

**PARKS &  
RECREATION  
COMMISSION  
PACKET**



*February 13, 2023*



Meeting Agenda  
Regular Meeting of the  
Oak Point Parks and Recreation Commission

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Monday, February 13, 2023 -- 6:00 P.M.

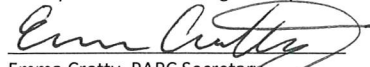
- 1. Call to order, roll call, and announce a quorum is present. (Chair)**  
*In the event a quorum is not present, the Commission may meet as a committee, but no action will be taken.*
- 2. Pledge of Allegiance and Pledge to the Texas Flag. (Chair)**
- 3. Public Input.**  
*This agenda item provides an opportunity for citizens to address the Parks and Recreation Commission on any matter that is not posted on the agenda, as well as specific agenda items. The Parks and Recreation Commission is not permitted to take action or engage in any discussion on presentations or inquiries concerning an item not listed on the agenda. However, in accordance with Section 551.042 of the Government Code, a representative of City staff or the Parks and Recreation Commission may respond with either a statement of specific information relating to the inquiry or a recitation of existing policy in response to the inquiry.*
- 4. Consider and act upon the minutes from the January 9, 2023 regular meeting of the Oak Point Parks and Recreation Commission. (Chair)**
- 5. Share updates from the Support Services Coordinator pertaining to landscaping quotes, electric quotes, community survey, reserve study, service request signs, and the Facebook page. (Support Services)**
- 6. Review and discuss results from the community survey. (Support Services/Chair)**
- 7. Consider and act on acquiring a proposal for professional services for Jake's Place Park. (Support Services)**
- 8. Adjourn. (Chair)**

*The Parks and Recreation Commission of the City of Oak Point, Texas, reserves the right to meet in a Closed Session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).*

*This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact City Hall at (972) 294-2312 or FAX (972) 294-1619 for further information.*

**CERTIFICATION:**

I do hereby certify that this Notice of public meeting was **posted** on the outside bulletin board at the Oak Point City Hall, a place convenient and readily accessible to the general public at all times, and said Notice was posted by 5:00p.m. on the 10<sup>th</sup> day of February, 2023.

  
Emma Crotty, PARC Secretary

This notice was removed at \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Joni Vaughn, City Secretary

**NOTE: It is possible a quorum of Oak Point Council Members could be present, but the City Council will not act on any issues.**





## Meeting Minutes

### Regular Meeting of the Oak Point Parks and Recreation Commission

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Monday, January 9, 2023 -- 6:00 P.M.

**1. Call to order, roll call, and announce a quorum is present.**

Chairperson Risher called the meeting to order at 6:03 p.m. with the following roll call:

|                  |                  |         |
|------------------|------------------|---------|
| Candy Risher     | Chairperson      | Present |
| Ryan McDow       | Vice Chairperson | Present |
| Jeanine Hall     | Commissioner     | Absent  |
| Kathy Cox        | Commissioner     | Absent  |
| Julie Love       | Commissioner     | Present |
| Elizabeth Savage | Alternate        | Present |
| Valerie Watson   | Alternate        | Present |

City staff present:

|                |                              |
|----------------|------------------------------|
| Emma Crotty    | Support Services Coordinator |
| Stephen Ashley | City Manager                 |

City Council present:

|               |                      |
|---------------|----------------------|
| John Lusk     | Mayor Pro Tem        |
| Scott Dufford | Deputy Mayor Pro Tem |

And with a quorum present the following items were addressed:

**2. Pledge of Allegiance and Pledge to the Texas Flag.**

Chairperson Risher led the Pledge of Allegiance and Pledge to the Texas Flag.

**3. Public Input.**

No public input.

**4. Consider and act upon the minutes from the December 12, 2022 regular meeting of the Oak Point Parks and Recreation Commission.**

Vice Chairperson McDow made a motion to approve the minutes of the December 12<sup>th</sup> meeting; motion seconded by Commissioner Hall.

**Motion Passed 5-0**

**5. Share updates from the Support Services Coordinator pertaining to landscaping quotes, electric quotes, community survey, reserve study, and pavilion repairs.**

City Staff Crotty shared her updates on projects worked on since the last meeting.

**6. Review preliminary statistics from the community survey.**

The Board reviewed survey stats from responses thus far including ages and neighbourhood of respondents. Deputy Mayor Pro Tem Dufford suggested sharing the survey on the City website. The Board also agreed on a closing date of February 3<sup>rd</sup> with results to be reviewed at the next meeting.

**7. Review proposed locations for installing service request signs and decals.**

City Staff Crotty shared some ideas for where to install service request signs. The Board discussed and agreed on installing two signs at the Boat Ramp and two at both entrances to Jakes' Place Park with decals to go on dog waste stations and other spots where able.

**8. Discuss protocol and ideas for the Oak Point Parks & Recreation Facebook page.**

The Board agreed that posts should be made on the page at least once a week with City Staff Crotty to handle distribution. Any ideas from the Board could be submitted to staff with a list kept for reference. Initial post ideas included PARC activities and educational pieces.

**9. Discuss potential recreation improvements to City-owned property.**

Chairperson Risher brought forth ideas to improve City-owned lots in Crescent Oaks including installing a garden and/or small-scale gathering area. Golf cart parking was also considered. Ideas are to be discussed more next fiscal year.

**10. Adjourn.**

Vice Chairperson McDow made a motion to adjourn the meeting; motion seconded by Alternate Wilson.

**Chairperson Risher adjourned the meeting at 6:47 PM.**

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Candy Risher, Chairperson

**ATTEST:**

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Emma Crotty, PARC Secretary



**To:** Oak Point Parks & Recreation Commission  
**From:** Emma Crotty, Support Services Coordinator  
**Re:** February Updates  
**Date:** February 8<sup>th</sup>, 2023

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Please see below for updates on projects I have worked on since we last met. Some of these items will be discussed in greater detail as part of our regular meeting agenda, but I have provided additional information where needed.

**Landscaping Quotes** – I received a second quote. Will discuss this project more with agenda item 7.

**Electric Quotes** – I was able to get feedback from one contractor who shared some options with me on how we could approach running electric around the park. Will discuss this project more with agenda item 7.

**Community Survey** – The survey was closed, and results have been compiled. Will discuss the results in detail as part of agenda item 6.

**Service Request Signage** – Service request signs have been installed at Jake’s Place Park and the Boat Ramp by our Public Works team. Public Works also has the decals to put on the dog waste stations and other locations as needed and able.

**Reserve Study** – I’m still waiting for the study. We should have the results before our next meeting and can assess at that time.

**Facebook Page** – I’ve been aiming to post once a week to keep the page active. If anyone on the Board would like to submit ideas, please let me know.