

**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 Regular Meeting Minutes**

The Parks & Recreation Commission held a regular meeting on Monday, October 19, 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 at 10:00a.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	<b>10:05</b>		
Commissioner Barbara Bristow	✓		
Commissioner Sylvia Breen	✓		
Alternate Lynn Porter	✓		
Alternate Rex Holloway	✓		

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

3. Consent Agenda
  - 3.1. Minutes from a regular meeting of the Parks and Recreation Commission held on September 21, 2015.
    - 3.1.1. Motion to accept the September 21, 2015 minutes
      - 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: 4 Nay: 0 Abstain: 0

3.2.3 Motion: **Passed**

Commissioner Wayson arrived at 10:05a.m.

**Motion made to move Item 4.1 to end of agenda.**

Motion to move item 4.1 to end of agenda.

Motion: Commissioner Bristow

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.***

**Item Moved to end of Agenda.**

**4.2 Discuss and review signage at all parks, recreational areas and routes. *As requested by Chair Whitis.***

The size of the signs for directional use were discussed as being small, Commissioner Wayson suggested making them slightly larger. This may prevent offenders destroying them. She will also try to source signs for this project. She stated John Marr has given her some information and input. She will have some information available at the next parks meeting. The signs that needed to be installed at the boat ramp were discussed and it was still undetermined the exact location of the signs that had been removed. Chair Whitis will email the mayor and see if they can determine the location.

It was suggested by Chair Whitis to utilize the city's logo on the signs as this was a standard logo. He advised a template could be developed to assist. Commissioner Wayson suggested possibly putting a map of the boat ramp area possibly indicating the hazardous areas.

Lynn Porter suggested a map of all parks to help direct citizens and visitors to the parks.

Vice Chair Montgomery suggested in checking with sign companies.  
 The boat ramp also needs a sign for “Swim at your own risk” or something to that nature. It was also addressed about a swim at your own risk sign at the Noah Thompson. It was addressed a sign already exists at Noah Thompson.  
 A template is needed for the signs at all parks.

It was determined that all commissioners need to put together their thoughts and bring them back to the next meeting with their specific needs for each park.

**4.3 Discuss and review newsletter. *As requested by Chair Whitis.***

Chair Whitis discussed the need to get information out to the general public as to what the committee is doing. Citizen John Marr suggested the need to put events that were going to occur into the newsletter. Vice Chair Montgomery items like the pavilion can be reserved and be utilized for events.

The main concern is to make the people aware of the parks and what is occurring.

Vice Chair Montgomery suggested possibly decorating the parks for the holidays.

Chair Whitis restated to get the word out and fund raisers.

Chair Whitis suggested for the commissioners to bring their requests to the next meeting.

**4.4 Discussed and considered action on Landscaping of Main Entrance. *As requested by Vice Chair Montgomery.***

Vice Chair Montgomery presented a list of the vegetation and plants that would work at the entrance with minimal water usage and animal friendly. Sheila Moore stated Larry will help install them. The old sign has crepe myrtle, prickly pear, agave, etc.

Native plants are needed if possible.

Commissioner Wayson commented her trust in Vice Chair Montgomery’s decision on the plants needed.

Vice Chair Montgomery stated she would like to get with City Administrator / City Secretary Sheila C. Moore and decide on plants.

**4.4.1 Motion for Vice Chair Montgomery to take charge of the landscaping project of the front entrance.**

**4.4.1.1 Motion:** Commissioner Wayson

**4.4.1.2 Second:** Commissioner Breen

<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			

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

**4.4.3 Motion: **Passed****

**5. New Business:**

**5.1 Discussed and considered action on Splash Pad. *As requested by Staff.***

The splash pad is in need of refinishing. Alternate Porter has some good ideas as to what can be done. Alternate Porter stated she will bring some ideas to the next meeting. After other discussion a motion was reached.

**5.1.1 Motion to let Alternate Porter design and submit her ideas regarding the splash pad to the committee.**

**5.1.1.1 Motion:** Vice Chair Montgomery

**5.1.1.2 Second:** Commissioner Breen

<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			

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

**5.1.3 Motion: **Passed****

**5.2 Discussed and considered action on recently donated playscape. *As requested by Chair Whitis.***

Chair Whitis addressed the committee and stated he had placed the donated playscape at Aspen Park temporarily. Then he suggested a few ideas; 1) place it at Noah Thompson; 2) Utilize it with the playscape at Aspen Park combining them together; 3) Place it at Community Park. Commissioner Wayson suggested it would be a great asset for the small or little kids at Community Park. Vice Chair Montgomery stated it did need to be placed in a shady area if it was placed at Aspen Park or any park. Alternate Holloway stated we need to focus on one park and if placed at Aspen Park to put it together, maybe an L Shaped. It was mentioned in the middle of the L sod could be placed. Commissioner Wayson stated a lot of citizens utilize the exercise equipment.

Ray Whitis and Rex Holloway will meet at the park this week and find a plan to put together the two playscapes. A workday is set for

Saturday, October 31, 2015 at 8:00am to accomplish this task. Vice Chair Montgomery will send out an email.

After further discussion a motion was reached.

**5.2.1 Motion to place at Aspen Park and Construct with Existing playscape.**

**5.2.1.1 Motion:** Vice Chair Montgomery

**5.2.1.2 Second:** Commissioner Wayson

<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			

5.2.2 Votes: Yea: 5 Nay: 0 Abstain: 0

5.2.3 Motion: **Passed**

**Alternate Porter has to leave; 11:00a.m.**

**5.3 Discussed and considered action on Graffiti at P-Squared Park. *As requested by Staff.***

Alternate Holloway stated he has been going to the park and painting over the graffiti with gray concrete paint. It was stated Alternate Porter has some excellent ideas as to cover up the graffiti. Vice Chair Montgomery stated there was some obscene graffiti at the park at this time. Alternate Holloway stated he would go to the park today and cover up the obscenity.

Chair Whitis stated there may be a need for a volunteer committee to keep a watch on this and for them to correct or cover up anything as needed.

Alternate Holloway questioned where are the signs that are supposed to be at the park stating "being videoed" or something. It was undetermined its location. Alternate Holloway will see if he can find out where it is.

Alternate Holloway and Vice Chair Montgomery will partially work as a committee to oversee this for time being.

A pile of barb wire was found and needs to be removed due to liability issues

It was decided that the input form Alternate Porter would be helpful in this matter.

**5.3.1 Motion to postpone until next meeting.**

5.3.1.1 Motion: Commissioner Wayson

5.3.1.2 Second: Commissioner Breen

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

5.3.2 Votes: Yea: 5 Nay: 0 Abstain: 0

5.3.3 Motion: **Passed**

**5.4 Discussed and considered action on recommendations to take to City Council. *As requested by Chair Whitis.***

It was determined a report should be presented to the council regularly. Alternate Holloway will make up a template for use. Chair Whitis will complete the report and in the event he can not present it to the council, Commissioner Wayson will be reporting.

Handicap sign still needs to be replaced at Aspen Park

Intention of Signs

Weed Cutting, Mowing or Trimming

Workday for playscape at Aspen Park

Location of Signs that were removed from parks.

**5.3.1 Motion to take** the discussed actions to the City Council.

**5.3.1.1 Motion:** Commissioner Breen

**5.3.1.2 Second:** Commissioner 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			

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

**5.3.3 Motion: Passed**

**Item Moved from 4.0**

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

**Parks Previously Discussed**

**6. Future Agenda Items:**

- 6.1 Status of all Parks;
- 6.2 Discuss and review Fund Raising
- 6.3 Discuss and consider action on Signage of all parks, recreational areas and routes.
- 6.4 Discuss and review Newsletter.
- 6.5 Discuss and consider action on Splash Pad
- 6.6 Discuss and consider action on Graffiti at P-Squared Park.
- 6.6 City Council Recommendations

**7. Adjournment: 11:35a.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 October 19, 2015.



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