

CITY OF COTTONWOOD SHORES

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

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



Commissioner: Barbara Bristow
Commissioner: Ray Whitis

People, Parks and Prosperity

Parks & Recreation Commission Special Meeting Minutes

The Parks & Recreation Commission held a special meeting on Monday, February 2, 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 @ 10:01
2. Roll Call was taken by Deputy City Secretary Bobby Herrin

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

Alternates were activated

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

3. Chairperson report

Chairperson Susan Montgomery addressed her appreciation to the commission for their jobs well done.

4. Commissioners reports

Nature Preserve has not changed. Boat Ramp looks good and is now open.

5. Discussed and considered action on renewing 2 year terms for Commissioners Wayson, Breen and Whitis.

All three commissioners agreed to stay active on the Parks and Recreation Commission for another term of office after a brief discussion.

5.1 Motion to renew 2 year terms for Commissioners Wayson, Breen and Whitis

5.1.1 Motion: Chair Montgomery

5.1.2 Second: Commissioner Bristow

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

5.2 Votes: Yea: 5 Nay: 0 Abstain: 0

5.3 Motion: Passed

6. Election of Officers

6.1 Discussed and considered action on electing Parks and Recreation Chairperson.

Chairperson Susan Montgomery addressed the commission and presented her support for the new chair to be Commissioner Ray Whitis. After a brief discussion, Commissioner Sylvia Breen nominated Commissioner Ray Whitis for chair. All members were in favor.

6.1.1. Motion to elect Ray Whitis as Parks and Recreation Chairperson.

6.1.1.1. Motion: Vice Chair Sylvia Breen

6.1.1.2. Second: Commissioner Wendy Wayson

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

6.1.2. Votes: Yea 5 Nay: 0

6.1.3. Motion: Passed

6.2 Discussed and considered action on electing Parks and Recreation Vice-chairperson.

Vice Chair Sylvia Breen immediately nominated Commissioner Susan Montgomery as Vice-Chair. After a brief discussion, all were in favor of this decision.

6.2.1. Motion to elect Susan Montgomery as Parks and Recreation Vice-chairperson.

6.2.1.1. Motion: Vice Chair Breen

6.2.1.2. Second: Commissioner Wayson

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

6.2.2. Votes: Yea 5 Nay: 0

6.2.3. Motion: **Passed**

7. Consent Agenda

7.1. Minutes from a special meeting of the Parks and Recreation Commission held on January 6, 2015.

7.1.1. Motion to accept the January 6, 2015 minutes

7.1.1.1. Motion: Commissioner Wayson

7.1.1.2. Second: Vice Chair Montgomery

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

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

7.2.3. Motion: **Passed**

8. Old Business:

No Old business.

9. New Business:

9.1 Discussed and considered action on Commission’s Operational Parameters and Budget.

Chair Whitis discussed Ordinance 1121 and the necessity for the commission to abide by it. He also implied he would like the other alternate Lynn Porter name to be on the member listings. He informed commission that they must have the regular meetings on the 3rd Monday of the month in accordance to the City Ordinance; all other meetings would be considered a special meeting only. He stated that he would like all alternates to be at all meetings regardless. Chair Whitis also suggested the implementation of team leaders or project directors to help lead and oversee projects was really needed. Chair Whitis commented he would like to have a copy of the Budget, indicating or showing the financial status of the commission at this time, including a breakdown of all donations to the commission during this time period. (Chair Whitis advised he would contact City Administrator / City Secretary Sheila C. Moore to arrange this request). Vice-Chair Montgomery submitted a copy of the last budget presented to the commission by Rex Holloway and Karrie Cummings. Chair Whitis implied he would like a current or quarterly budget or financial report. Chair Whitis implied the need for the commission to hold some type of fund raisers in the future and also attempt to obtain volunteer workers from in and around the city. Commissioner Susan Montgomery will be the project leader of this task. Chair Whitis added that he would like for Commissioner Wayson to be the Communications Person.

9.1.1 Motion to take no action at this time

9.1.1.1 Motion: Chair Whitis

9.1.1.2 Second: Commissioner Breen

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

9.1.2 Votes: Yea: 5 Nay: 0 Abstain: 0

9.1.3 Motion: **Passed**

9.2 Discussed and considered action on status of all parks, including safety, maintenance, conditions for use, ADA compliance and function.

Chair Ray Whitis addressed his top priorities in the order of 1st being in compliance and the completion of the parks through the grant process. This should eliminate the emergency situations that have occurred in the past and the projects being fined. He implied heavily on the completion of the grant projects, then follow up with the safety factors. Discussion also included the problem with the erosion within some of the parks. Jean Langendorf with the ADA was present and answered questions regarding the ADA of the parks. She advised she would like to be at the next meeting to assist if needed. Chair Whitis would like to have Grant Administrator Karrie Cummings to email a copy of the paperwork presented at this meeting to Jean Langendorf, Rex Holloway and Lynn Porter.

9.2.1 Motion to take no action at this time

9.2.1.1 Motion: Commissioner Wayson

9.2.1.2 Second: Commissioner Breen

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

9.2.2 Votes: Yea: 5 Nay: 0 Abstain: 0

9.2.3 Motion: Passed

9.3 Discussed and considered action on review of City Parks Master Plan.

A copy of the original Master Plan was given to each commissioner for a guideline in the preparation of an updated city parks master plan. Commissioner Sylvia Breen was selected to be the project director on this project.

9.3.1 Motion to take no action at this time

9.3.1.1 Motion: Vice Chair Montgomery

9.3.1.2 Second: Commissioner Bristow

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

9.3.2 Votes: Yea: 5 Nay: 0 Abstain: 0

9.3.3 Motion: Passed

9.4 Discussed and considered action on P-Squared Skate Park.

Chair Whitis implied no discussion was required. All members were in agreement.

9.4.1 Motion to take no action

9.4.1.1 Motion: Vice Chair Montgomery

9.4.1.2 Second: Commissioner Wayson

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

9.4.2 Votes: Yea: 5 Nay: 0 Abstain: 0

9.4.3 Motion: **Passed**

9.5 Discussed and considered action on Aspen Park

Chair Whitis implied no action was required. All members were in agreement.

9.5.1 Motion to take no action

9.2.1.1 Motion: Commissioner Wayson

9.2.1.2 Second: Commissioner Breen

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

9.5.2 Votes: Yea: 5 Nay: 0 Abstain: 0

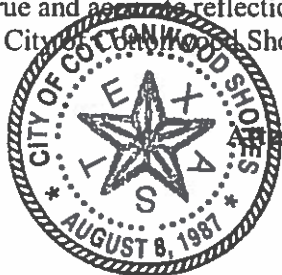
9.5.3 Motion: **Passed**

10. Future Agenda Items:

NO items to be placed on future agenda at this time.

11. Adjournment: 11:53 a.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 Coronado Shores, held on February 2, 2015.



Bobby Herrin

Bobby Herrin
Deputy City Secretary