

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
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Chair: Ray Whitis
 Vice-Chair: Susan Montgomery
 Commissioner: Wendy Wayson



Commissioner: Barbara Bristow
 Commissioner: Sylvia Breen
 Alternate: Lynn Porter
 Alternate: Rex Holloway

People, Parks and Prosperity

Parks & Recreation Commission Regular Meeting Minutes

The Parks & Recreation Commission held a regular meeting on Monday, September 21, 2015. The meeting was held at 10:00 A.M. at the Cottonwood Shores City Library, located at: 4111 Cottonwood Drive, Cottonwood Shores, Texas 78657

AGENDA

1. Called to Order
2. Roll Call was taken by Deputy City Secretary Bobby Herrin

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Chair Ray Whitis	✓		
Vice-Chair Susan Montgomery	11:01		
Commissioner Wendy Wayson	✓		
Commissioner Barbara Bristow	✓		
Commissioner Sylvia Breen	✓		
Alternate Lynn Porter	✓		
Alternate Rex Holloway	✓		

Deputy City Secretary Bobby Herrin announced that a quorum was present.

Comment for Citizen:

Suzan Orr addressed the commission and informed them of a Play Scape that is available if the commission would like to have it. Mark Henry is the owner and is willing to give it to the city.

3. Consent Agenda
 - 3.1. Minutes from a regular meeting of the Parks and Recreation Commission held on August 17, 2015.
 - 3.1.1. Motion to accept the August 17, 2015 minutes as modified
 - 3.1.1.1. Motion: Commissioner Bristow
 - 3.1.1.2. Second: Vice Chair Montgomery

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		

Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	✓		
Alternate Lynn Porter			
Alternate Rex Holloway			

3.1.2 Votes: Yea: 5 Nay: 0 Abstain: 0

3.2.3 Motion: **Passed**

4. Old Business:

4.1 Discussed and review status of all parks. *As requested by Chairperson Whitis.*

P-Squared Park:

It was reported on the last clean up day there were five people showed up. This park needs to be trimmed. Texas DOT brought in some fill dirt that was needed to raise a low area and assist in the building of the bike track. Vice Chair Montgomery added the fill was a win win situation as the park really needed it. A different pile of material that was decided to belong to the county will be moved later, this is just a staging area for it. It was also mentioned that Marley Porter has helped quite a bit by leveling and straightening up the park, and designing the bike track. It was discussed to get with Marley Porter on a Saturday and help. Roger Wayson will get with Marley Porter. Kids are already utilizing the new portion of the track. Lynn Porter suggested to make a stencil and you could place it over the graffiti in the park and paint over it. It was mentioned to get some taggers to express themselves. Commissioner Wayson suggested to utilize the park and put it in the 30th year anniversary letting the taggers express themselves. Chief Bieze has not found if any of the graffiti is gang related. The commission will consult with Chief Bieze. The placement of the ADA parking in being decided by working with Marley Porter. The camera did show that the workers located tires, one minute they were not there and the next they were. It was discussed that one ADA Table was still needed. Chair Whitis advised that they still need 1 table at P-Squared and 1 table at Noah Thompson which should have been ordered already. They will call and see who ordered and when.

It was presented that the city could have up to 500 tires on hand at any one time, however the need for a staging area for such items for the parks and recreation commission is still needed. It was discussed about an area at the water plant. Some of the tires could be arranged around poles for safety and protection. No dumping signs were mentioned. The cameras were discussed and the ones that connect to electrical power seem to be the best and easiest to use. The locations of the camera may be changes at a later date. The cameras that can be read by a cell app are the best solution. Chair Whitis advised that the Northland contract on the website has expired and we may want to contact the city and see about this option as well.

Noah Thompson:

The concrete pad for the ADA Table is waiting on specifications from Roger Wayson before it can be submitted to a contractor. Karrie Cummings suggested utilizing the same contractor. Commissioner Wayson advised the city need to do weed cutting or trimming

Aspen Park:

The handicap parking sign needs to be put back up. Alternate Holloway discussed the sticker problem and the need to have good grass. LCRA could be contacted to get a permit to obtain water from the lake. Lynn Porter advised they could have access through the property between the lake and the park which she owned. In order for grass to develop proper it must have water. A controlled burn was suggested to rid the park of some of the burrs. Alternate Holloway said you need to choke the burr out. Commissioner Wayson suggested Buffalo Grass. Lynn Porter addressed that the cost of a permit for a year to obtain water out of the lake was \$120.00. Vice Chair Montgomery inputted that the water was not metered however you had to observe and drought situations or regulations that were in place. She also suggested possibly utilizing a hybrid grass (419), but it was costly at \$125.00 per pallet. She has used this grass before and checker boarded it and let it spread out. A irrigation system was mentioned that would need to be installed. Lynn Porter suggested the commission to contact Keith Patschke, he was good at installing this type of items and could advise them what they needed for a pump and sprinkler system.

Vice Chair Montgomery suggested that if the play scape was free, get it. The play scape could be placed here. Chair Whitis and Alternate Holloway will get with Don Orr and go and check out the play scape.

Boat Ramp:

The backing up issue of marking the ramp is still there. Something to mark the edge like a reflector would work. Vice Chair Montgomery pointed out to the commission that the ramp was being utilized as was expected.

4.2 Discussed and considered action on Park Signs. *As requested by staff.*

Commissioner Wayson stated that the need for signs similar to the ones at the County or State Parks were needed at our parks. It was also discussed that the need for directional signs were needed to direct outside citizens to our parks. It was decided to check on the cost of 3 of 4 of them. Also to possibly put the city logo on the signs. Chair Whitis questioned who designed the logo. Visitor John Marr informed the parks commission who he had to design the flag for the city. It was asked of Lynn Porter to possibly design a sign. Lynn Porter suggested to possible let a local artist design it in a contest and submit it to the commission. Commissioner Wayson will source out the signs. All commissioners can see what they can design or come up with. Signs need to have the park rules on them. Commissioner Wayson suggested placing a donation box at the parks.

4.2.1 Motion to have Commissioner Wayson source directional signage for parks.

4.2.1.1 Motion: Commissioner Breen

4.2.1.2 Second: Commissioner Wayson

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		
Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	✓		
Alternate Lynn Porter			

Alternate Rex Holloway			
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4.2.2 Votes: Yea: **5** Nay: 0 Abstain: 0

4.2.3 Motion: **Passed**

4.3 Discussed and considered action on City/LCRA Underwater Rocks Letter. As requested by staff.

It was discussed that the marking of the rocks should fall within the city’s responsibility. It was discussed that there needed to be buoy’s placed on several of the dangerous underwater rocks or hazards. The buoys can be purchased by the commission for approximately \$120.00 each. Marble Falls has a sign stating upstream hazards. LCRA said they would help in the installation of the buoy’s. Vice Chair Montgomery suggested putting a “No Wake Zone” sign instead.

4.3.1 Motion to not do the LCRA letter but instead provide a sign with a map from google marking the parks and stating beware of underwater rocks or hazards are.

4.3.1.1 Motion: Vice Chair Montgomery

4.3.1.2 Second: Commissioner Breen

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		
Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	✓		
Alternate Lynn Porter			
Alternate Rex Holloway			

4.3.2 Votes: Yea: **5** Nay: 0 Abstain: 0

4.3.3 Motion: **Passed**

5. New Business:

5.1 Discussed and considered action on New Signage and Landscape plan for the City’s Entrance. As requested by Chair Whitis.

It was discussed that at the end of the construction the sign will be refurbished and the Parks and Recreation can help in the landscaping design. Chair Whitis suggested to go back and see what type of plants and items can be utilized. Commissioner Wayson wanted a new picture of the sign. They will contact City Administrator / City Secretary Sheila C. Moore. Vice Chair Montgomery suggested in getting input from the owners of bobs grocery. Commissioner Wayson will contact Ms. Moore and get the picture or design of the sign. Vice Chair Montgomery has a list of dry weather plants that can be utilized at the sign.

5.1.1 Motion to postpone this until next month.

5.1.1.1 Motion: Commissioner Breen
5.1.1.2 Second: Commissioner Bristow

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		
Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	✓		
Alternate Lynn Porter			
Alternate Rex Holloway			

5.1.2 Votes: Yea: 5 Nay: 0 Abstain: 0

5.1.3 Motion: Passed

Commissioner Breen had to leave at 12:44

5.2 Discussed and considered action on City Council Recommendations. As requested by Chair Whitis.

It was discussed and considered that the following items should be recommended to the City Council at the next meeting:

- 1) Trimming at all parks as per Commissioner Wayson;
- 2) Status and Re-Installation of the Handicap Sign at Aspen Park;
- 3) Repurpose Sign and Add verbiage, map of Underwater Rocks;
- 4) Status of ADA Picnic Tables;
- 5) Camera for P-Squared Park to be purchases.

Other items mentioned but not to be recommended at this time is the bike lane, on Oak Lane. It was discussed the need of a sign to be placed on the hill at the park. Commissioner Wayson will submit a complaint to the city to install a sign.

5.2.1 Motion to take the discussed recommendations to the City Council.

5.2.1.1 Motion: Commissioner Wayson
5.2.1.2 Second: Vice Chair Montgomery

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		
Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen			
Alternate Lynn Porter			
Alternate Rex Holloway			

5.2.2 Votes: Yea: 4 Nay: 0 Abstain: 0

5.2.3 Motion: Passed

6. Future Agenda Items:

- 6.1 Status of all Parks
- 6.2 City Council Recommendations
- 6.3 Splash Pad
- 6.4 Landscape Sign for Entrance
- 6.5 Graffiti at P-Squared Park

7. Adjournment: 12:50p.m.

The preceding document is a true and accurate reflection of the minutes of the Meeting of the Parks and Recreation Commission of the City of Cottonwood Shores, held on September 21, 2015.

Attest:



Bobby Herrin
Deputy City Secretary