type is Non-resident

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Electrical & Water Disclaimer I understand and agree

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Advance Reservation Disclaimer I understand and agree

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Park Hours Acknowledgment I understand and agree

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Cleanup Expectations I understand and agree

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Damages Disclaimer I understand and agree

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Application Date 7/17/2023

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Responsible Party CCA Texas- Mainland Chapter

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Address of Responsible Party 6919 Portwest Dr #100

---

Address of Responsible Party Houston

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Address of Responsible Party Tx 77024

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Home/Cell Phone Number 2816362165

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Work Phone Number 2816362165

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Applicant Email [Treym642004@aol.com](mailto:Treym642004@aol.com)

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Reservation Date Requested 8/12/2023

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Reservation Start Time 8:00 AM

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Reservation Finish Time	12:00 PM
Purpose of Pavilion Use	Sign in kids for fishing tournament, lunch and awards
Type of Entertainment	Kid fishing tournament
Number of People Expected	100
Number of Uniformed Officers Hired	0
Non-Profits and Groups	I understand and agree

Email not displaying correctly? [View it in your browser.](#)

RE: Highland Bayou Park - 08/12/2023

Cesar Garcia <c.garcia@cityoflamarque.org>

Mon 7/17/2023 2:39 PM

To:Lisa Perez <l.perez@cityoflamarque.org>

Cc:Shirley Trahan <s.trahan@cityoflamarque.org>;Mikala Halbrook <m.halbrook@cityoflamarque.org>;Kierra Nance <k.nance@cityoflamarque.org>;Rick Sailler <r.sailler@cityoflamarque.org>

I do not have this authority to waive said fees but have them formally make this request to me (or you) in writing and I will bring to Council for review. Also, has this already gone to Parks Board. These have to go to them first since the event is at a park. They meet this Thursday and the agenda is already posted so you would need to repost this request.

Thanks,

7/20 @ 6:00 pm  
8/17

**Cesar Garcia**

**City Manager**

City of La Marque

1111 Bayou Road

La Marque, Texas 77568

O: 409-938-9211

C: 409-254-7370

www.cityoflamarque.org



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**From:** Lisa Perez <l.perez@cityoflamarque.org>

**Sent:** Monday, July 17, 2023 2:22 PM

**To:** Cesar Garcia <c.garcia@cityoflamarque.org>

**Cc:** Shirley Trahan <s.trahan@cityoflamarque.org>

**Subject:** Highland Bayou Park - 08/12/2023

The CCA (Coastal Conservation Association)Texas - Mainland Chapter is having a kid's fishing tournament on 08/12/2023 from 8:00 - 12:00 p.m.

They are non-profit. The requester, Trey Mitchiner, is requesting the fees be waived.

Can you approve this?

**Lisa Perez**

**Public Works Receptionist**

City Of La Marque

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(409) 938-9280

[l.perez@cityoflamarque.org](mailto:l.perez@cityoflamarque.org)



**CITY OF LA MARQUE  
AMENDED  
PARKS BOARD  
MEETING  
AGENDA  
Of  
July 20, 2023**

Notice is hereby given that the City of La Marque Parks Board will conduct a Meeting in the Council Chambers at 1109-B Bayou Road, La Marque, Texas as well as via teleconference hosted through ZOOM (<https://zoom.us/j/92887385489>) on Thursday, JULY 20, 2023, beginning at 6:00 P.M., for the purpose of considering and taking action on the following agenda:

- (1) CALL MEETING TO ORDER
- (2) ROLL CALL
- (3) APPROVAL/DISAPPROVAL OF ABSENCES
- (4) INVOCATION AND PLEDGE OF ALLEGIANCE
- (5) APPROVAL OF MONTHLY FINANCIAL REPORT
  - a. Financial Report Ending June 2023
- (6) APPROVAL OF MONTHLY MINUTES
  - a. Parks Board Regular Minutes May 2023
- (7) CITIZENS PARTICIPATION

Comments from the Public (At this time, any person with Parks Board-related business who has signed up may speak to the Parks Board (limited to three (3) minutes). In compliance with the Texas Open Meetings Act, the Parks Board may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.
- (8) OLD BUSINESS
  - a. Discussion/possible action regarding the cost of supplies needed for tree planting at Mahan Park
  - b. Discussion/possible action regarding the purchasing and placement of four (4) lockers from "rent.fun"
  - c. Discussion/possible action regarding the purchasing of Park Boards shirts
  - d. Discussion/possible action regarding the status of Geocaches around the parks

- e. Discussion/possible action regarding adopting a Park/Spot
- f. Discussion/possible action regarding the status of Lagana Park contract
- g. Discussion/possible action regarding an agreement with La Marque Chargers
- h. Discussion/possible action regarding Champion Outdoors event- July 23, 2023
- i. Discussion/possible action regarding Champion Outdoors event- August 13, 2023
- j. Discussion/possible action regarding the Parks Board submission of the special events forms for the schedule events
- k. Discussion/possible action regarding removal of delapidated equipment at Mahan Park
- l. Discussion/possible action regarding scheduling a Parks Board Retreat

**(9) NEW BUSINESS**

- a. Discussion/possible action regarding Public Works Updates
- b. Discussion/possible action regarding City Manager Updates
- c. Discussion/possible action regarding purchasing bike racks for Highland Bayou Park, Mahan Sportsplex, MLK Park and Westlawn
- d. Discussion /possible action regarding adding additional park signage
- e. Discussion /possible action regarding City Engineer drawings for the 3 parks' playground installation
- f. Discussion / possible action regarding attendance at the 2023 National Recreation and Park Association Conference
- g. Discussion / possible action regarding the Parks Board desire to obtain Birds, Parks, and Wildlife Certifications
- h. Discussion / possible action regarding various Grants and Playground Funding opportunities
- i. Discussion / Possible action regarding fee waiver request from Coastal Conservation Association Texas Mainland Chapter

**(10) REQUESTS AND ANNOUNCEMENTS**

Requests by Parks Board Members for items to be placed on future agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415. (b), items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence.
- (2) information regarding holiday schedules.
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision.
- (4) a reminder about an upcoming event organized or sponsored by the governing body.
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and
- (6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after posting

**(11) ADJOURNMENT**

**CERTIFICATION:**

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before Monday, July 17, 2023 before 5:45 p.m.

\_\_\_\_\_  
Kierra Nance, TRMC, City Clerk

RE: Highland Bayou Park - 08/12/2023

Cesar Garcia <c.garcia@cityoflamarque.org>

Mon 7/17/2023 5:42 PM

To: Rick Sailler <r.sailler@cityoflamarque.org>

Cc: Shirley Trahan <s.trahan@cityoflamarque.org>; Mikala Halbrook <m.halbrook@cityoflamarque.org>; Kierra Nance <k.nance@cityoflamarque.org>; gknebel@millsshirley.com <gknebel@millsshirley.com>; Lisa Perez <l.perez@cityoflamarque.org>

Kierra is making changes to the agenda as we speak to include this item for you and will have to repost both on board and online. Please make sure the board members have the new updated agenda and that the non profit is aware so they can consider having a member present.

**Cesar Garcia**

**City Manager**

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**From:** Rick Sailler <r.sailler@cityoflamarque.org>

**Sent:** Monday, July 17, 2023 3:07 PM

**To:** Cesar Garcia <c.garcia@cityoflamarque.org>

**Cc:** Shirley Trahan <s.trahan@cityoflamarque.org>; Mikala Halbrook <m.halbrook@cityoflamarque.org>; Kierra Nance <k.nance@cityoflamarque.org>; gknebel@millsshirley.com; Lisa Perez <l.perez@cityoflamarque.org>

**Subject:** RE: Highland Bayou Park - 08/12/2023

Could they speak at the meeting and ask the Board to consider recommendation, which could be handled during the meeting at the end in the requests section?

If not, we can him know that it is too late to request this waiver.

Rick Sailler

Public Works Director

City of La Marque

(o) 409-938-9213

(c) 409-944-8886

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**Sent:** Monday, July 17, 2023 2:39 PM

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