

CITY OF COTTONWOOD SHORES

3808 Cottonwood Drive, Cottonwood Shores, Texas 78657
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Chair: Ray Whitis
 Vice-Chair: Rex Holloway
 Commissioner: Wendy Wayson



Commissioner: Barbara Bristow
 Commissioner: Sylvia Breen
 Alternate: Lynn Porter
 Alternate: Susan Montgomery

People, Parks and Prosperity

Parks & Recreation Commission Special Meeting Minutes

The Parks & Recreation Commission held a special meeting on Tuesday, February 16, 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 at 10:00 a.m.
2. Roll Call was taken by Deputy City Secretary Bobby Herrin

NAME	PRESENT	ABSENT EXCUSED	ABSENT UNEXCUSED
Chair Ray Whitis	✓		
Vice-Chair Rex Holloway	✓		
Commissioner Wendy Wayson	✓		
Commissioner Barbara Bristow	✓		
Commissioner Sylvia Breen		✓	
Alternate Lynn Porter	✓		
Alternate Susan Montgomery	10:08		

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

3. Chairperson report

Chair Whitis opened by stating that he was changing one item that was always on the agenda. He does not want the Status of All Parks. He wants a more professional approach by being more focused and expedient.

4. Consent Agenda

- 4.1. Minutes from a regular meeting of the Parks and Recreation Commission held on January 18, 2016.

4.1.1. Motion to accept the January 18, 2016 minutes

4.1.1.1. Motion: Vice Chair Holloway

4.1.1.2. Second: Commissioner Wayson

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

4.1.2 Votes: Yea: 4 Nay: 0 Abstain: 0

4.2.3 Motion: **Passed**

5. Old Business:

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

Chair Whitis requested from the commissioners for specific comments not mentioned below.

Aspen Park:

Commissioner Wayson presented some costs of the Sticker Picker that was discussed last meeting. The cost is approximately \$499.00 for the larger unit. The possibility of possibly renting the unit out was discussed. We would possibly need two or three refills also.

They also have a smaller unit that is hand operated for \$75.00

Discussion of possibly renting out the unit was discussed.

Chair Whitis indicated he would like to have more information about the unit. He also indicated when this is brought to council to have all information on hand.

Chair Whitis suggested possibly the city could use a bagger when they mow.

Vice Chair Holloway indicated that aspen park needed more focus based on the budget.

Boat Ramp:

The benches that were installed at the boat ramp were discussed. All were in approval of the installation.

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

Chair Whitis indicated the sign at the main entrance as presented would possibly be the route to take.

It was also discussed that the color of certain signs was significant to actions.

The use of icons on the maps would possibly be helpful. Commissioner Wayson suggested using icons like a little boat for the boat ramp, etc.

Alternate Porter said at granite shoals their signs indicated that you must stay on the park property and within their boundaries or you could be considered trespassing.

Commissioner Wayson suggested the park and rec to put up signs for trespassing.

Chair Whitis suggested putting up park rule signs.

Alternate Porter suggested putting up donation jars and boxes to help.

Chair Whitis wants this item to be discussed at next meeting as discuss and action.

5.3 Discussed and review on newsletter. As requested by Chair Whitis.

The commission discussed the possibility of having a raffle and putting this in the newsletter. Commissioner Wayson stated that she had contacted Sheila C. Moore about the raffle and was informed it has been presented to the city attorney for clarification. At this time no response from the attorney has been obtained.

Alternate Porter mentioned making up donation jar's and distribute them around the city. Alternate Montgomery stated that the input from the citizens was needed to assist the parks and recreation and this could be inserted. She also stated to just let people know what is in process. Alternate Montgomery also stated maybe something to help draw people to the parks.

Chair Whitis will put together a layout of the letter. He requested for anyone that may have an idea to email or bring it to him

This item was requested to be placed on the next agenda.

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

Vice Chair Holloway reminded the commission of a letter asking Alternate Porter to bring back samples to the commission as to what to do with the splash pad.

Alternate Porter advised that she would obtain estimates of how to remove the old paint. She also pointed out that other options could be inserted in the repainting as tic-tac-toe, checkers, or other items that could be played with custom pieces or chalk.

It was also discussed of putting a basketball hoop beside the pad for when the pad was not being utilized.

Alternate Porter stated that Marley Porter suggested the need to put in a Recycled Water Filtration System so the park could be used daily during the summer. The estimated cost of this type of project would be around \$5,000.00 dollars.

Vice Chair Holloway stated this needed to be addressed by March.

After further discussion it was determined to put this on next month's agenda.

5.4.1 Motion to postpone to next meeting.

5.4.1.1 Motion: Commissioner Wayson

5.4.1.2 Second: Commissioner Bristow

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

5.4.2 Votes: Yea: 4 Nay: 0 Abstain: 0

5.4.3 Motion: Passed

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

Alternate Porter and Alternate Montgomery will get together and check what type of paint will work on the graffiti.

It was also discussed the great need to stop the graffiti totally.

Alternate Montgomery stated that the possibility of having some type of events for skateboarding at the park may be helpful in detouring graffiti.

Chair Whitis informed the commission of a person (Pastor Shane) that had contacted him and may be a way to finish some of the work that needs to be performed at the park.

5.5.1 Motion to set up a meeting with the advisor (Pastor Shane) and take suggestions into consideration.

5.5.1.1 Motion: Vice Chair Holloway

5.5.1.2 Second: Commissioner Bristow

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

5.5.2 Votes: Yea: 4 Nay: 0 Abstain: 0

5.5.3 Motion: **Passed**

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

Vice Chair Holloway stated that City Administrator / City Secretary Sheila C. Moore had asked both Alternate Montgomery and Marley Porter to design or give ideas as to what type of landscaping should be utilized at the front entrance. After both parties submitted their ideas it was decided that Marley Porter would use some ideas from both and proceed with the landscaping. It was also mentioned that Councilmember Porter was suggesting placing a curb to help detour vehicles. It was then determined that this issue should be closed.

5.7 Discussed and considered action on Time and Day of Meetings. *As requested by Chair Whitis.*

It was discussed between the members as to what days were preferred. It was decided to hold special meetings on Wednesdays, from 9:00 a.m. until Noon.

5.7.1 Motion to take no action.

5.7.1.1 Motion: Vice Chair Holloway

5.7.1.2 Second: Commissioner Wayson

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

5.7.2 Votes: Yea: 4 Nay: 0 Abstain: 0

5.7.3 Motion: **Passed**

6. New Business:

6.1 Discussed and considered action on Parks and Recreation Budget. *As requested by Vice Chair Holloway.*

Vice Chair Holloway presented the budget to the commission that was approved by the council. Vice Chair Holloway stated no ADA tables have been ordered. He stated that they could be ordered when the approval was obtained.

Waiting on Marley Porter to give the commission information as to what is needed for ADA.

May want to check with Jean Langendorf for ADA definitions.

Monies were not carried over from last year.

After further discussion a motion was made.

6.1.1 Motion to no action be taken

6.1.1.1 Motion: Vice Chair Holloway

6.1.1.2 Second: Commissioner Wayson

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: Nay: 0 Abstain: 0
 6.1.3 Motion: **Passed**

Alternate Porter had to leave at 11:46 a.m.

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

Report on ADA Basic
 Commissioner Wayson stated they need to mow and weed eat the parks.

6.2.1 Motion to take no action
 6.2.1.1 Motion: Commissioner Wayson
 6.2.1.2 Second: Commissioner Bristow

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

6.2.2 Votes: Yea: 4 Nay: 0 Abstain: 0
 6.2.3 Motion: **Passed**

7. Future Agenda Items:

- 7.1 City Council Recommendations
- 7.2 Discuss and Review Status of ADA compliance.

8. 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 Cottonwood Shores, held on February 16,, 2016.

Attest:


 Bobby Herrin
 Deputy City Secretary