

**PARKS &
RECREATION
COMMISSION
PACKET**



June 12, 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, June 12, 2023 – 6:00 P.M.

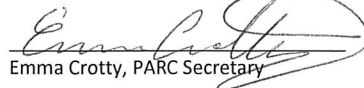
1. **Call to order, roll call, and announce a quorum is present.** (Chair)
In the event a quorum is not present, the Commission may meet as a committee, but no action will be taken.
2. **Pledge of Allegiance and Pledge to the Texas Flag.** (Chair)
3. **Public Input.**
This agenda item provides an opportunity 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 May 8, 2023 regular meeting of the Oak Point Parks and Recreation Commission.** (Chair)
5. **Share updates from the Support Services Coordinator pertaining to the slide replacement, Kevin Tam memorial bench, trash cans for the Boat Ramp, dead tree removal, TPWD Boating Access Grant, and service requests received by the City.** (Support Services)
6. **Consider and act on accepting a quote for courtesy dock repairs.** (Chair)
7. **Consider and act on accepting a quote for contract maintenance at Jake's Place Park.** (City Staff/Chair)
8. **Review and discuss updates from CCA Landscape Architects on projects for Jake's Place Park.** (City Staff/Chair)
9. **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 9th day of June, 2023.

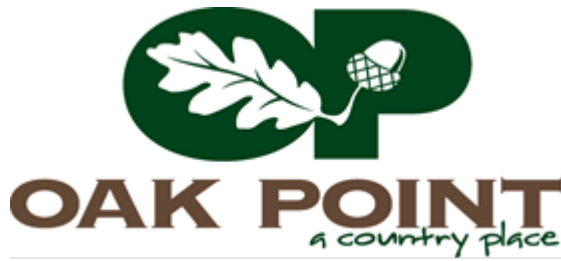

Emma Crotty, PARC Secretary

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, May 8, 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	Present
Kathy Cox	Commissioner	Present
Julie Love	Commissioner	Absent
Elizabeth Savage	Alternate	Absent
Valerie Watson	Alternate	Present

City Staff present:

Stephen Ashley	City Manager
Emma Crotty	Support Services Coordinator

City Council present:

Scott Dufford	Deputy Mayor Pro Tem
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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 was received.

4. Consider and act upon the minutes from the April 10, 2023 regular meeting of the Oak Point Parks and Recreation Commission.

Commissioner Cox made a motion to approve the minutes; motion seconded by Vice Chairperson McDow.

Motion Passed 5-0

5. Share updates from the Support Services Coordinator pertaining to the Kevin Tam memorial bench, kiosk for the Boat Ramp, the TPWD Boating Access Grant, landscape architect services, and service requests received by the City.

City Staff Crotty shared her updates with the Commission and answered questions.

6. Discuss, consider, and act on acquiring trash cans for the Boat Ramp per USACE standards.

City Manager Ashley shared that the USACE noted the trash receptacles at the Boat Ramp property are not in compliance with their standards. Vice Chairperson McDow made a motion to authorize the purchase of two compliant trash cans not to exceed \$2,500; motion seconded by Alternate Watson.

Motion Passed 5-0

7. Consider and act on accepting quotes from CCA Landscape Architects for select projects at Jake's Place Park.

Following discussion from the last PARC meeting, City Staff Crotty acquired a new proposal from CCA Landscape Architects and shared it with the Commission. Vice Chairperson McDow made a motion to

accept the six listed services not to exceed the given price range on the proposal; motion seconded by Commissioner Hall.

Motion Passed 5-0

- 8. Discuss, consider, and act accepting a quote to contract for weekly maintenance at Jake's Place Park.** One quote from CleanGreen was presented to the Commission and discussed. The Commission requested that the quote be amended to include a more accurate quantity of mowing services for the remainder of the year and to clarify that field dragging and poison ivy treatment will be included. The Commission also requested that they receive more quotes before deciding. Vice Chairperson McDow made a motion to table the item to the next meeting and clarify the quote from CleanGreen; motion seconded by Commissioner Cox.

Motion Passed 5-0

- 9. Consider and act on pursuing quotes for the removal of a dead tree at the Oak Point Boat Ramp.** Chairperson Risher shared that there is a dead tree near one of the parking areas at the Boat Ramp that poses a safety hazard. The Commission agreed that it should be sufficient to cut the tree down but not remove the stump. City Manager Ashley noted that the City's Public Works staff may be able to provide the service in-house. Vice Chairperson McDow made a motion to get quotes for both cutting down and/or entirely removing the tree; motion seconded by Commissioner Cox.

Motion Passed 5-0

10. Adjourn.

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

Chairperson Risher adjourned the meeting at 6:33 PM.

ATTEST:

Candy Risher, Chairperson

Emma Crotty, PARC Secretary



To: Oak Point Parks & Recreation Commission
From: Emma Crotty, Support Services Coordinator
Re: May-June Updates
Date: June 9th, 2023

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.

Slide Replacement – The replacement slide arrived and was installed by Public Works. The color of the slide is slightly off from the rest of the playset as the manufacturer does not make that shade of green anymore and sun damage has caused discoloration of the original fixtures.

Service Requests – No park-related service requests have been received since the last update.

Kevin Tam Memorial Bench – I’ve been in contact with two manufacturers, but I need some clarification from the Board on which bench we would like to put the plaque on. The newer benches around the field can’t have anything affixed to them and would instead require an in-ground installation or something similar next to the bench.

Trash Cans for Boat Ramp – Stephen & I picked out two trashcans within the price range approved at the last meeting that meet Corps standards. I am in contact with a supplier who is preparing a quote for us to execute.

Dead Tree Removal – Stephen has asked Martin to remove the tree and they are planning to get started sometime the week of June 12th.

TPWD Grant – No decision has been made on this yet. I’ll be changing the account and contact info to Stephen so that future correspondence will go to him.