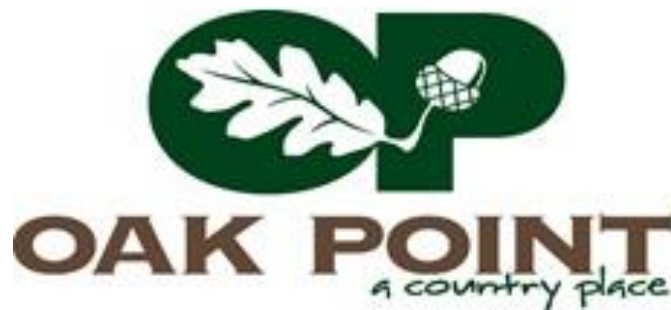


**PARKS &
RECREATION
COMMISSION
PACKET**



January 9, 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, January 9, 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 December 12, 2022 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, and pavilion repairs. (Support Services)**
- 6. Review preliminary statistics from the community survey. (Chair)**
- 7. Review proposed locations for installing service request signs and decals. (Chair)**
- 8. Discuss protocol and ideas for the Oak Point Parks & Recreation Facebook page. (Chair/Support Services)**
- 9. Discuss potential recreation improvements to City-owned property. (Chair)**
- 10. 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 6th day of January, 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, December 12, 2022 -- 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	Present
Elizabeth Savage	Alternate	Absent
Valerie Watson	Alternate	Absent

City staff present:

Joni Vaughn	City Secretary
Stephen Ashley	City Manager

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.

4. Consider and act upon the minutes from the November 14, 2022 regular meeting of the Oak Point Parks and Recreation Commission.

Commissioner Hall made a motion to approve the minutes of the November 14th meeting; motion seconded by Vice Chairperson McDow.

Motion Passed 5-0

5. Share updates from the Support Services Coordinator pertaining to park maintenance equipment, landscaping quotes, electric quotes, Facebook page, and service request signage.

Chairperson Risher shared updates from the Support Services Coordinator with the Board.

6. Discuss, consider, and act on administering a community survey and determine questions to be included.

The Board reviewed questions submitted by Chairperson Risher and Commissioner Cox. Commissioner Hall suggested incorporating questions pertaining to a farmer's market and the Board agreed that the survey should include free response fields, too. Vice Chairperson McDow made a motion to move forward with the survey and the additional comments made at the meeting; motion seconded by Commissioner Cox.

Motion Passed 5-0

7. Discuss, consider, and act on removing the eastern ball field at Jake's Place Park.

Due to the incoming growth and feedback from the Public Works department, the Board agreed that nothing needed to be done with the eastern ball field presently; no action was taken.

8. Discuss, consider, and act on future electric needs for Jake’s Place Park.

Chairperson Risher and City Manager Ashley shared that electricians would need more specific information on future electric needs to provide accurate quotes. The Board discussed future lighting needs and Chairperson Risher said she would coordinate with staff on providing more clarification to electricians. No action was taken.

9. Discuss, consider, and act on purchasing and installing service request signage and stickers from CLC Signs by Design.

The Board reviewed the proposed designs and pricing. Vice Chairperson McDow made a motion to accept the quote as presented; motion seconded by Commissioner Love.

Motion Passed 5-0

10. Adjourn.

Vice Chairperson McDow made a motion to adjourn the meeting; motion seconded by Commissioner Hall.

Chairperson Risher adjourned the meeting at 6:21 PM.

Candy Risher, Chairperson

ATTEST:

Emma Crotty, PARC Secretary



To: Oak Point Parks & Recreation Commission
From: Emma Crotty, Support Services Coordinator
Re: January Updates
Date: January 6th, 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.

Landscaping Quotes – With the quote we do have, I was able to meet with the LA to review the proposal and get her feedback on the design and price. I really want to work to get a second quote and have that reviewed as well before bringing this project back to the board while we are still in the off-season. I'm continuing to reach out to companies and will update you all on any progress I make.

Electric Quotes – Per the lighting discussion at the last meeting, I sent some clarification to the two electric contractors about what we were looking for. They hadn't responded, so I sent them follow up emails earlier this week to get an update. The third contractor still has not come out yet.

Community Survey – The survey went live on Wednesday, January 3rd. We will review preliminary statistics as part of agenda item 6 and can assess the full results at our next meeting.

Service Request Signage – I went to pick up the service request signs, decals, and poles this week. They are working and ready to go! I have proposed installation spots for you to review (agenda item 7).

Reserve Study – Association Reserves came out to conduct their in-person review of our facilities on December 20th. Their due date in our contract with them for the full study is February 20th, but they said it may be done sooner. Once I have it, I will put it on the agenda for us to review.

Pavilion Repairs – The work for the pavilion repairs was completed back in October.