

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
 Office: (830) 693-3830 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, January 18, 2016. 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 10:05
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	11:07		
Alternate Rex Holloway	✓		

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

3. Chairperson report – Skip Report per Chair Whitis.
4. Discussed and considered action on renewing 2 year terms for Commissioners Bristow and Montgomery.

Both commissioners indicated that they did not really want another 2 year term for personal reasons. Vice Chair Montgomery stated that she would like to request a time off period of approximately 1 year. Commissioner Bristow indicated she really would like to have some time off due to her intentions of possibly traveling. During the discussion Alternate Holloway was approached to possibly becoming the vice chair. It was addressed he must be a commissioner to take on that position. Vice Chair Montgomery decided to relinquish or step down from the position of commissioner to an alternate. This movement opened a position up as commissioner. After further discussion Commissioner Bristow decided to stay for another two year term.

4.1.1. Motion to renew 2 year term for Commissioners Bristow and move Commissioner Montgomery to an alternate position.

4.1.1.1. Motion: Commissioner Wayson

4.1.1.2. Second: Commissioner Bristow

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

4.1.2 Votes: Yea: 5 Nay:0 Abstain: 0

4.2.3 Motion: Passed

Motion to move Rex Holloway from alternate to regular commissioner.

Motion: Commissioner Wayson

Second: Commissioner Bristow

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

Votes: Yea: 5 Nay:0 Abstain: 0

Motion: Passed

5. Election of Officers

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

After discussion a motion was made.

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

5.1.1.1. Motion: Commissioner Breen

5.1.1.2. Second: Commissioner Wayson

NAME	PRESENT	Nay	Abstain
Chair Whitis			✓
Vice-Chair Montgomery	✓		

Commissioner Wayson	✓		
Commissioner Bristow	✓		
Commissioner Breen	✓		
Alternate Lynn Porter			
Alternate Holloway			

5.1.2. Votes: Yea 4 Nay: 0 Abstain: 1

5.1.3. Motion: **Passed**

5.2 Discussed and considered action on electing Parks and Recreation Vice-Chairperson.

After discussion and agreement a motion was made

5.2.1. Motion to elect Rex Holloway as Parks and Recreation vice-Chairperson.

5.2.1.1. Motion: Commissioner Breen

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 Holloway			

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

5.2.3. Motion: **Passed**

6. Consent Agenda

6.1. Minutes from a regular meeting of the Parks and Recreation Commission held on October 19, 2015.

After discussion a motion was made

6.1.1. Motion to accept the October 19, 2015 minutes

6.1.1.1. Motion: Commissioner Wayson

6.1.1.2. Second: Commissioner Bristow

NAME	PRESENT	Nay	Abstain
Chair Whitis	✓		
Vice-Chair Holloway	✓		
Commissioner Wayson	✓		
Commissioner Bristow	✓		

Commissioner Breen	✓		
Alternate Lynn Porter			
Alternate Susan Montgomery			

6.1.2 Votes: Yea: 5 Nay: 0 Abstain: 0
 6.2.3 Motion: **Passed**

7. Old Business:

7.1 Discussed and reviewed status of all parks. *As requested by Chairperson Whitis.*

ASPEN PARK:

Alternate Montgomery informed the commission that Mike, Jim and her assisted in the moving of the tube back at aspen park.

It was mentioned the new playscape is already in need of repair.

The bridge needs to be repaired

Chair Whitis and Vice Chair Holloway indicated they have a way to repair some of the equipment.

They also stated the necessity to expand the existing playscape and accomplish more modifications in the park. Vice Chair Holloway indicated the need to do some redesign and planning. Commissioner Wayson stated it looked like he had accomplished that and just needs to continue with the project.

Commissioner Wayson stated there was a new method of removal of sand burs with a roller device. It costs about \$75.00 for a small roller, hand operated or about \$450.00 for a larger one that goes behind a tractor. It was discussed there also may be a possibility of rental to the citizens of the city.

The volunteers will work this Saturday at the park from about 10:00 to 1:00 or 2 to 3 hours.

Chair Whitis indicated the need to still install the fence and he had inventoried the materials he already had and decided more parts may be required.

The soccer nets need some attention in the near future.

BOAT RAMP:

There could be a need to place a couple of benches at the boat ramp but not tables.

NOAH THOMPSON:

Commissioner Wayson stated the sign at the park needs some work. Chair Whitis suggested checking on the ADA needs or requirements.

It was determined this park needs to be completed

Alternate Porter arrived at 11:07

P-SQUARED PARK:

ADA requirements were addressed and need to be maintained until completion of the park is obtained.

It was discussed that some benches and tables had been stored at the park.

The berms need to be constructed for the BMX.

The topsoil that someone dumped in the park needs to be removed

NATURE PRESERVE:

Needs some major clean up and possibly some cameras installed for security.
It was determined that this could not be an ADA Park due to the type of surroundings.

BIKE TRAIL:

Need to address the marking on the roadway or the bike trail and the signs.
The widening of the bike path and or roadway is also an issue.

COMMUNITY PARK:

No information to report on this park currently.

7.2 Discussed and reviewed signage at all parks, recreational areas and routes. *As requested by Chair Whitis.*

It was discussed the sign at the front entrance needs to be addressed, it looks really bad. This partially could be due to it not being completed.

Commissioner Wayson presented some information in regards to some directional signs to be utilized throughout the city. They are approximately 18 x 18 with a cost between 12.00 and 100.00 dollars.

Chair Whitis indicated in the mind's eye, the need of placement needed to be determined. It was also stated we need to know where they need to go and what they need to say.

Commissioner Breen suggested they all be designed and to look the same

Commissioner Wayson stated the need for signs at Brookwood and Pecan; Lakeview and Pecan

Wendy Wayson as a citizen stated she would donate one sign.

Chair Whitis suggested a sign at the main entrance and then directional thru the city.

Some of the volunteers will get together and design and bring their recommendations back to the next meeting.

This will be on the next agenda.

7.3 Discussed and reviewed newsletter. *As requested by Chair Whitis.*

It was discussed to put some information in the next newsletter. Alternate Montgomery suggested the possibility of a raffle, and citizens that donate an hour of time get a ticket.

It was also discussed to charge approximately \$10.00 dollar per ticket.

Chair Whitis suggested all to bring back their ideas to the next meeting.

This will be on the next agenda.

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

After discussion Commissioner Wayson suggested to get Alternate Porter to workup and bring her design and plan to the next meeting.

7.4.1 Motion to take no action until next month.

7.4.1.1 Motion: Commissioner Breen

7.4.1.2 Second: Commissioner Bristow

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

7.4.2 Votes: Yea: 5 Nay: 0 Abstain: 0

7.4.3 Motion: **Passed**

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

It was reported that there seemed to be no new graffiti at P-Squared. After discussion Alternate Porter will make up some stencils to be utilized and bring them to the next meeting.

It was suggested the need to use concrete paint instead of spray paint may need to be considered. Commissioner Wayson pointed out possibly just picking the color and alternate Montgomery addressed color blocks.

Alternate Porter will get with alternate Montgomery and check on spray paint.

7.5.1 Motion to allow Alternate Porter to come back with proposals regarding graffiti at parks.

7.5.1.1 Motion: Commissioner Wayson

7.5.1.2 Second: Commissioner Bristow

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

7.5.2 Votes: Yea: 5 Nay: 0 Abstain: 0

7.5.3 Motion: **Passed**

7.6 Discussed and reviewed landscaping status of front entrance to City of Cottonwood Shores. *As requested by staff.*

Alternate Montgomery presented a proposal on the budges for the City of Cottonwood Shores sign at the entrance. (See Budgeted Proposal)

City Administrator / City Secretary Sheila C. Moore asked Alternate Montgomery to give her recommendations in regards to the landscaping of the front entrance signs.

Alternate Montgomery presented a drawing of the proposed plants installations and their locations she would put at the entrance. (See Drawing).

Watering of the plants was addressed.

8. New Business:

8.1 Discussed and considered action on city council recommendations. *As requested by Chair Whitis.*

No items were reported to take to the city council.

8.1.1 Motion to take no action

8.1.1.1 Motion: Commissioner Wayson

8.1.1.2 Second: Commissioner Bristow

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

8.1.2 Votes: Yea: 5 Nay: 0 Abstain: 0

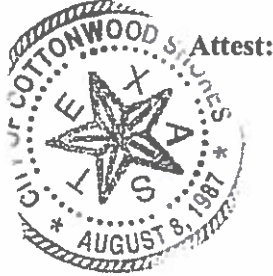
8.1.3 Motion: **Passed**

9. Future Agenda Items:

- 6.1 Discuss and review Status of all Parks
- 6.2 Discuss and consider action City Council Recommendations
- 6.3 Discuss and consider action Time of Meetings, Day of Meetings
- 6.4 Discuss and Review Signage at all Parks
- 6.5 Discuss and consider action newsletter.
- 6.6 Discuss and consider action splash pad.
- 6.7 Discuss and consider action graffiti.

10. Adjournment: 12:28 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 January 18, 2016.



Bobby Herrin

Bobby Herrin
Deputy City Secretary