

1 The Open Space and Trails Committee met on Thursday, November 2, 2023, 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.
4

5 **THOSE PRESENT WERE:**

6 Monica Comeaux		Chair, Position 5
7 David Popken		Vice-Chair, Position 6
8 Sally Antrobus		Position 1
9 John Coggeshall		Position 3
10 Debra Harper		Position 2
11 Nehemiah Jackson		Position 4
12 Jesse Jones		Position 7
13 Sean Landis	Excused Absence	Deputy City Manager
14 Kevin Padgett		Public Works Director
15 Brian Craig		City Engineer/Asst. Public Works Director
16 Natalie Stephens		Public Works Administrative Coordinator
17		

18 Chair Monica Comeaux called the meeting to order at 5:02 p.m.

19 **1. PUBLIC COMMENTS AND ANNOUNCEMENTS**

20 None

21 **2. CONSENT AGENDA**

22 **2.1** Approve the minutes of the October 5, 2023, Open Space and Trails Committee meeting.

23 *Natalie Stephens, Public Works Admin Coordinator*

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

25 *MOTION CARRIED BY UNANIMOUS CONSENT*

26 **3. NEW BUSINESS**

27 **3.1** Discuss recently viewed Keep Texas Beautiful webinars. *Committee*

28 Seven more hours of the 10 hours of webinars are still needed.

- 29 • Dark Sky Communities – David Popken
- 30 • Volunteer Management I – John Coggeshall
- 31 • Adopt-a-highway – John Coggeshall
- 32 • Leave no trace – Debra Harper
- 33 • GCAA Webinar live Dec 6, 12-1 PM – Nemo Jackson
- 34 • Texas Recycles Day Webinar live Nov 15, 12-1 PM – Monica Comeaux
- 35 • How to conduct a litter survey – Sally Antrobus
- 36

For next year's 10 hours of webinar training:

- Writing a winning GCAA Application webinar live Jan 10 12-1 PM -- Nemo Jackson

3.2 Discuss and take all appropriate action regarding work dates for Baybrook Park Rotary planting. *Member Harper*

Member Harper suggested November 7th at 10:15 to plant the 12 plants donated by Rotary. Joining Debra Harper will be Monica Comeaux, David Popken, Nemo Jackson and John Coggeshall (Tentatively).

Action Items:

- Purchase planting soil mix, 1 yard (Public Works)
- Call for a Line locate for the area (Public Works)
- Public Works crew to assist with pre digging holes for planting large tree.

3.3 Clarification on Open Space and Trails requirements under the Texas Open Meetings Act. *Staff*

Kevin Padgett, Public Works Director read the response from the City Attorney. It was clarified that Open Space and Trails Committee's creation documents show City Council has established that OST Committee is subject to the Texas Open Meetings Act. Even though the committee is a recommending body, the City Council can require any board to be subject to the Open Meetings Act. Section 10 of the committee's bylaws requires that all meetings conform to the Open Meetings Act and Seabrook Charter.

3.4 Update and report on various Seabrook Park items, including needed repairs, signage, plants, flowers, and vegetation, and park use matters. *Committee*

- The committee can email Park Maintenance with park issues.
- Trail marker #14 is down. *Chair Comeaux*
- There is a tree leaning across a trail. *Member Harper*
- The tree near the Veterans Memorial is broken and may need to be replaced. *Member Comeaux*
- Back stop needs some attention. *Member Harper*
- Concerned if the trees in the forest area need to be replanted due to many lost during the summer. *Chair Comeaux*
 - Pine Tree Beetles kill off weakened pine trees. If leaving dead pine trees in the forest area, it may promote beetles. *Member Harper*
 - Suggestion to keep planting with trees other than pine. *Member Coggeshall*
- Weeds were reported along trails near Searidge. *Member Jackson*

70 **3.5** City Staff update and report on various Seabrook Park items including community
71 events, grant administration, repairs, Council approvals and determinations and emergency
72 events. *City Staff*

73 Kevin Padgett, Public Works Director:

- 74 • Scenic City certification is done every 5 years. Seabrook has gone from recognized to
75 Bronze. It is based on rules and ordinances that support maintaining a scenic city.
76 Signage will be going up soon.
- 77 • Public Works worked with John Coggeshall to update the Osprey sign along Robinson
78 Park trail along the gully.
- 79 • Fall Sweep will be on November 4th.
- 80 • Veterans Day will be November 11th at 11 AM
- 81 • Tree Lighting will be on November 30th at 6 PM
- 82 • Breakfast with Santa will be on November 9th at 9 AM

83 **4. OLD BUSINESS**

84 **4.1** Discuss and take all appropriate action to determine project ideas for volunteers.
85 *Committee*

86 *ATTACHMENT: OST VOLUNTEER TASK LIST (attachment A)*

87 None added.

88 **4.2** Update on Apache Grant status. *Brian Criag*

89 On January 6th, 100 trees will be at Public Works. On December 15th there will be a berm
90 planting. An email will be sent out to all who have signed up to show interest in
91 volunteering to plant.

92 **4.3** Update on Dog Waste Stations added along Robinson Park and Pine Gully. *Kevin*
93 *Padgett*

94 Dog waste issues have been addressed along the trails behind the Public Works facility.
95 Three additional waste stations have been installed:

- 96 • Berm trail – on the other side of bridge crossing.
 - 97 • Wildlife Refuge – near concrete graded foot bridge.
 - 98 • Robinson Park – near span bridge.
- 99

5. ROUTINE BUSINESS

5.1 Report from City Staff on the status of a list of actions taken by the Open Space and Trails Committee and forwarded to City Council for its action or review. *City Staff*
ATTACHMENT(S): OST RECOMMENDATIONS TO COUNCIL (attachment B)

None added.

5.2 Update on volunteer hours. *Committee*

161 volunteer hours were reported for the month of October by Open Space and Trails, Carothers Community Garden, Community Service and park volunteers.

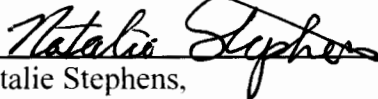
5.3 Establish future meeting dates and agenda items. *Committee*

Next OST meeting will be held on:

December 7, 2023, at 5 PM at the Public Works & Animal Control training room.

Agenda items:

- Tree Planting on January 6th
- Dead Tree Program
- Review quarterly OST report for City Council.



Natalie Stephens,
Public Works Administrative Coordinator



Monica Comeaux,
Chair