

**CITY OF COTTONWOOD SHORES**  
3808 Cottonwood Drive, Cottonwood Shores, Texas 78657  
Office: (830) 693-3830 [www.cottonwoodshores.org](http://www.cottonwoodshores.org) Fax: (830) 693-6436



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 Special Meeting Minutes**

The Parks & Recreation Commission held a special meeting on Friday, February 13, 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 10:02 a.m.
- 2. Roll Call was taken by Deputy City Secretary Bobby Herrin

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

\_\_\_\_\_ *Alternates were activated*

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

**3. Chairperson report**

*Chair Whitis reported that he would like to see some bigger drawings of the park maps and specifications. Chairperson Whitis asked if possible the city secretary could send him an electronic version of the maps and specifications. He also concurred with Grant Administrator Karrie Cummings that we had the latest versions of most of the park maps. It was also discussed that he would like the topic of Status of All Parks placed on all of the future agendas. It was also confirmed that the drawings we have in file are the ones Texas Parks and Wildlife have and are using. Jean Langendorf was present and presented information and covered some ADA issues.*

**4. Commissioners reports**

*Vice Chairperson Susan Montgomery brought to the commission a verbal report from the Crime Control and Prevention District stating they are willing to pay for security cameras at some of the parks. One place discussed was at the new boat ramp and the other was P-Squared Skate Park. Jim Bristow advised Vice Chairperson Susan Montgomery that some of the activity at the boat ramp needed to be monitored due to possible illegal actions. Alternate Rex Holloway informed the commission that the cameras needed really needed to be motion activated and able to record for approximately 1 week on a rotation. He advised the game cameras were cheaper about \$100.00 each and IP Cameras were about \$200.00 to \$250.00. Finances available were discussed and Rex will bring a report back to the commission for discussion and or action. Chairperson Whitis indicated his interest was more towards IP cameras. It was suggested to utilize about 3 cameras in a triangular effect to cover the entire park in question. The mention of fake cameras was also brought into consideration to help detour violators.*

**5. Consent Agenda**

**5.1. Minutes from a special meeting of the Parks and Recreation Commission held on February 2, 2015.**

*It was discussed among the commission and if possible they would like a copy of the old minutes sent to each commissioner via email so they can read it prior to the meeting.*

**5.1.1. Motion to accept the February 2, 2015 minutes**

**5.1.1.1. Motion:** Commissioner Sylvia Breen

**5.1.1.2. Second:** Commissioner Barbara Bristow

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

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

**7.2.3 Motion: **Passed****

**6. Old Business:**

*No Old Business was discussed*

## 7. New Business:

**7.1 Discussed and considered action on status of all parks;** including grant completion, safety, maintenance, conditions for use, ADA compliance and function.

*Chairperson Whitis projected to the commission that his priority towards the parks was Grant Completion and Compliance first. Second were safety issues. He addressed the need to assess all of the parks and see what needed to be accomplished, completed or changed first to have them certified as completed as soon as possible.*

**Boat Ramp:** *It was mentioned that Marley Porter had drawn the original plans which were later changed by Kallman, then resubmitted and approved by Parks and Wildlife. Some issues at this park are the parking of vehicles in front of the boat ramp. The commission was informed that a "NO Parking" sign was going to be stenciled or placed on the pavement in front of the launch. Another issue was the need to have the picnic tables removed or relocated to some other park. This will possibly make the park ADA and then the parks and wildlife will possibly sign off. Chairperson Whitis indicated that he would like to get volunteers to move the tables. It was also discussed to place security cameras at the park due to the public gathering and drinking alcoholic beverages. It was decided that the commission was going to check to see if this was or could be covered by a city ordinance. The needs for park rule signs were addressed and will be brought up on a latter agenda. The commission was notified that the Open Campfire Signs had been installed.*

**Aspen Park:** *One major item is the need to have the As Built Plans designed for this park and submitted to Parks and Wildlife. Marley Porter was asked to accomplish this task. The commission will contact Mr. Porter to see where he stands. Another issue addressed was the need for a fence around the basketball court, possibly utilizing chain link. The fence was not placed in the budget therefore must be addressed as so. Commissioner Wendy Wayson will take point on the fence project, and see what type needs to be installed; materials needed and bring her recommendation back to the commission. Rex Holloway suggested possibly a 4 rail or plank board fence. Discussion also included some type of landscaping to form a hedge would also be a good idea and attractive. The commission agreed that more discussion is needed here. It was determined to utilize some of the money they have to put a temporary barrier up to alert people of the hazard until such time finances for a new fence can be obtained.*

**Community Park:** *As with Aspen, this park needs to have the As Built Plans designed for this park for it to be signed off on and completed.*

**Noah Thompson:** *This Park needs quite a bit of work, but is in fairly good shape. The approval for an ADA Picnic Table has already been obtained pending ordering and installation. The placement location was also determined at an earlier meeting. Some issues of the drainage were addressed and the need for further discussion and work.*

**Bike Tail:** *The trail was discussed, showing the new approved route. The issue of the trail not being finished by marking the streets was noted. Lakeview Drive needs to be striped or painted. This could be a Tx-DOT issue and the issue will be presented to Roger Wayson to see if he can enlighten what needs to be done.*

**P-Squared Skate Park:** *The Park needs a lot of work. There have been prior complaints of mosquitos and the possibility of the tires being toxic. The commission considered one option that Jim Bristow sent with a commissioner was to cover the tires with dirt. This in turn brought up the possibility of an environmental issue that could arise and would have to be addressed. The consideration of utilizing the tires for erosion control was discussed also. It was mentioned that dealing with erosion control there were other substances that several other companies have been using.*

**7.1.1 Motion to recommend to the city council that the city needs to obtain "As Built" Plans and submit them to Parks and Wildlife in order to close the books on those grants; and to notify the city council of the safety issue at Aspen Park; and with the money they have already obtained to put a safety barrier around the basketball court until such time the commission can obtain proper funding for a permanent fence.**

**7.1.1.1 Motion:** Commissioner Wendy Wayson

**7.1.1.2 Second:** Commissioner Barbara Bristow

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

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

**7.1.3 Motion: **Passed****

**7.2 Discussed and considered action on Utilizing Church Youth Volunteers on Parks and Recreation Projects. As requested by Mayor Orr**

*Secretary Bobby Herrin presented to the commission for Mayor Orr the need to make up a list of volunteer work that could be performed by the volunteer church group. This will allow free community service help to work in and around the parks for the benefit of the community. The commission decided to utilize the kids at Noah Thompson Park and the Nature Preserve, with some around P-Squared Skate Park.*

**7.2.1 Motion to utilize the Church Youth Volunteers as described in the parks.**

**7.2.1.1 Motion:** Commissioner Sylvia Breen

**7.2.1.2 Second:** Vice Chairperson Susan Montgomery

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

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

**7.2.3 Motion: **Passed****

**7.3 Discussed and review** Parks and Recreation financial status. *Chairperson Whitis advised this was covered in the status of parks. Rex Holloway was asked to provide some of this in a spreadsheet. It was mentioned that the budget, report requested was not furnished.*

**7.4 Discuss and review** of City Parks Master Plan. NO discussion or review. Chairperson Whitis asked to leave this off of the agenda until requested.

**7.5 Discuss and review** Fund Raisers. *Chairperson Whitis advised to leave off the agenda unless requested. Commissioners addressed that most of the events have been piggy backed on other events. It was mentioned the possibility of a raffle or auction for future events. This way tickets could be sold prior to the event. Commissioner Wendy Wayson informed the commission she had a list and Vice Chairperson Susan Montgomery also had a list and could compile it.*

**\*\*\*Note Commissioner Sylvia Breen left at 11:54 a.m.**

**7.6 Discussed and considered action on any Recommendations to City Council.**  
*It was discussed to recommend to the city council for the city to furnish a Parks and Recreation quarterly budget to date and a list of all volunteers donating money or time to the commission events or projects. Discussion also was in regards to the As Built plans on some of the parks with safety issues.*

**7.6.1 Motion to recommend to the city council that the city needs to obtain "As Built" Plans and submit them to Parks and Wildlife in order to close the books on the grants; and to notify the city council of the safety issues at Aspen Park; and with the money they have already obtained to put a safety barrier around the basketball court until such time the commission can obtain proper funding for a permanent fence; and recommend to the city council for the city to furnish a Parks and Recreation quarterly budget to date and a list of all volunteers donating money and or time to the commission for events or projects**

**7.6.1.1 Motion:** Vice Chairperson Susan Montgomery  
**7.6.1.2 Second:** Commissioner Wendy Wayson

<b>NAME</b>	<b>PRESENT</b>	<b>Nay</b>	<b>Abstain</b>
Chair Whitis	✓		
Vice-Chair Montgomery	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	Left at 11:54 am.		
Alternate Lynn Porter			
Alternate Rex Holloway			

**7.6.2 Votes: Yea: 4    Nay: 0    Abstain: 0**  
**7.6.3 Motion: Passed**

**8. Future Agenda Items:**

**8.1 Status of all parks**

**9. Adjournment: 12:00 - Noon**

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 February 13, 2015.



*Bobby Herrin*  
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**Bobby Herrin**  
**Deputy City Secretary**