



**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
Made By:	OST Member Jones
Seconded By:	OST Member Harper
Vote:	Passed with Members Jones, Harper, Comeaux and Coggeshall vot and Member Antrobus abstaining.

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

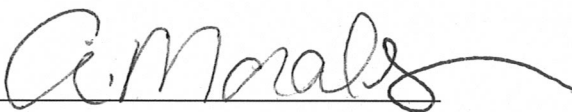
Green Ribbon project update

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.

APPROVED: 
Monica Comeaux, Chair

DATE: 6/26/2024

ATTEST: 
Amanda Morales, Deputy City Secretary