

1 The Open Space and Trails Committee met on Thursday, December 9, 2021 at Seabrook Public
2 Works and Animal Control Complex Training Room, 1100 Red Bluff Road, Seabrook, Texas to
3 discuss and if appropriate, take action on the agenda items listed below.

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5 **THOSE PRESENT WERE:**

6 Sally Antrobus		Chair
7 David Popken		Vice-Chair
8 Heather Cable	- Ex. Absence	Member
9 John Coggeshall		Member
10 Monica Comeaux		Member
11 Debra Harper		Member
12 Nehemiah Jackson		Member
13 Gayle Cook		City Manager
14 Sean Landis		Deputy City Manager
15 Robin Lenio		City Secretary
16 Kevin Padgett		Public Works Director
17 Brian Craig		City Engineer/Asst. Public Works Director
18 Natalie Stephens		Public Works Administrative Coordinator

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20 Chair Sally Antrobus called the meeting to order at 5:02 p.m.

21 **1. PRESENTATIONS**

22 **1.1** Presentation, Update on the Texas Open Meetings Act and Public Information Act
23 requirements.

24 City Manager, Gayle Cook and City Secretary, Robin Lenio are reviewing the Texas Open
25 Meetings Act and Public Information Act with each of the City of Seabrook Boards.

26 Open Meetings Act

- 27 • Applicability of the Act
- 28 • What Constitutes a Meeting
- 29 • Notice Requirements
- 30 • Procedures
- 31 • Violations

32 Public Information Act

- 33 • Responsibilities
- 34 • Definitions
- 35 • Policy
- 36 • Penalties
- 37 • Custodians

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40 **1.2 Presentation, Update on Board and Committee appointment process**

41 City Secretary, Robin Lenio, explained the direction City Council would like to see for the
42 appointment and reappointment process for Boards. Currently, boards and commissions
43 have an annual application deadline of October 15. There will be a new application for each
44 board with description of position and responsibilities. Since everyone on this Open Space
45 and Trails Committee is up for reappointment in January, everyone will need to fill out the
46 new application. The review process will be restructured for a subcommittee of two members
47 of City Council and a staff member to be on the review panel for each board. The panel will
48 interview applicants and take their recommendations back to City Council for consideration.
49 Council has agreed for a one time extension of Open Space and Trails terms to March 1,
50 2022 to allow for time for the new appointment process to be approved by City Council.

51 **2. PUBLIC COMMENTS AND ANNOUNCEMENTS**

52 Jesse Jones gave an update on the Carothers Community Garden. The Facebook page is
53 followed by over 300 residents. They currently have 46 people that have signed up for the 30
54 garden beds plus Seabrook Intermediate School garden bed. The requirement to sign up for a
55 garden bed is to be a Seabrook resident. Heavy construction has been completed with the
56 help of Public Works.

57 **Budget**

- 58 • \$20,000 for the garden / \$40,000 with labor and equipment.
- 59 • \$13,290 City equipment and labor
- 60 • \$2,320 plumbing materials
- 61 • \$3,655 lumber and hardware
- 62 • \$2,950 100 cubic yard of soil
- 63 • \$5,500 150' fence and 2 gates

64 Total is \$27,715 with a budget surplus of \$13,000.

65 Deputy City Manager, Sean Landis will confirm if money not used for the Carothers
66 Community Garden will go back into the Carothers Coastal Gardens fund. \$20,000 is
67 allocated to the Carothers Community Garden or if it is from the Carothers Coastal Gardens
68 funds.

69 Al Austin introduced himself and his interest in getting more involved with the parks and
70 trails.

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72 **3. CONSENT AGENDA**

73 Approve the minutes of the November 11, 2021 Open Space and Trails Committee meeting.

74 *Natalie Stephens, Public Works Admin Coordinator*

75 *Motion made by Member Harper and seconded by Member Jackson.*

76 *To approve the minutes of the November 11, 2021 Open Space and Trails Committee*
77 *meeting.*

78 *MOTION CARRIED BY UNANIMOUS CONSENT*

79 **4. NEW BUSINESS**

80 **4.1** Consider and take all appropriate action to schedule bi-monthly Open Space and Trails
81 meetings unless time sensitive agenda items arise requiring a monthly meeting. *City Staff*

82 Public Works Director, Kevin Padgett, recommended Open Space and Trails to meet bi-
83 monthly with an option to meet monthly if there are items that need to be discussed sooner.
84 This would allow for a flexible schedule for the Open Space and Trails committee,
85 accommodate the committee to have more time doing what they love out in the parks and
86 have more material for discussion. Bi-monthly may be ideal with a hands on working
87 committee such as Open Space and Trails.

88 Member Popken was opposed to bi-monthly meetings even if it means that some months will
89 not have an agenda filled with high profile items. He finds value in meeting monthly
90 especially if there are any public comments.

91 Member Harper was concerned that by meeting only bi-monthly the committee's momentum
92 would dissolve, however would consider perhaps scheduling up to three meetings to be
93 canceled during summer time. With Open Meetings Act restrictions the committee is not able
94 to discuss projects other than at the Open Space and Trails monthly meetings.

95 Member Comeux supported the idea of a 3 month recess during the summer or winter and
96 continue with monthly meetings.

97 *Motion made by Member Popken and seconded by Member Harper.*

98 *To oppose having bi-monthly Open Space and Trails Committee meeting.*

99 *MOTION CARRIED BY UNANIMOUS CONSENT*

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101 **5. DISCUSSION**

102 **5.1** Discuss, consider, and if necessary take all appropriate action on Resolution 2021-23,
103 “Amendment to the terms of office for the members of the Seabrook Open Space and Trails
104 Committee”. *City Secretary, Robin Lenio*

105 City Secretary, Robin Lenio, explained City Council believes terms should be staggered to
106 benefit from the duality of experience and fresh ideas. Per the City Charter, the Open Space
107 and Trails Committee term is 3 years. However the Open Space and Trails Committee can
108 discuss if they want to recommend to council to change to a two year term.

109 **5.2** Discuss, consider, and if necessary take all appropriate action regarding current light
110 poles at Friendship park soccer field. *Member Coggeshall*

111 Member Coggeshall explained the Harris County soccer fields at Clear Lake Park has
112 updated their field reservation application to require far in advance notification and a charge
113 of \$30 an hour. He would like to see what would be needed to have the lights at Friendship
114 Park soccer field working for use from 7:30 PM to 10 PM. He invited Gary Greivenkamp,
115 who organizes Ultimate Frisbee games, to speak on possible use of Friendship Park soccer
116 field for Ultimate Frisbee.

117 Gary Greivenkamp stated that Friendship Park soccer field is in good condition to allow for a
118 healthy after work activity of Ultimate Frisbee. Lighted fields are hard to find and Seabrook
119 has an asset that is not being utilized. He would like to use the field on Wednesday nights
120 and he knows of another group that play on Tuesdays and Fridays who may also be
121 interested.

122 Public Works Director, Kevin Padgett, commented on a couple of Ordinances which would
123 need to be addressed to allow for the Friendship Park soccer field to be lighted and used until
124 10 PM. Ordinance 8.10 Luminary Regulation state current field lights are not in compliance
125 with. The city has experienced that even with pole height, shielded lights, and certain
126 brightness of bulb, nearby residents have complained on other lights. Ordinance 65.33 Use of
127 City Parks specifying park hours from sunrise to sunset in order to not have anyone at the
128 parks for safety and security.

129 The committee proposed using the field in the evening for a trial run to determine if the
130 neighboring residents were affected.

131 *Motion made by Member Coggeshall and seconded by Member Popken.*

132 *Recommend City Council to change park hours and request temporary evening use of the*
133 *Friendship Park soccer field with the current lighting.*

134 **MOTION CARRIED BY UNANIMOUS CONSENT**

135 **5.3** Discuss, consider, and if necessary take all appropriate action regarding Hester Butterfly
136 Garden volunteers for spring gardening. *Member Harper*

137 *Motion made by Member Harper and seconded by Member Popken.*

138 *Defer to next Open Space and Trails meeting*

139 **MOTION CARRIED BY UNANIMOUS CONSENT**

140 **5.4** Discuss, consider and if necessary take all appropriate action regarding TXDOT
141 partnership with plantings near HWY 146 at Red Bluff Rd. *City Staff*

142 Member Coggeshall, discussed an ideal area for dense planting on west side of Hwy 146 at
143 Red Bluff. It would provide shade for the new sidewalk and provide a sound buffer. There
144 is an application process to partner with TXDOT, however they have a 95% survival rate for
145 their plantings.

146 Deputy City Manager, Sean Landis, mentioned that the second phase of the Hwy146
147 expansion project is for specialized landscape and can incorporate Member Coggeshall' s
148 idea. TXDOT will not go out of ROW and the City will need to confirm boundaries for
149 planting.

150 *Motion made by Member Popken and seconded by Member Harper.*

151 *Member Coggeshall be the liaison with city staff with meeting with TXDOT for future*
152 *plantings.*

153 **MOTION CARRIED BY UNANIMOUS CONSENT**

154 **5.5** Discuss, consider and if necessary take all appropriate action regarding opportunities for
155 education and observation components with the fallen trees at Carothers Coastal Gardens.
156 *Chair Antrobus*

157 Item was pulled from the agenda

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159 **5.6** Discuss, consider and if necessary take all appropriate action regarding Tree Planting
160 Day of Awesomeness on January 8th. *Committee*

161 Member Popken requested a gator early on Friday to stage the planting locations.

162 **5.7** Discussion and update on parks' status or issues. *Committee*

163 Member Coggeshall mentioned Houston Wilderness Society has volunteered to plant 100
164 trees in Seabrook on 12-10-21 at 9 AM.

165 Member Popken would like for committee and staff to pursue grants for resiliency for
166 erosion matts.

167 Public Works Director, Kevin Padgett mentioned that the City has been contacted by a local
168 company interested in adopting a park and showed interest in supporting a project such as
169 100 yard erosion matts.

170 Member Popken noted the trails near the cemetery there is a collection of debris from the
171 hurricane preventing the marsh to grow and need to be removed.

172 Member Popken noted large potholes at the parking lots of Hester, Robinson and
173 Brummerhop parks.

174 **5.8** City Staff update. *City Staff*

175 Deputy City Manager, Sean Landis mentioned the kayak launch near the current Wastewater
176 Treatment plant was completed on 12-8-21. There will be a social media blast to notify the
177 community.

178 Deputy City Manager, Sean Landis noted the Carothers Community Garden is looking very
179 nice with the hard work of Jesse Jones, Member Jackson as well as the Public Work staff.

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181 **6. ROUTINE BUSINESS**

182 **6.1** Update on volunteer hours. *Committee*

183 309.5 volunteer hours were reported for the month of November by Open Space and Trails,
184 Community Service and park volunteers.

185 **6.2** Establish future meeting dates and agenda items. *Committee*

186 The next Open Space & Trails meeting will be held tentatively on Jan. 6, 2022 at 5 PM.

187 By Committee consensus, the following will be added to the Jan. Agenda.

- 188 • Discuss, consider and take all appropriate action regarding current light poles at
189 Friendship park soccer field. (*Committee*)
- 190 • Discuss, consider and take all appropriate action regarding Hester Butterfly Garden
191 volunteers for spring gardening. (*Committee*)
- 192 • Discuss, consider and take all appropriate action regarding Tree Planting Day of
193 Awesomeness. (*Committee*)
- 194 • Discuss, consider and take all appropriate action regarding Carothers Community
195 Garden. (*Committee*)
- 196 • Update on Houston Wilderness Society planting out turn. (*Coggeshall*)

197 Upon motion duly made, the meeting was adjourned at 6:38 PM

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Sally Antrobus,
Chair

202 Natalie Stephens,
203 Public Works Administrative Specialist