

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, August 17, 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 10:00
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	✓		

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 July 20, 2015.

3.1.1. Motion to accept the July 20, 2015 minutes upon verification of voting procedures

3.1.1.1. Motion: Alternate Holloway

3.1.1.2. Second: Vice Chair Susan 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: 2 Nay: 0 Abstain: 1

3.2.3 Motion: Passed

4. Old Business:

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

Boat Ramp:

Vice Chair Montgomery will continue to draft a letter to be sent to council regarding underwater rocks around boat ramp. Alternate Holloway did file a formal complaint about the marking on the boat ramp approach. It was mentioned to possible put a reflective post or sign marking the drop off. It should be spring loaded or designed to give for flooding and also possibly a vehicle hitting it. The stripe is not working as it needs to.

Aspen Park:

Vice Chair Montgomery commented on the bull thistles overtaking the play scape area. This could prevent children from utilizing the play scape. Grass Burs were again mentioned and Chair Whitis suggested one approach would be keep the park mowed short and regularly. Chair Whitis suggested possible needing a special meeting before the September Date. Alternate Holloway commented the possibility of obtaining volunteers to clean the play area. Vice Chair Montgomery stated the bull thistles had a large bulb and these needed to be removed. Chair Whitis stated the split rail fence was in need of repair. Commissioner Bristow advised the wood was rotten and the posts needed to be replaced. Alternate Holloway requested an email be sent to all volunteers to assist on a Saturday. Vice Chair Montgomery suggested a work day which was determined to be Saturday 22, 2015 at 8 am. The fence around the basketball area still needs to be installed. Chair Whitis advised the commission he would give a bid to City Administrator / City Secretary Sheila C. Moore.

Noah Thompson Park:

Alternative Holloway addressed the commission informing them they had approximately \$8,700.00 in the budget to purchase items required. This could be utilized to purchase the ADA Tables, Install the Pad for the Table; and other concrete work required for ADA compliance. Chair Whitis advised the commission he would bring this to the council. The commission needs to obtain approval for the work to be performed and material purchased. It was mentioned there may need to be at least 3 bids by Alternative Holloway. Chair Whitis advised he would get with Karrie Cummings / Grant Administrator and see if they needed 3 quotes or bids. It was mentioned not all items must have 3 bids. The plans for changes send to TDLR should be returned anytime. This will allow the commission to move forward. Alternative Holloway informed the commission they may need a plat of where the slab will be for the table.

Bike Path

The bike path needs to be widened to be in compliance. A new stripe needs to be installed. It was stated that Roger Wayson if it is part of the roadway it must be marked. Chair Whitis suggested to put a new line down and adding markers where needed or required. Put signs in defined areas. Vice Chair Montgomery questioned who the parks and recreation commission need to consult on utilizing the extra road surface. Mayor Orr was present and added that the roadway has a basic 40 foot easement and the commission may consider next year when the city paves to see if it would be feasible to add an area along the road side to accomplish this goal. This would mean widening the roadway on the east side adding 3 to 4 feet. The question stands if there is sufficient right of way for this to be a solution or accomplished.

P-squared Park

Vice Chair Montgomery informed the commission there was a great need for a cleanup day. The graffiti was discussed. Chair Whitis asked if there had been formal complaints. None were recorded. It was decided not to keep covering it up until it becomes vulgar, indecent, obscene, etc. The camera was discussed and it was mentioned Keith Patschke was to install it (Game Camera). The cameras that were given to the commission from Burnet County will be sent back, they did not work out. Alternative Holloway informed the commission there was a need for a power source to install some cameras. Vice Chair Montgomery advised the commission that City Administrator / City Secretary Sheila C. Moore will have the city to install the camera. The Parks and Recreation commission will decide the location in conjunction with Chief Bieze. The chief know the location he wants it placed. Ray Whitis and Rex Holloway will look for a connection at the park for the cameras. It was decided that the ADA table was needed at this park and will be possible ordered with the one for Noah Thompson Park. There are still tires that need to be removed, they seem to be reappearing. It was addressed that the commission needs a place to store the items so they may be disposed of at a later date. Chair Whitis will get with City Administrator / City Secretary Sheila C. Moore. In regards to the cleanup day Vice Chair Montgomery will send out an email to all volunteers and parks personnel advising them of the day and time for cleanup. The date for cleanup was decided to be Friday, August 21, 2015 in the morning hours.

Community Park:

A question was raised as to whether the Library Building is part of the Community Park or not. If the building is part of the park, we could possibly get the Baptist Children to help and paint the inside of the building. Need to check with Karrie Cummings and verify if this is part of the park or not. Otherwise the park is in good shape.

5. New Business:

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

Chair Whitis addressed the commission as to what needs to be repaired. It was mentioned is the park has been used. Vice Chair Montgomery and Commissioner Bristow informed the commission that indeed it has been utilized by the citizens. No actual dates for repairs have been set. Vice Chair Montgomery suggested putting on hold until a later date.

5.1.1 Motion to take postpone until the October 19, 2015 meeting.

5.1.1.1 Motion: Vice Chair Montgomery

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: 3 Nay: 0 Abstain: 0

5.1.3 Motion: **Passed**

5.2 Discussed and considered action on Park Signs. *As requested by Staff.*

Vice Chair Montgomery opened with the need to put signs at all of the parks. It was considered Commissioner Wayson was requesting the signs. Chair Whitis suggested having the temporary signs in place refurbished. There was a suggestion to place directional signs throughout the city to assist citizens and visitors as to where the parks are located. A discussion as to where and what type of signs could not be reach. The commission wanted to obtain the requestor Commissioner Wayson's ideas.

5.2.1 Motion to postpone for further discussion.

5.2.1.1 Motion: Vice Chair Montgomery

5.2.1.2 Second: Commissioner Bristow

NAME	PRESENT	Nay	Abstain
Chair Whitis	√		
Vice-Chair Montgomery	√		
Commissioner Wayson			
Commissioner Bristow	√		

Commissioner Breen			
Alternate Lynn Porter			
Alternate Rex Holloway			

5.2.2 Votes: Yea: 3 Nay: 0 Abstain: 0
 5.2.3 Motion: **Passed**

5.3 Discussed and considered action on City / LCRA Underwater Rocks Letter. As requested by Staff.

Vice Chair Montgomery informed the commission she had not completed the letter to be sent to LCRA at this time. It was suggested to postpone.

5.3.1 Motion to take no action until next meeting
 5.3.1.1 Motion: Vice Chair Montgomery
 5.3.1.2 Second: Commissioner Bristow

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

5.3.2 Votes: Yea: 3 Nay: 0 Abstain: 0
 5.3.3 Motion: **Passed**

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

It was discussed to take a closer look at the parks, especially Aspen in reference to the mowing and trimming. Chair Whitis advised the commissioners he would address this matter with the city. Vice Chair Montgomery suggested the city hiring someone or a company to accomplish this task. Chair Whitis again informed the commissioners that he would be putting that the parks should be better maintained. The recommendations that will be presented to the council area as follows:

- 1) Considering hiring someone to maintain the parks, which could justify another maintenance person;
- 2) ADA Picnic Tables at Noah Thompson and P-Squared Parks;
- 3) 2015 – 2016 FY Budget;
- 4) Letter to City Council and Parks and Wildlife / LCRA.

5.4.1 Motion to present recommendations to city council as discussed.
 5.4.1.1 Motion: Commissioner Bristow
 5.4.1.2 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			

5.4.2 Votes: Yea: 3 Nay: 0 Abstain: 0
5.4.3 Motion: **Passed**

6. Future Agenda Items:

- 6.1 Status of all Parks
- 6.2 Splash Pad – October 19, 2015
- 6.3 Park Signs
- 6.4 Underwater Rocks Letter
- 6.5 City Council Recommendations

7. Adjournment: 12:25 p.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 July 20, 2015.

Attest:



Bobby Herrin
Deputy City Secretary

