

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
Office: (830) 693-3830 www.cottonwoodshores.org Fax: (830) 693-6436

Chairperson: Susan Montgomery
Vice-Chair: Sylvia Breen
Commissioner: Wendy Wayson



Commissioner: Barbara Bristow
Commissioner: Ray Whitis

People, Parks and Prosperity

PARKS & RECREATION COMMISSION REGULAR MEETING MINUTES

**** NOTICE ****

The Parks & Recreation Commission held a regular meeting on Monday, November 17, 2014 at 10:30 am. The meeting was held at the Cottonwood Shores Public Library, located at 4111 Cottonwood Drive, Cottonwood Shores, Texas 78657.

AGENDA

1. Call to Order 10:31 a.m.
2. Roll Call

Name	Present	Absent	Absent Unexcused
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen		√	
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis		√	

3. Chairperson Susan Montgomery report:

Cottonwood Shores Rocks event brought in \$326.00; The boat ramp still needs ribbon curbing installed; Commissioner Barbara Bristow questioned is the boat ramp was still a park, Chairperson Susan Montgomery advised it was still classified as a park. The meeting in December should be moved to January due to holidays. Chairperson Susan Montgomery questioned the posting of the agenda. Deputy Financial Officer Karrie Cummings and Deputy City Secretary Bobby Herrin confirmed the posting was before the deadline, both online and in the Agenda Box outside city hall. Security Lights at P-Squared Park have been shot out. Concern of deep post holes at Aspen Park that needs to be filled in.

It was brought to the attention of the committee that the chairpersons need to submit their reports in writing to be filed with the city secretary.

4. Commission reports on their park

Nature Preserve – Reported by Chairperson Susan Montgomery: Erosion is a big issue, roads are in need of repair; Teenagers getting stuck in ditches. This could be a boundary issue.

P-Squared Park – Reported by Alternate Rex Holloway: Graffiti is a problem; Chairperson Susan Montgomery advised the lights are not working (shot out); the tires have been moved and need to be repaired. Suggested to place the BMX portion of the park on the next agenda.

Noah Thompson Park – Reported by Commissioner Wendy Wayson: Drainage needs to be addressed; a stepping stone path needs to be from the bottom of the hill to the picnic tables on top. 1 ADA picnic table needs to be placed close to the parking area with a ADA walkway. Need a Handicap Parking Space. Need a path from the parking area down to the water, possible out of crushed granite. Need a bench possible placed under the trees area.

Aspen Park – Report by

Community Park – Reported by Chairperson Susan Montgomery: The tower structure rocks when the wind gets high, needs cables or something to anchor it better.

Boat Ramp Park – Reported by Commissioner Barbara Bristow: Questioned why the boat ramp was not already open. Deputy Financial Officer Karrie Cummings confirmed that Ribbon Curbing still needs to be installed. Visitor Stephen Sherry commented it needs to be open. Deputy Financial Officer Karrie Cummings advised it must be finalized before it could be opened.

5. Consent Agenda

5.1. Minutes from the special meeting of the Parks and Recreation Commission held October 6, 2014.

5.1.1 Motion made to accept minutes from the P&R Special meeting October 6 , 2014 with 1 amendment.

5.1.2 Motion: Chairperson Susan Montgomery

5.1.3 Seconded: Commissioner Barbara Bristow

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

5.1.4 Votes: Yea: 3 Nay: 0 Abstain 0

5.1.5 Motion: **Passed**

6. Old Business

6.1 Discuss and consider action on a calendar for the quarterly trash clean-up of Parks. *Chairperson Susan Montgomery recommended having a clean-up date before the bulk trash pickup. The commission suggested the date of January 17 at all parks.*

6.1.1 Motion made to Schedule January 17th, 2014, at 8:00 a.m. for a Park Clean-up date.

6.1.2 Motion: Chairperson Susan Montgomery

6.1.3 Seconded: Commissioner Barbara Bristow

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

6.1.4 Votes: Yea: 3 Nay: 0 Abstain: 0

6.1.5 Motion: **Passed**

6.2 Discuss and review the parks budget

Deputy Financial Officer Karrie Cummings presented budget; Total for 2013-2014 was \$ 5,044.67; 44.67 over. Amount utilized in 2014 – 2015 Budget so far is \$1,827.39 out of the \$20,000.00 approved. Alternate Rex Holloway advised the burn rate seems to be about 20% of the allotted budget. Chairperson Susan Montgomery wants a report from the financial officer indicating who donated funds and how much.

6.3 Discuss and consider action on a plan for the parks: *Commissioner Wendy Wayson requested to build a pad for a picnic table and an ADA table purchased for Noah Thompson Park. Cost around \$1,800.00 dollars.*

Community Garden Project was presented by Chairperson Susan Montgomery to be approved or disapproved. Chairperson Susan Montgomery presented need to have cameras at P-Squared Park. Advised the lights appear to have been damaged (shot out) and not working. Request to have this item placed on the next Crime Control and Prevention District agenda to get them to take action.

6.3.1.a Motion made to have plans drawn up for picnic table pad in Noah Thompson park and present at next meeting.

6.3.2.a Motion: Commissioner Wendy Wayson

6.3.3.a Seconded: Commissioner Barbara Bristow

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

6.3.4.a Votes: Yea: 3 Nay: 0 Abstain: 0

6.3.5.a Motion: **Passed**

6.3.1.b Motion made to not support the community garden project in parks at this time.

6.3.2.b Motion: Chairperson Susan Montgomery

6.3.3.b Seconded: Commissioner Barbara Bristow

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

6.3.4.b Votes: Yea: 3 Nay: 0 Abstain: 0

6.3.5.b Motion: **Passed**

6.3.1.c Motion made to request that Crime Control and Prevention District take action of security cameras for P-Squared Park.

6.3.2.c Motion: Chairperson Susan Montgomery

6.3.3.c Seconded: Commissioner Wendy Wayson

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

6.3.4.c Votes: Yea: 3 Nay: 0 Abstain: 0

6.3.5.c Motion: **Passed**

7. New Business

7.1 Discuss and consider action on finalizing Aspen Park renovations and ADA

Compliance: *It was determined that Aspen Park is not quite ready to be opened. Need to put bumpers in parking area; fill in the old post holes; and see what the valve is in the bottom of the park area. Public Works Director Joey Krueger can advise on the valve. Chairperson Susan Montgomery requested a work order for this to be accomplished.*

7.1.1 Motion made to consult with public works director Joey Krueger in regards to valve in field area and how to make it safer for visitors.

7.1.2 Motion: Chairperson Susan Montgomery

7.1.3 Seconded: Commissioner Wendy Wayson

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

7.1.4 Votes: Yea: 3 Nay: 0 Abstain: 0

7.1.5 Motion: **Passed**

7.2 Discuss and consider action on approving split rail fence for Aspen Park in front of Basketball court for safety concerns.

Split rail fence is not recommended for because of Code Requirements; Chain link is best. Need to see more options. Stephen Sherry commented he may have some fence he would donate. Rex Holloway will gather some prices for materials.

7.2.1 Motion made to Place on next agenda to discuss and consider actions on alternate options for fencing at Aspen Park.

7.2.2 Motion: Chairperson Susan Montgomery

7.2.3 Seconded: Commissioner Barbara Bristow

Name	Yea	Nay	Abstain
Chairperson Susan Montgomery	√		
Vice Chairperson Sylvia Breen			
Commissioner Wendy Wayson	√		
Commissioner Barbara Bristow	√		
Commissioner Ray Whitis			

7.2.4 Votes: Yea: 3 Nay: 0 Abstain: 0

7.2.5 Motion: **Passed**

8. Adjournment 12:28 p.m.



Attest:

Bobby Herrin

Bobby Herrin
Deputy City Secretary