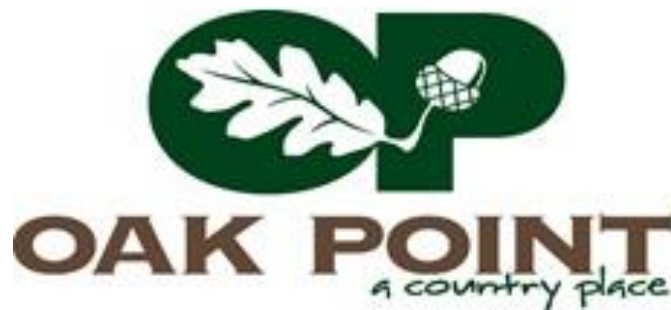


**PARKS &
RECREATION
COMMISSION
PACKET**



May 8, 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, May 8, 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 April 10, 2023 regular meeting of the Oak Point Parks and Recreation Commission. (Chair)**
- 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. (Support Services)**
- 6. Discuss, consider, and act on acquiring trash cans for the Boat Ramp per USACE standards. (City Staff)**
- 7. Consider and act on accepting quotes from CCA Landscape Architects for select projects at Jake's Place Park. (Chair)**
- 8. Discuss, consider, and act accepting a quote to contract for weekly maintenance at Jake's Place Park. (City Staff/Chair)**
- 9. Consider and act on pursuing quotes for the removal of a dead tree at the Oak Point Boat Ramp. (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.

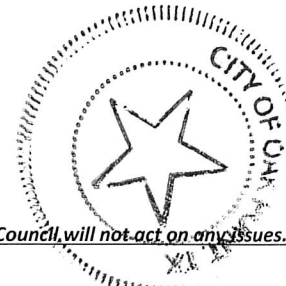
CERTIFICATION:

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 5th day of May, 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, April 10, 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 6:05 p.m. with the following roll call:

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

City staff present:

Emma Crotty Support Services Coordinator

City Council present:

Dena Meek Mayor
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 was received.

4. Consider and act upon the minutes from the March 13, 2023 regular meeting of the Oak Point Parks and Recreation Commission.

Chairperson Risher made a motion to approve the minutes as written; motion seconded by Commissioner Cox.

Motion Passed 3-0

5. Share updates from the Support Services Coordinator pertaining to the broken slide at Jake's Place Park, landscape architecture services, kiosk for the Boat Ramp, social media, and service requests received by the City.

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

6. Review and discuss the financials of the Parks Development Fund.

City Staff Crotty reviewed the financials of the Parks Development Fund with the Commission and answered questions.

7. Review and discuss the reserve study.

The Commission reviewed the reserve study and noted that most items in Jake's Place Park and at the Oak Point Boat Ramp seemed to be in fairly good condition and did not need immediate attention. Chairperson Risher would like to use the study to inform budgeting decisions for the Parks Development Fund for next fiscal year.

8. Discuss, consider, and act on acquiring additional trash cans for City Park facilities.

Commissioner Cox had noticed a resident complaint about littering towards the western side of Jake's Place Park. In addition to the trash cans available at the gravel parking lot near the ball fields, the Commission discussed the benefits of putting another 55-gallon drum along the driveway to deter litter. Chairperson Risher made a motion to approve acquiring an additional 55-gallon drum to serve as a trash can and be placed down near the soccer fields; motion seconded by Commissioner Love.

Motion Passed 3-0

9. Consider and act on waiving the donation fee for a memorial plaque in memory of Kevin Tam.

Commissioner Love made a motion to waive the donation fee for a memorial plaque in honor of Kevin Tam; motion seconded by Commissioner Cox.

Motion Passed 3-0

10. Consider and act on accepting the proposal from CCA Landscape Architects for consulting services.

The Commission reviewed the proposal and discussed. Questions were raised regarding pricing and how fees for various staff members would be applied to the listed projects. Chairperson Risher made a motion to accept the proposal with all items enumerated with a fee not to exceed \$6,900; motion seconded by Commissioner Cox.

Motion Passed 3-0

11. Consider and act on accepting a quote from Aztec for repairs to the courtesy dock at the Oak Point Boat Ramp.

The Commission reviewed the quote for repairs and received input from Deputy Mayor Pro Tem Dufford and Chairperson Risher on why the repairs were needed. It was noted that this will likely be a recurring expense due to the current location of the courtesy dock. Commissioner Love made a motion to approve the quote; motion seconded by Commissioner Cox.

Motion Passed 3-0

12. Consider and act on approving the purchase of a replacement slide for Jake's Place Park.

A quote for replacing the broken slide on the smaller metal playset at Jake's Place Park was reviewed. Commissioner Cox made a motion to approve the purchase of the replacement slide; motion seconded by Commissioner Love.

Motion Passed 3-0

13. Discuss, consider, and act on contracting for weekly maintenance at Jake's Place Park.

Concerns were expressed about maintenance at Jake's Place Park. City Staff Crotty shared that the City's Public Works department aims to tend to the Park every Friday, but that they also have conflicting responsibilities. City Staff advised the Board to then consider hiring contract labor to conduct Park maintenance to ensure it will all be done routinely. Other options brought forth by the Commission included seeking to hire an additional employee or promoting an existing Public Works employee. Chairperson Risher made a motion to seek bids for weekly maintenance at Jake's Place Park for all tasks currently assigned to Public Works; motion seconded by Commissioner Cox.

Motion Passed 3-0

14. Adjourn.

Chairperson Risher made a motion to adjourn; motion seconded by Commissioner Cox.

Chairperson Risher adjourned the meeting at 7:00 PM.

ATTEST:

Candy Risher, Chairperson

Emma Crotty, PARC Secretary



To: Oak Point Parks & Recreation Commission
From: Emma Crotty, Support Services Coordinator
Re: May Updates
Date: April 4th, 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.

Kevin Tam Memorial Bench – I have reached out to the business we use for plaques to get an estimate on a plaque in memory of Kevin Tam for one of our park benches. The funds for the plaque will come from donations we received. I have proposed the following:

IN MEMORY OF KEVIN TAM

1986-2022

Dedicated volunteer and friend to all.

Boat Ramp Kiosk – The kiosk for the Boat Ramp was approved by City Council at their April 19th meeting. I've begun working with the vendor (venTEK) on finalizing the details and looking into how we will get power to the machine. Currently, I do not have an expected completion date for this project.

TPWD Grant – City Council gave formal approval for my submittal to Texas Parks & Wildlife's Boating Access Grant Program. Items that were requested included relocating the existing courtesy dock and boat ramp to the opposite shore, installing a turnaround, expanding parking, repairing the pipe fencing, and installing two picnic tables.

Landscape Architect Services – Following the discussion at our last meeting, I sent the feedback to CCA so that they could put together an updated proposal that reflects the approved budget constraints.

Service Requests – Please see attached for all park related service requests the City has received since our last meeting.

Service Requests – Park Facilities
April - May

4/8/2023

Request: “Wasps building nests under play platforms.”

Outcome: Public Works conducted an inspection and addressed the nests.