



**MEETING MINUTES
MARCH 7, 2024**

**OPEN SPACE & TRAILS
MEETING MINUTES**

Chair Monica Comeux called the Open Space and Trails meeting to order at 5:01 p.m. in the Meeting Room of the Public Works Building. Present were Committee Members David Popken, Sally Antrobus, Debra Harper, John Coggeshall, Nehemiah Jackson, and Jesse Jones. Chair Comeux declared a quorum. Also in attendance were City Secretary Rachel Lewis, Deputy City Secretary Amanda Morales, City Manager Gayle Cook, Deputy City Manager Sean Landis, Public Works Director Kevin Padgett, Assistant Public Works Director Brian Craig, and Director of Finance Michael Gibbs.

1. Public Comments and Announcements

There were no public comments.

2. Consent Agenda

2.1 Approve the minutes of the February 1, 2024, Open Space and Trails Committee meeting.

Motion:	To approve the Consent Agenda
Made By:	Committee Member Jones
Seconded By:	Committee Member Popken
Vote:	Motion carried unanimously by all present (Members Antrobus and Jackson were not present for this vote)

3. ADJOURN REGULAR SESSION AND ENTER INTO WORKSHOP SESSION AT 5:03 P.M.

3.1 Consider, discuss and take all appropriate action regarding City's Purchasing Policy in relation to City's Capital Improvement Program (CIP) for certain Park Projects:

- The committee discussed updates to the engineering plan for upgrades to the trails.
- P20 CAROTHERS GARDEN EAST TRACT TRAIL SYSTEM - FUND 41 \$230,000.00

3.2 Discussion on establishing a grading and drainage scope in conjunction with City's contract engineer, Norex Engineering, for a recommendation to City Council on the CIP Project P20 - Carothers Coastal Garden East Tract

- The committee discussed updates to the engineering plan for grading and drainage.

4. ADJOURN WORKSHOP SESSION AND ENTER INTO REGULAR SESSION AT 6:25 P.M.



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6. Old Business – Chair Comeaux moved this item to an earlier time in the meeting

6.1 Consider and take all appropriate action on a recommendation for a grading and drainage scope to recommend to City Council with the City's CIP Project P20 - Carothers Coastal Gardens East Tract.

- Committee discussed changes they wanted Norex to make to the engineering plan. Upon completion of these changes, they are to be returned to OST for review before submitting to Council.

5. New Business

5.1 Consider and take all appropriate action on moving meeting time to 4:00 p.m. - *Committee*

Motion:	Motion to postpone indefinitely
Made By:	Committee Member Popken
Seconded By:	Committee Member Jones
Vote:	Motion carried unanimously by majority vote. Member Antrobus abstained.

6. Routine Business

7.1 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.

7.2 Update Volunteer Hours.

- The Committee updated the Volunteer Hour Log.

7.3 Establish future meeting dates and agenda items.

- Add items from previous Routine Business agendas back to Routine Business section.
- Next OST Meeting will be April 4, 2024.



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Motion: To adjourn
Made By: Committee Member Jones
Seconded By: Committee Member Harper
Vote: **Motion carried** unanimously by all present.

The meeting was adjourned at 6:59 p.m.

APPROVED: Monica Comeaux
Monica Comeux, Chair

DATE: 4/4/24

ATTEST: A. Morales
Amanda Morales, Deputy City Secretary