

**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 Special Meeting Minutes**

The Parks & Recreation Commission held a special meeting on Wednesday, March 30, 2016. The meeting was held at 09:00 A.M. at the Cottonwood Shores City Library, located at: 4111 Cottonwood Drive, Cottonwood Shores, Texas 78657

**AGENDA**

1. Called to Order
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	✓		

*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 February 16, 2016.
    - 3.1.1. Motion to accept the February 16, 2016 minutes
      - 3.1.1.1. Motion: Vice Chair Holloway
      - 3.1.1.2. Second: Commissioner Breen

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

Alternate Rex Holloway		
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3.1.2 Votes: Yea: **3**    Nay: 0    Abstain: 1  
 3.2.3 Motion: **Passed**

**4. Old Business:**

**4.1 Discussed and action on Aspen Park activities. *As requested by Vice Chair Holloway.***

Vice Chair Holloway opened a presentation as to some of the possibilities of the park. He showed a possible solution of XR2 which is a good sticker killer.

It was mentioned that Bert’s Dirt has soil that could be obtained. It was also discussed the possible use of the city dump truck could minimize the cost of hauling.

Alternate Montgomery talked discussed the grass burrs and some methods that possibly could be utilized to neutralize them.

It was also mentioned that there was an availability of mulch that could be obtained from the pec contractors.

Chair Whitis showed concerns with the mulch due to the type of wood and other shrubbery that was mixed in it.

It was mentioned the need to have a work day to remove the stickers and also the pieces of the play scape that was not going to be used.

It was decided to work on the park this Saturday starting at 1:00 p.m. There will also be a workday for the 16<sup>th</sup> for the fence.

The need to utilize the city trailer was mentioned as access to the water plant area to store the removed play scape.

During the discussing Vice Chair Holloway updated the commission with the budget.

**4.1.1 Motion to prepare park for summer activities**

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  
 4.1.3 Motion: **Passed**

**4.2 Discuss and consider action on ADA compliance actions. *As requested by Vice Chair Holloway.***

Vice Chair Holloway informed the commission that all parks have now been registered. Marley Porter has prepared and submitted the drawings that were needed and his part is complete.

Vice Chair Holloway informed the commission that he has obtained only two quotes for the ADA work needed to be accomplished at Noah Thompson Park. He stated he is still in the process of obtaining the 3<sup>rd</sup> bid. So far the cheapest bid was for \$6,260.00.

Chair Whitis questioned the bid from one of the contractor

Alternate Porter questioned the work performance from one of the contractors.

It was determined that there was a need for the 3<sup>rd</sup> bid.

During the discussion a split or double motion was made.

- 1) Have Vice Chair Holloway submit the bids for ADA Compliance for the Noah Thompson Park to the city council for Budget and Acceptance; and
- 2) For Vice Chair Holloway to submit the recommendation to the city council of the Parks and Recreations preferred bidder.

**4.2.1 Motion to** Have Vice Chair Holloway submit the bids for ADA Compliance for the Noah Thompson Park to the city council for Budget and Acceptance; and

**4.2.1.1 Motion:** Vice Chair Holloway  
**4.2.1.2 Second:** Commissioner Breen

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

**4.2.2 Votes: Yea: 4      Nay: 0      Abstain: 0**

**4.2.3 Motion: Passed**

**4.2.1.a Motion to** Have Vice Chair Holloway submit the Parks and Recreations preferred bidder to the city council.

**4.2.1.a.1 Motion:** Vice Chair Holloway  
**4.2.1.a.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			

**4.2.2.a Votes: Yea: 4      Nay: 0      Abstain: 0**

**4.2.3.a Motion: Passed**

**4.3 Discuss and consider action on Splash Pad. *As requested by Chair Whitis..***

Alternate Porter presented to the commission three different quotes for the revitalization of the splash pad.

- 1) Score and Stain with Aqua Blue for approximately 1520 sq. ft.      \$4,560.00
- 2) Prepare, coat and finish      \$9120.00
- 3) Prepare coat and finish with rubberdeck      \$12,160.00

After further discussion a motion was made.

**4.3.1 Motion to take no action**

**4.3.1.1 Motion: Commissioner Breen**

**4.3.1.2 Second: Vice Chair Holloway**

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

**4.3.2 Votes: Yea :4      Nay: 0      Abstain: 0**

**4.3.3 Motion: **Passed****

**4.4 Discussed and considered action on April News Letter. *As requested by Chair Whitis.***

After discussion it was determined that the time frame for getting the newsletter in water bills mail outs would not be possible.

It was discussed to prepare a newsletter to go into the next mail outs.

**4.4.1 Motion to take no action**

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

Alternate Susan Montgomery			
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4.4.2 Votes: Yea: 4 Nay: 0 Abstain: 0  
 4.4.3 Motion: **Passed**

**5. New Business:**

**5.1 Discussed and considered action on** recommendations to the city council. *As requested by Chair Whitis.*

After discussion on several items it was determined to take only the Noah Thompson activities to the council.

**5.1.1 Motion to take the Noah Thompson recommendations to the City Council.**

**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 Rex Holloway			

5.1.2 Votes: Yea: 4 Nay: 0 Abstain: 0  
 5.1.3 Motion: **Passed**

**6. Future Agenda Items:**

- 6.1 Discuss and consider action on Graffiti.
- 6.2 Discuss and review BMX at P-Squared Park.
- 6.3 City Council Recommendations

**7. Adjournment: 11:32 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 March 30, 2016.



Attest:  
  
 Bobby Herrin  
 Deputy City Secretary