



**SEABROOK OPEN SPACE AND TRAILS COMMITTEE
NOTICE OF MEETING
TUESDAY, JUNE 25, 2024 - 5:00 PM**

For city information visit www.seabrooktx.gov
For Agenda Center visit www.seabrooktx.gov/agendacenter

NOTICE IS HEREBY GIVEN THAT THE SEABROOK OPEN SPACE AND TRAILS COMMITTEE WILL MEET ON **Tuesday, June 25, 2024 AT 5:00 PM** AT SEABROOK PUBLIC WORKS AND ANIMAL CONTROL COMPLEX TRAINING ROOM, 1100 RED BLUFF ROAD, SEABROOK, TEXAS, TO DISCUSS, CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE ITEMS LISTED BELOW. **ALTHOUGH THIS IS NOT A SEABROOK CITY COUNCIL MEETING, MEMBERS OF THIS BODY MAY ATTEND AND A QUORUM OF THIS BODY MAY BE PRESENT.**

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

At this time the Commission will listen to any member of the audience on any subject matter whether or not that item is on the agenda. All comments are limited to a maximum of four minutes for each speaker. In accordance with the Open Meetings Act, Commission Members may not discuss or take action on any item that has not been posted on the agenda. When your name is called, please state your name and address clearly before making your comments. Thank you.

2. CONSENT AGENDA

2.1 Approve the minutes of the June 6, 2024 Open Space and Trails Committee meeting.

3. NEW BUSINESS

3.1 Discuss, consider, and if necessary, take all appropriate action on a recommendation to City Council regarding Parks CIP (Parks Capital Improvement Projects). - *Sean Landis, Assistant City Manager*

3.2 Update and report on the Green Ribbon Project - *Monica Comeaux*

3.3 Discuss recently viewed Keep Texas Beautiful webinars and take all appropriate action on remaining required webinar hours – *Committee*

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

3.5 Update and report on various Seabrook Park items including community events, emergency events, and grant administration - *Chair Comeaux*

4. DISCUSSION

4.1 Discussion to determine the process for introduction and tours for recently approved volunteer applicants.

5. ROUTINE BUSINESS

5.1 Report from the Committee Chair on the status of a list of proposed actions taken by the Open Space and Trails Committee and forwarded to City Council for its action or review - *Chair Comeaux*

5.2 Update on volunteer hours – *Committee*

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

THE OPEN SPACE AND TRAILS COMMITTEE RESERVES THE RIGHT TO HEAR ANY OF THE ABOVE DESCRIBED AGENDA ITEMS THAT QUALIFY FOR AN EXECUTIVE SESSION IN AN EXECUTIVE SESSION BY PUBLICLY ANNOUNCING THE APPLICABLE SECTION NUMBER OF THE OPEN MEETINGS ACT, (CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, AND VERNON'S TEXAS CODES ANNOTATED, IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN ONE OR MORE OF THE FOLLOWING SECTIONS: SECTION 551.071, CONSULTATION WITH ATTORNEY; SECTION 551.072, REAL PROPERTY; SECTION 551.073, DELIBERATION REGARDING A PROSPECTIVE GIFT; SECTION 551.074, PERSONNEL MATTERS; SECTION 551.076, SECURITY DEVICES; AND SECTION 551.087, ECONOMIC DEVELOPMENT) THAT JUSTIFIES EXECUTIVE SESSION TREATMENT.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR OTHER ACCOMMODATIONS OR INTERPRETIVE SERVICES, MUST BE MADE, 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT (281) 291-5663 OR CITYSEC@SEABROOKTX.GOV FOR FURTHER INFORMATION.

I certify that this notice was posted on the bulletin board on or before June 21, 2024 no later than 5:00 p.m. and that this notice will remain posted until the meeting has ended.

Amanda Morales,
Deputy City Secretary



**MEETING MINUTES
JUNE 6, 2024**

**SEABROOK OPEN SPACE AND TRAILS
COMMITTEE
MEETING**

Chair Monica Comeaux called the Open Space and Trails meeting to order at 5:00 p.m. in the Meeting Room of the Public Works Building. Present were Committee Members Sally Antrobus, Debra Harper, John Coggeshall, and Jesse Jones. Chair Comeaux declared a quorum. Also in attendance were City Secretary Rachel Lewis, Deputy City Manager Sean Landis, Public Works Director Kevin Padgett, and Assistant Public Works Director Brian Craig.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments.

2. PRESENTATIONS

2.1 Presentation by the City Attorney regarding the Open Meetings Act and meeting decorum.

City Attorney, David Olson, presented clarification on the Open Meetings Act and explained that while the state does not require the Open Space and Trails Committee to complete the Open Meetings Act training, the City's ordinances require the committee to do so and to adhere to the requirements. He also went over Public Information Act requirements and informed the committee that this act does apply to them per state law. He also explained that legally abstentions are equivalent to a "no" vote and abstaining would only apply if there is a legal reason for a committee member to abstain.

3. ADJOURN REGULAR SESSION AND ENTER INTO WORKSHOP SESSION

Chairperson Comeaux adjourned the Regular Session into a Workshop Session at 5:17 pm.

3.1 Discussion on plan revisions to establish 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.

Aaron McChsney with Norex presented the plan revisions. See Attachment A. He explained the grubbing could not be removed from the plans.

4. ADJOURN WORKSHOP SESSION AND ENTER INTO REGULAR SESSION

Chairperson Comeaux adjourned the Workshop Session back into Regular Session at 5:24 pm.

5. CONSENT AGENDA

5.1 Approve the minutes of the May 2, 2024 Open Space and Trails Committee meeting.

Motion:	To Approve
Made By:	OST Member Harper
Seconded By:	OST Member Antrobus
Vote:	Passed unanimously by all present

6. NEW BUSINESS

- 6.1 Discuss, consider, and if necessary, take all appropriate action of a recommendation to City Council regarding Parks CIP (Parks Capital Improvement Projects).**

Deputy City Manager Sean Landis presented the Parks CIP projects. See attachment B. He requested the committee discuss the projects further at the next meeting to provide input for the upcoming budget cycle.

- 6.2 Discuss recently viewed Keep Texas Beautiful webinars and take all appropriate action on remaining required webinar hours - *Committee***

Chairperson Comeaux reminded the committee about the required webinar hours.

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

The committee discussed the following:

Update regarding the Green Ribbon project

Governor Award program status

Old sewer site plan update

Bayside Park

Signage for parks

Removal of "Keep Distance" signs

- 6.4 Update and report on various Seabrook Park items including community events, emergency events, and grant administration - *Chair Comeaux***

Chairperson Comeaux reported the following events:

Memorial Day Ceremony on May 27, 2024

Boy Scout bat box project began on June 1, 2024

Movie in the Park on June 15, 2024

7. OLD BUSINESS

- 7.1 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.**

This item was moved up on the agenda and was considered before item 6.3.

Motion:	To Approve the revised plans presented by Norex
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Made By:	OST Member Jones
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Seconded By:	OST Member Harper
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Vote:	Passed with Members Jones, Harper, Comeaux and Coggeshall vot and Member Antrobus abstaining.
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8. ROUTINE BUSINESS

8.1 Report from the Committee Chair on the status of a list of proposed actions taken by the Open Space and Trails Committee and forwarded to City Council for its action or review - *Chair Comeaux*

Member Antrobus reported she was told the award requested for the Trap Neuter Release program volunteers was to be set for the June 18, 2024 Council agenda.

8.2 Update on volunteer hours - *Committee*

The committee entered their volunteer hours on the hours report.

8.3 Establish future meeting dates and agenda items - *Committee*

The committee determined the next meeting would be held on June 25, 2024 at 5:00 pm due to the July 4th holiday.

Agenda items requests for the next meeting included:

CIP project discussion

Green Ribbon project update

Motion:	To Adjourn
Made By:	OST Member Coggeshall
Seconded By:	OST Member Harper
Vote:	Passed unanimously by all present

The meeting was adjourned at 6:42 pm.



Agenda Briefing

Date of Meeting: June 25, 2024

Responsible Department: Community Development

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Discuss, consider, and if necessary, take all appropriate action on a recommendation to City Council regarding Parks CIP (Parks Capital Improvement Projects). - *Sean Landis, Assistant City Manager*

Executive Summary / Background:

Assistant City Manager, Sean Landis presented at the June 6th, 2024, Open Space and Trails Committee (OST) Meeting. The topic was the review of the current FY 2024 Parks Capital Improvement Plan (CIP), along with an introduction of the proposed FY 2025 Parks Capital Improvement Plan (CIP). At the conclusion of the meeting, it was agreed that Mr. Landis would attend the June 25th, 2024, OST meeting to further discuss the Parks CIP. The objective of this meeting would be for the OST Committee to provide a recommendation to City Council as it relates to the priority of CIP parks projects, along with a discussion of any recommended addition or deletion to the CIP project list.

Funding / Fiscal Information:

Supporting Materials Attached:

1. Staff Presentation

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation:

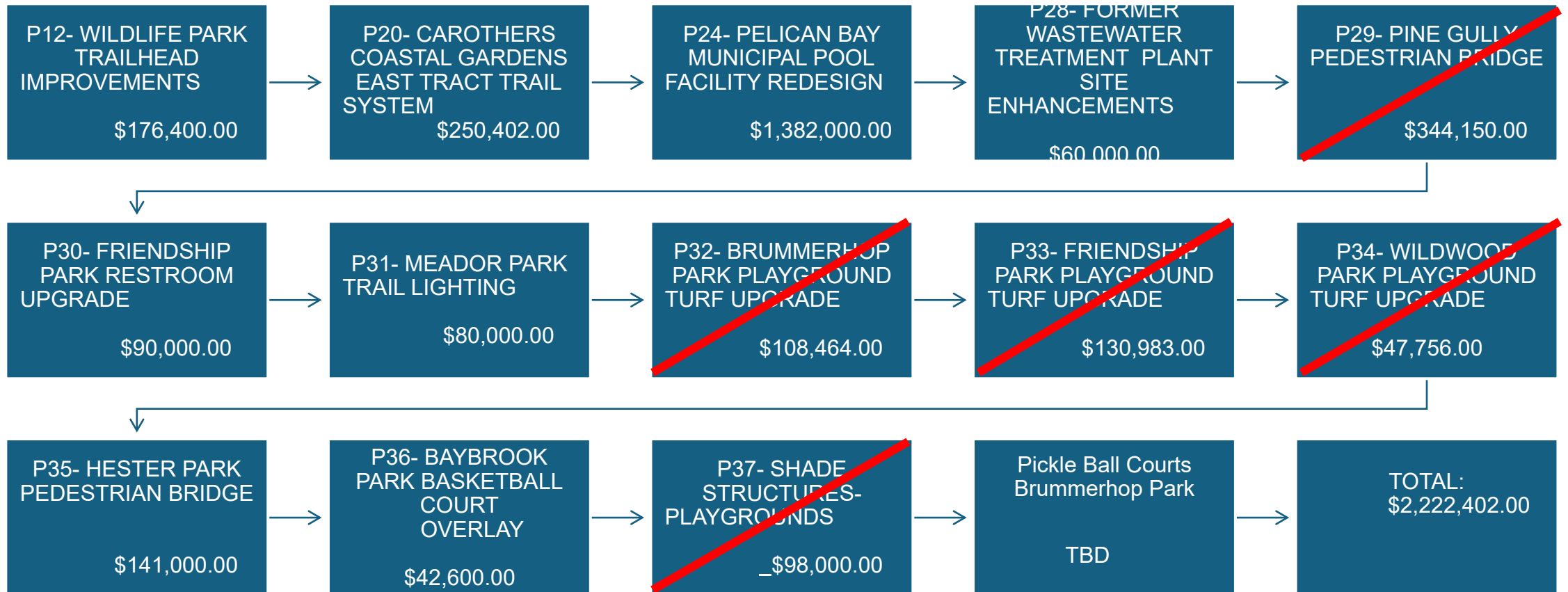
All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.



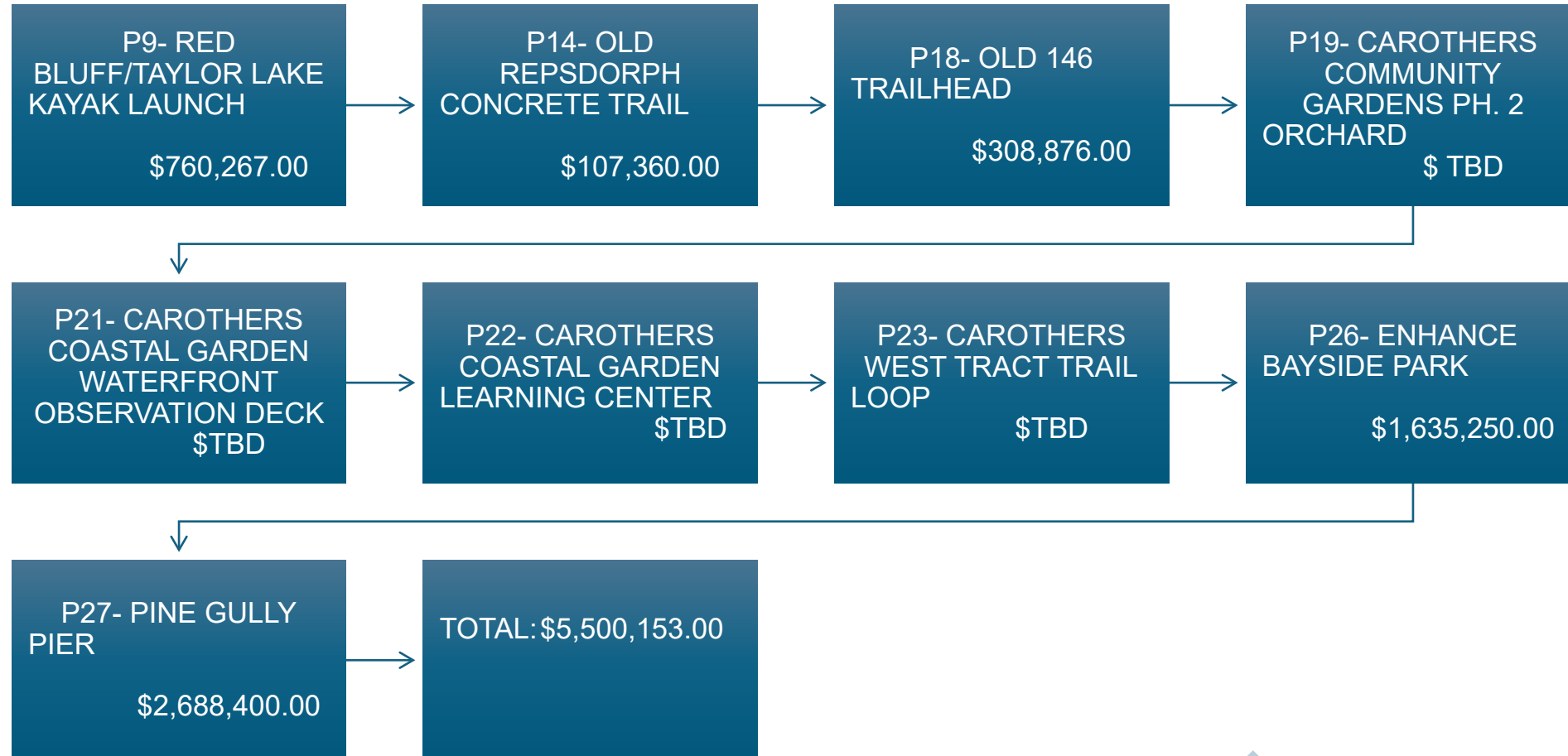
Park Projects FY 2024-25



Parks Projects FY 2025



Remaining CIP Parks Projects



The slide features a central dark blue rectangle with the word "QUESTIONS?" in white. The corners of the slide are decorated with overlapping geometric shapes in various shades of blue and grey. In the top-left corner, there are two overlapping squares. In the top-right corner, there are two overlapping triangles. In the bottom-right corner, there are two overlapping triangles. The overall design is clean and modern.

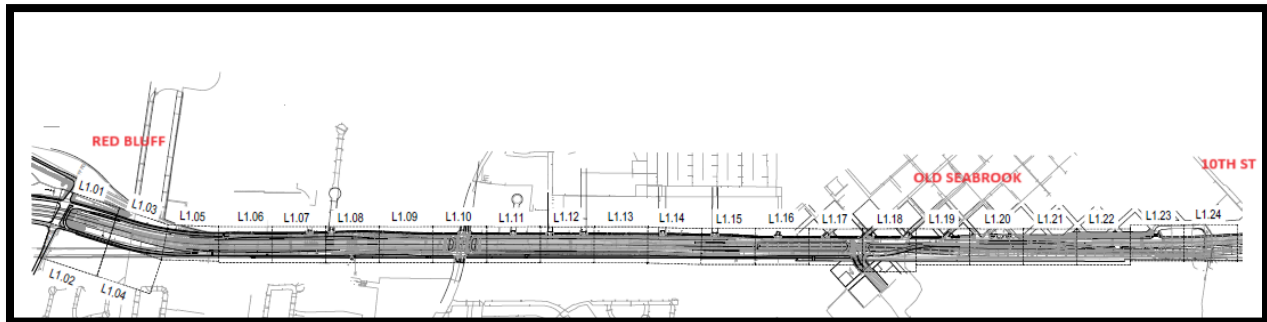
QUESTIONS?

Green Ribbon Landscaping Project Update

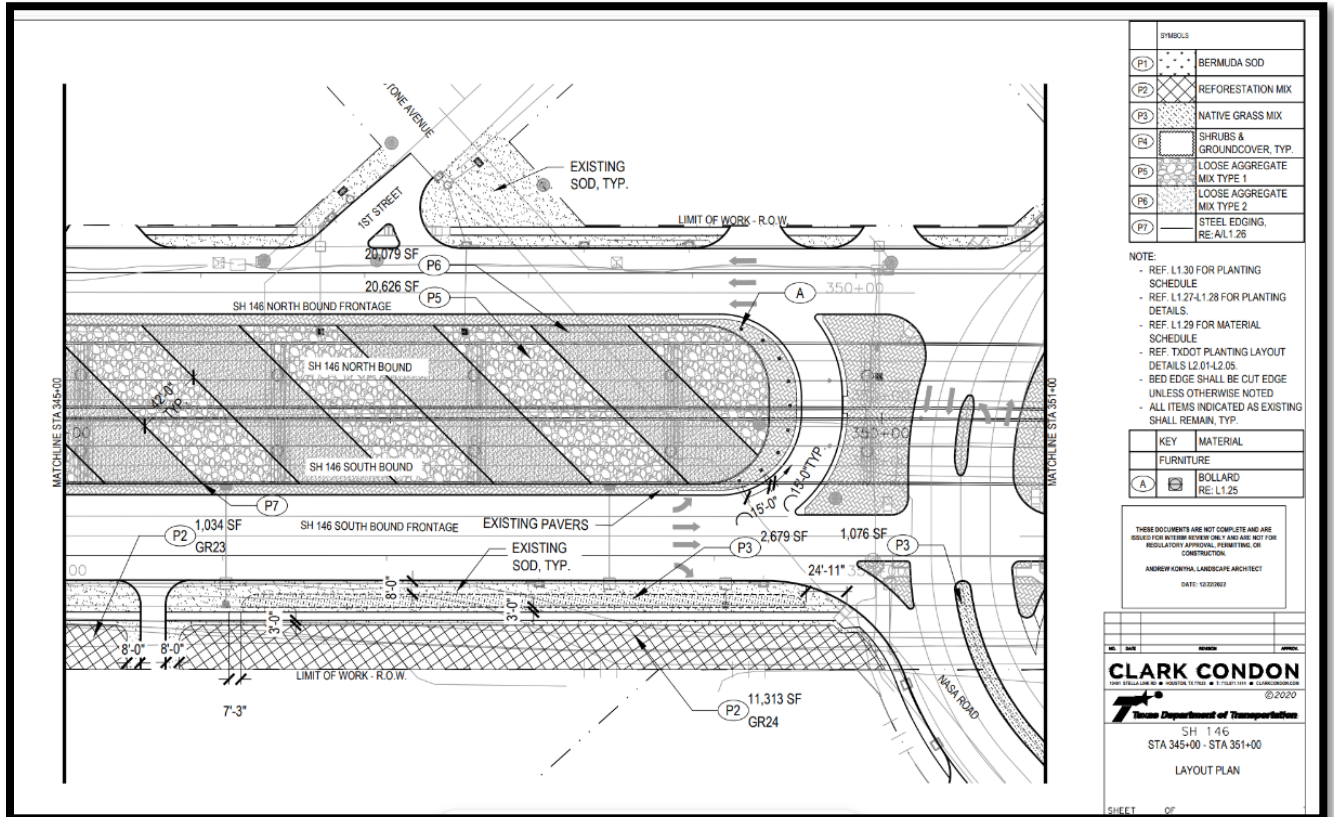
6-26-24

Clark Condon Landscape Architecture contracted by the City of Seabrook for design work completed the 100% drawings as needed by TxDOT on a large corridor project and it was bid early 2024. The project was awarded by TxDOT to Green Sage and staff has met with both teams for a target start of **August 1, 2024**.

The final design includes landscaping and hardscape elements from Red Bluff to 10th Street intersection.



NASA @ SH146





ENLARGEMENT A

LEGEND

- 1 SHADE TREES
- 2 SHRUBS & GROUNDCOVER
- 3 NATIVE GRASS SEED
- 4 WALKWAY
- 5 DECORATIVE PAVING
- 6 DECORATIVE GRAVEL 1
- 7 DECORATIVE GRAVEL 2
- 8 DECORATIVE BOLLARD
- 9 MASS PLANTING/REFORESTATION

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 THIS DRAWING IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION. IT IS FOR INFORMATIONAL PURPOSES ONLY. ANY CHANGES TO THE DESIGN SHALL BE MADE BY THE DESIGNER. THE DESIGNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FOR CONSTRUCTION PURPOSES.

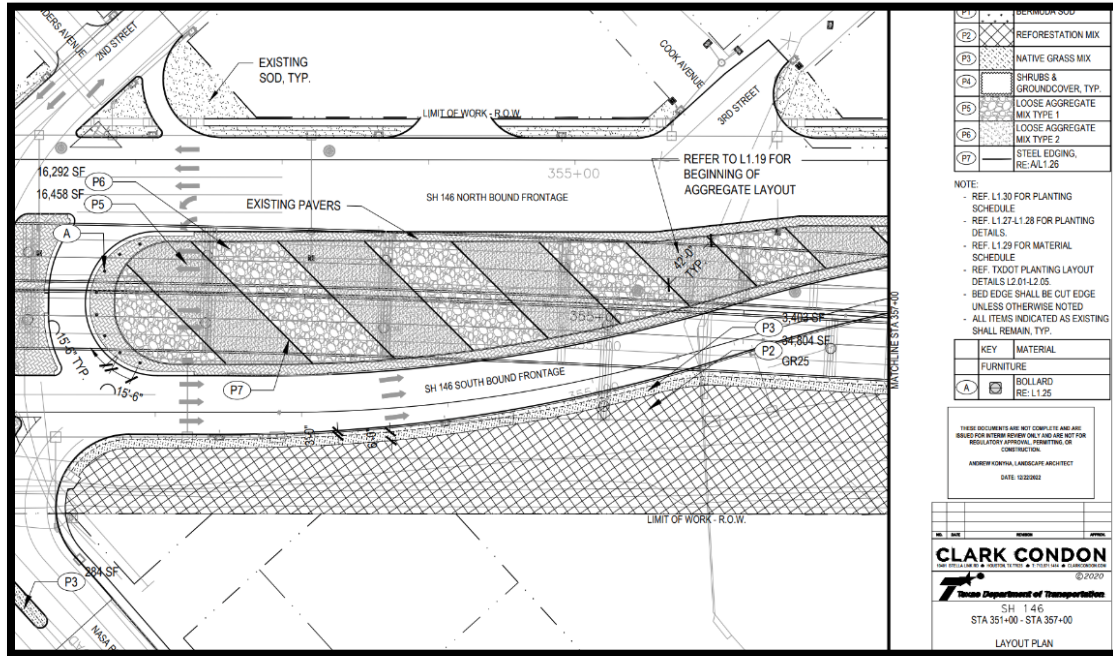
SEABROOK SH 146 BEAUTIFICATION | PLAN ENLARGEMENTS
 TEXAS DEPARTMENT OF TRANSPORTATION
 122-029 02.16.24



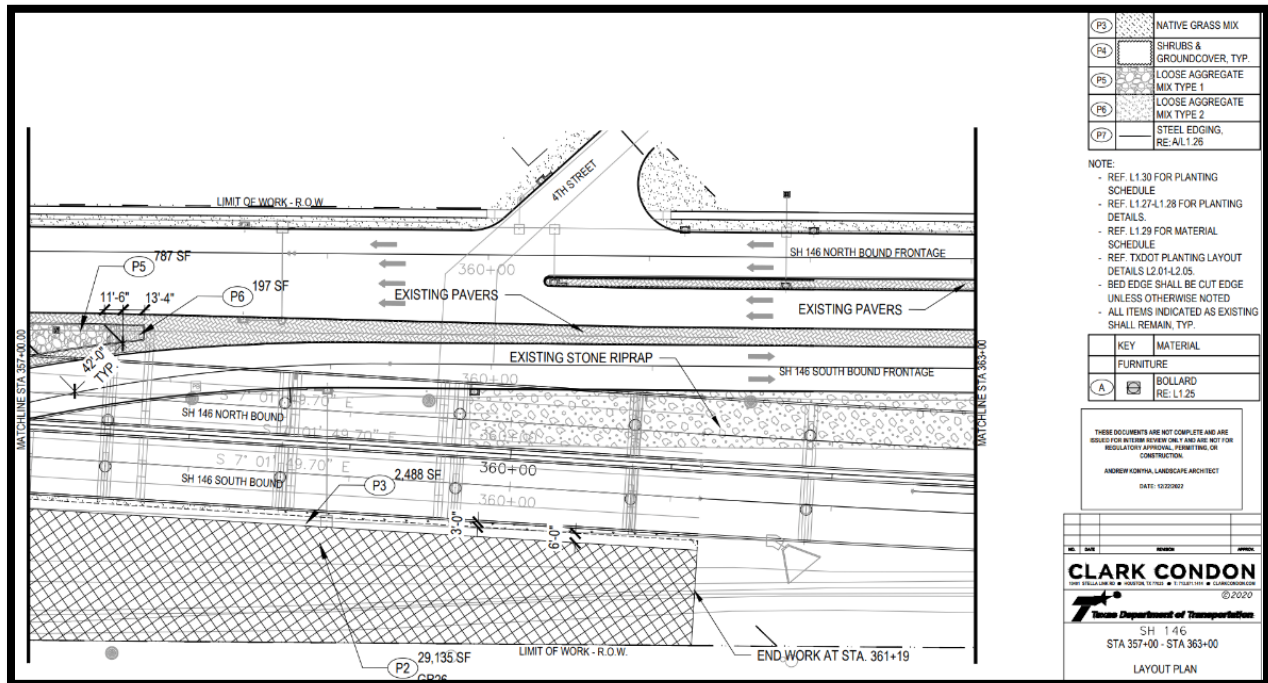
ENLARGEMENT B

CLARK CONDON

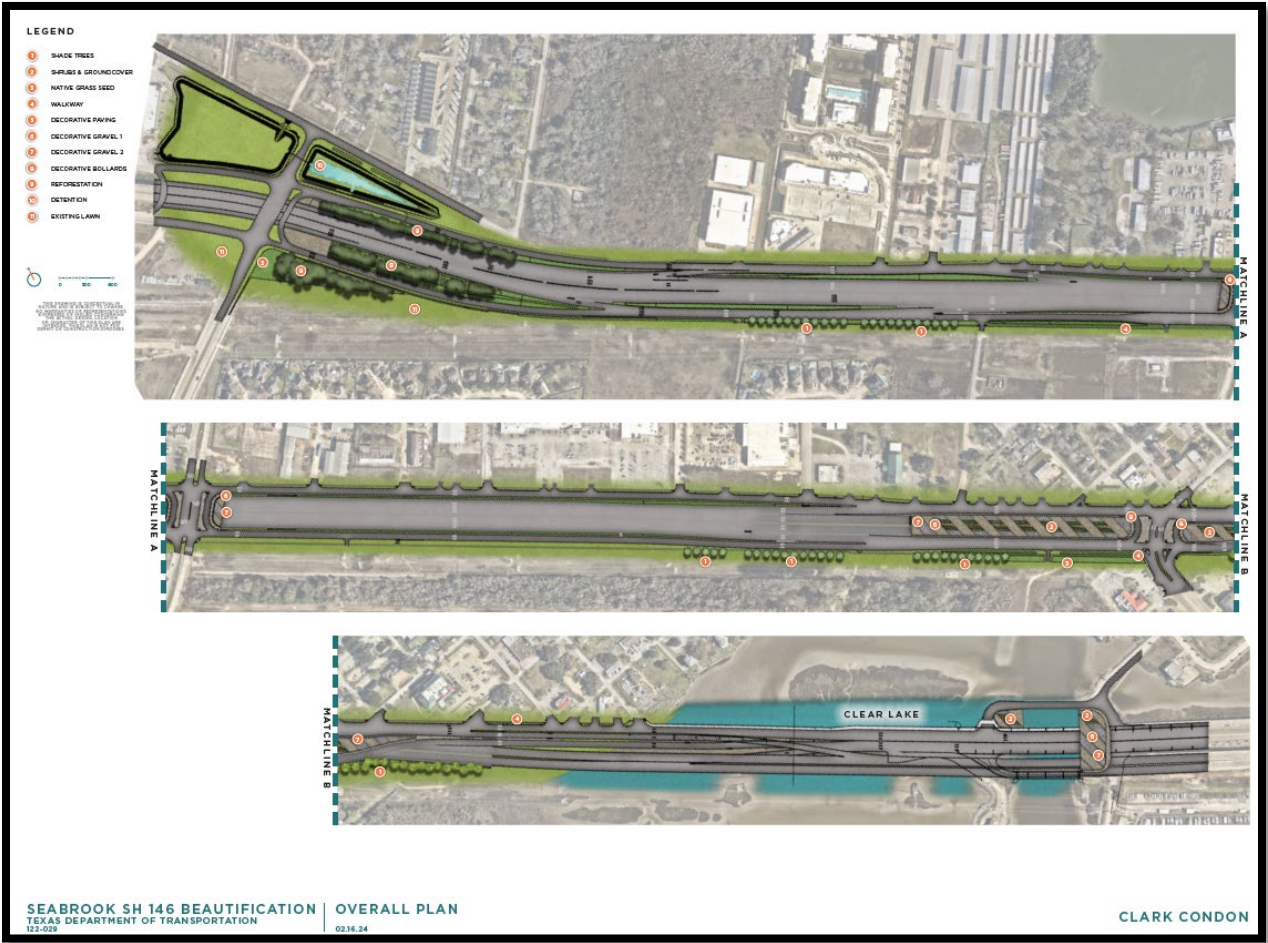
South side of NASA @ SH 146



4TH Street



Red Bluff @ SH 146





Agenda Briefing

Date of Meeting: June 25, 2024

Responsible Department: City Secretary's Office

Presenter:

Briefing Prepared By:

Strategic Focus Area:

General Information:

Update and report on various Seabrook Park items including community events, emergency events, and grant administration - *Chair Comeaux*

Executive Summary / Background:

Funding / Fiscal Information:

Supporting Materials Attached: None

Prior Action / Review by Council, Boards, Commissions:

Staff Recommendation: