



**SEABROOK OPEN SPACE AND TRAILS COMMITTEE
NOTICE OF MEETING
THURSDAY, DECEMBER 12, 2024 - 5:00 PM**

For city information visit www.seabrooktx.gov
For agendas visit www.seabrooktx.gov/agendas

NOTICE IS HEREBY GIVEN THAT THE SEABROOK OPEN SPACE AND TRAILS COMMITTEE WILL MEET ON **Thursday, December 12, 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. PRESENTATIONS

2.1 Administer Oath of Office to the reappointed members of Open Space & Trails
- *Amanda Morales, Deputy City Secretary*

3. CONSENT AGENDA

3.1 Approve the minutes of the November 7, 2024 Open Space and Trails Committee meeting.

4. OLD BUSINESS

4.1 Consider and take all appropriate action on a recommendation to City Council regarding the job description, roles and duties of the Open Space and Trails committee. - *Member Jones*

4.2 Consider and take all appropriate action regarding collaboration between City Staff and Open Space and Trails Committee on the development plan and funding allocation for CIP 19 Phase 2 – Carothers Community Gardens Orchard.

5. NEW BUSINESS

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

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

5.3 Consider and take all appropriate action on a recommendation to City Council regarding the installation of a Little Library at Friendship Park by Girl Scout Troop 140034 - *Darcy Szecsy, Girl Scout Co-Leader*

5.4 Consider and take all appropriate action on providing a recommendation to City Council on the allocation of Keep Texas Beautiful Grant proceeds in the amount not to exceed \$160,000 for improvements within the TXDOT right of way (ROW). *Sean Landis, Deputy City Manager | Planning and Zoning Director*

6. DISCUSSION

6.1 Discussion regarding the Carothers Grading and Drainage Project re-bid process

6.2 Discussion regarding Open Space & Trails Committee involvement in the Bayside Park expansion project at the Main Street Wastewater Treatment Plant

7. ROUTINE BUSINESS

7.1 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*

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

7.3 Update on volunteer hours – *Committee*

7.4 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 Monday, December 9, 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
NOVEMBER 7, 2024**

**SEABROOK OPEN SPACE AND TRAILS
COMMITTEE
MEETING**

Chair Comeaux called the Seabrook Open Space and Trails Committee to order at 6:00 p.m. in the Public Works and Animal Control Complex Training Room. Present were Nehemiah Jackson, Sally Antrobus, John Coggeshall, David Popken, Monica Comeaux, Debra Harper, Jesse Jones.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no citizen comments

2. CONSENT AGENDA

2.1 Approve the minutes of the October 3, 2024 Open Space and Trails Committee meeting.

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

3. OLD BUSINESS

3.1 Discuss the status of CIP 19 Carothers Phase 2 Orchard and take any appropriate action. - *Member Jones*

The committee discussed that the orchard was not approved by Council. Member Jones indicated that the orchard would not cost anything and a recommendation was made to request approval from Council to move forward.

Motion:	To Approve the Resubmission of the Orchard (CIP 19) for approval by Council
Made By:	OST Member Jones
Seconded By:	OST Member Popken
Vote:	Passed unanimously by all present

3.2 Consider and take all appropriate action regarding the job description, roles and duties of the Open Space and Trails committee. - *Member Jones*

The Committee discussed the documents that were sent to them (**See Attachment A**). The members requested a Mission Statement. This item will be kept on the agenda for further discussion at the next meeting.

3.3 Consider and take all appropriate action regarding Live Oaks on Main Street.

The Committee discussed the advantages of Live Oaks as well as the number of trees needed for planting on Main Street. They agreed on 15 trees.

3.4 Consider and take all appropriate action on planning and organizing the Staff Appreciation Luncheon. - Committee

The Committee agreed on the date and time of the Staff Appreciation Luncheon to be November 13, 2024 at 11:30 a.m. Members also discussed their contribution to the luncheon.

4. NEW BUSINESS

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

- Member Jackson discussed a broken wooden rail at Friendship Park
- Member Harper discussed some lighting that may not be working on the Trails.
- Member Jones discussed the lights on the Trails facing the wrong direction causing passing cars to activate them.
- Member Antrobus discussed her appreciation for the hard work of City staff relating to the Tallow tree removal and she also discussed possible vine removal.
- Member Popken discussed someone improperly trimming trees within the parks.

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

Chair Comeaux discussed:

- The fall parade
- Pickle ball courts
- Celebration Seabrook went well and is set for the same time next year
- A new water fountain was installed near Public Works

5. DISCUSSION

5.1 Discussion regarding the Carothers Coastal Garden grading and drainage plan and RFP.

The Committee discussed the following:

- The timeline for the project is on track
- Member Jones discussed that there were no bids and wanted to determine the next steps
- Brian Craig informed the committee that staff is looking to rebid or utilize the buy-board

6. ROUTINE BUSINESS

6.1 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

No new updates

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

The committee discussed that there are 5 more hours remaining due by December

6.3 Update on volunteer hours – Committee

- The committee updated their completed volunteer hours

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

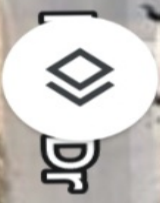
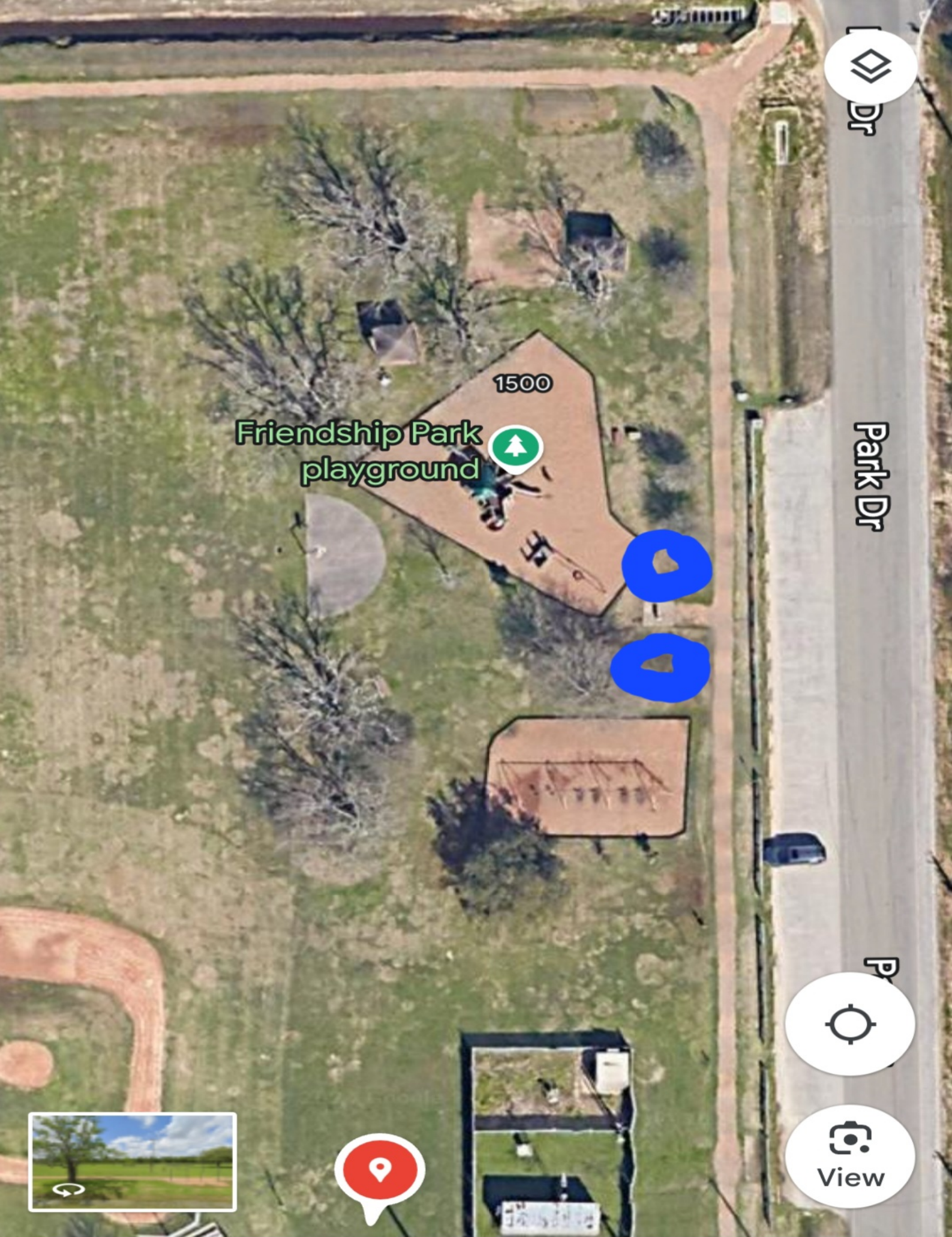
- The committee discussed that the next meeting on 12/5/2024 would be on the same day as the Tree Lighting Ceremony. They determined that, if there were any conflicts, that date could be adjusted.

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

The meeting was adjourned at 6:53 p.m.

APPROVED: _____ DATE: _____
Chair

ATTEST: _____
Amanda Morales
Deputy City Secretary



Dr

Park Dr



View

Park

Friendship Park





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3.3 ★★★★★ 11

Little Library Box Outdoor Free Library Kit, Double Doors
Little Library Box Book Storage for DIY Nameplate,
Neighborhoods, Community, Schools Sharing Books,
Literature, Newspapers





2024 Governor's Community Achievement Awards Program Guidelines

Objective:

To construct a landscape project on State right-of-way that fulfills the winning City's expectations and meets TxDOT's design, safety, maintenance, and funding requirements.

What happens first?

The first thing your group should do is form a working committee that will serve as a decision-making body during the development phase of the project. The committee should then contact the appropriate district and request an initial meeting with representatives of TxDOT.

Where can we put the Project?

The project must be located on State owned right-of-way that satisfactorily addresses the following: safety standards, future construction, visibility, maintainability and access to water and electricity.

Every effort will be made to achieve a mutually acceptable project location to the State and the winning City, but at the final option of the State.

Can the Project consist of more than one location and outside the City limits?

Yes, however multiple sites will greatly increase the Project's overall cost.

Who coordinates the Project?

A TxDOT project manager will be responsible for coordinating the Project and keeping it on schedule. Generally, the Area Engineer or a Landscape Architect from TxDOT will serve as the project manager.

After a site is chosen how long before bids are taken?

The design process takes between six months to a year.

After bids are tabulated and the contract is awarded, how long until construction begins?

Usually construction activity will begin between thirty and forty-five days after the Transportation Commission awards the contract.

What elements are prohibited from inclusion in the contract?

While no design elements are absolutely prohibited, certain design elements such as fountains, decorative lighting, and flagpoles are discouraged.

Gateway Monuments cannot be funded through this program.

What are the safety guidelines?

All fixed objects (large trees, retaining walls, etc.) must be located a minimum of 30' from the edge of the traveled lane. "Sight distance" (drivers must have an unimpaired view of traffic) must be considered in all cases.

Can a local contractor bid on the Project?

Yes, however all contractors must contact TxDOT and request a bidder's questionnaire. The bidder's questionnaire must be on file a minimum of fifteen days prior to bidding on a project.

What about water and electricity?

Usually the contract includes provisions for the contractor to pay for connections to the required utilities. TxDOT will pay for the water and electricity used on the project during construction and maintenance phases on the contract.

Who maintains the Project?

Every project which has plant material included as a bid item will have provisions for 90 days of maintenance. The Department will in most cases require the City to maintain the project. Before the project can be scheduled, the City should sign a maintenance agreement.

What happens if the Project overruns the estimate cost?

TxDOT will fund the Project if it overruns 10% or less. Additional overrun will be evaluated on a case by case basis and may require a redesign of the Project. If this occurs, the Project would then be rescheduled for the next available construction letting.

What happens if a Project underruns the estimated cost?

Every effort will be made to accurately estimate the cost of the Project. Because of the competitive bid process some Projects may be underrun. No additional Project will be constructed to expend an unforeseen underrun.

Please feel free to contact me if I can answer any questions about this information.

Hilary Garnish, RLA
Landscape Architecture Section
TxDOT, Design Division
125 E. 11th Street
Austin, Texas 78701-2483
(512) 416-2464
hilary.garnish@txdot.gov



Governor's Community Achievement Awards

Winners Webinar 2024

Hilary Garnish, RLA

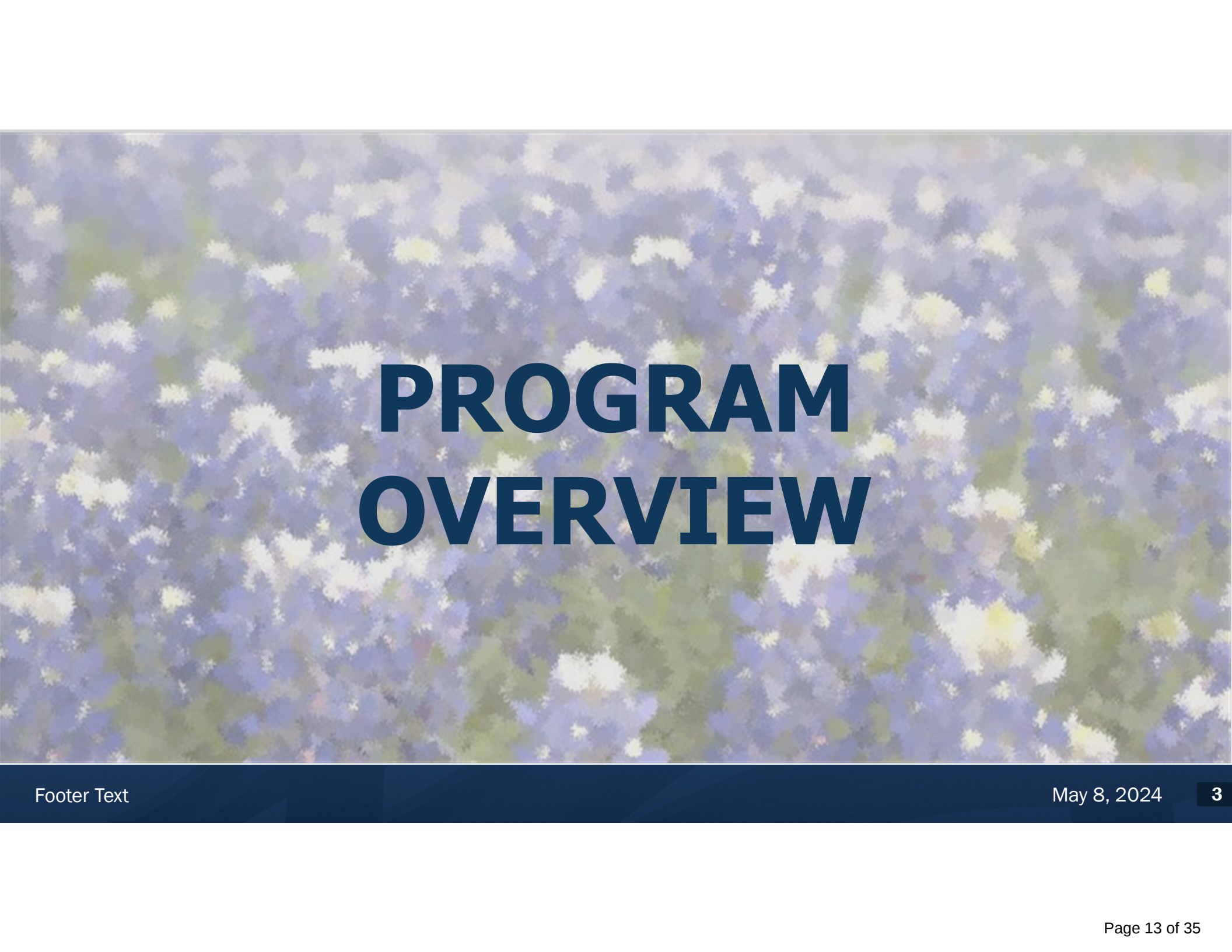
TXDOT DESIGN DIVISION

May 8, 2024

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PROGRAM OVERVIEW



To construct a landscape project on State right-of-way that fulfills the winning City's expectations & meets TxDOT's design, safety, maintenance, and funding requirements.

Program History



1986

- Texas Transportation Commission authorizes funding for Governor's Community Achievement Awards (GCAA) - \$700,000 in highway landscape projects is shared between 8 winning KTB communities

1989

- Additional population category is added for a total of 9 winning communities

1998

- Texas Transportation Commission increases funding level to \$1,000,000.

2009

- Texas Transportation Commission increases funding level to \$2,000,000 and adds additional population category for a total of 10 winning communities.

2024

- 363 Landscape projects have been authorized to date – totaling **\$50,400,000**.



<u>Winning City</u>	<u>TxDOT Contact</u>	
Argyle	Anthony Diep , RLA	(214) 320-6205, Anthony.Diep@txdot.gov
Whitesboro	Aaron Bloom , PE	(903) 868-9251, Aaron.Bloom@txdot.gov
Alpine	Betzabel Lagunas	(915) 790-4227, Betzabel.Lagunas@txdot.gov
Seabrook	Ethan Beeson , RLA	(713) 802-5521, Ethan.Beeson@txdot.gov
Anna	Anthony Diep , RLA	(214) 320-6205, Anthony.Diep@txdot.gov
Del Rio	Angel Martinez , PE	(956) 712-7420, Adriana.Munoz@txdot.gov
	Adriana Munoz	(956) 712-7488, Angel.Martinez@txdot.gov
Little Elm	Anthony Diep , RLA	(214) 320-6205, Anthony.Diep@txdot.gov
San Marcos	Eric Gobert , PE	(512) 832-7182, Eric.Gobert@txdot.gov
Pearland	Ethan Beeson , RLA	(713) 802-5521, Ethan.Beeson@txdot.gov
Garland	Anthony Diep , RLA	(214) 320-6205, Anthony.Diep@txdot.gov

STEP 1:



Form a committee & designate a spokesperson!

STEP 2:



Landscape and Aesthetics Master Plan

Consult Landscape Master Plan (if available)

STEP 3:

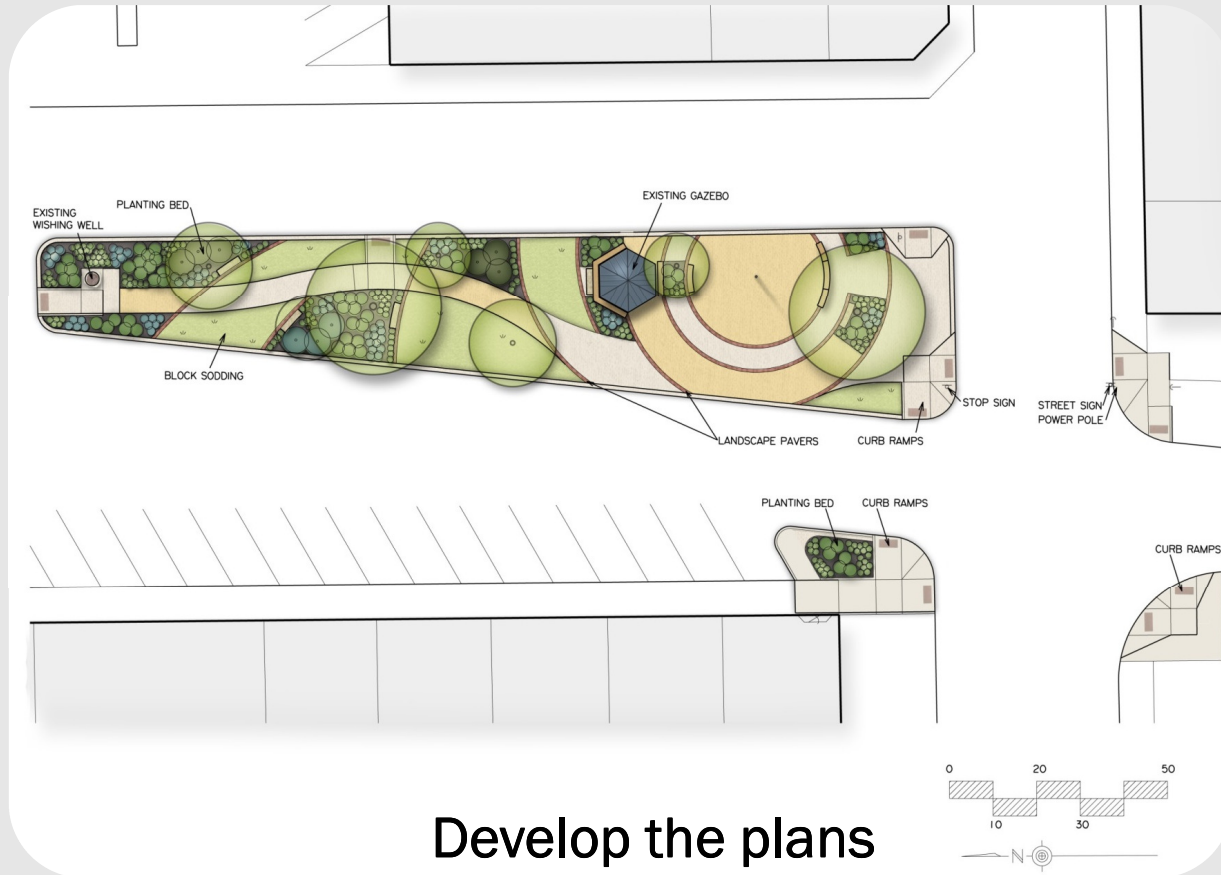


Meet with TxDOT District personnel



<u>Winning City</u>	<u>TxDOT Contact</u>	
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STEP 4:



Develop the plans



SAMPLE PROJECTS

NORTH RICHLAND HILLS SH 26



BEFORE



Footer Text

May 8, 2024

13

NORTH RICHLAND HILLS SH 26



AFTER



VAN ALSTYNE FM 121



BEFORE



AFTER

BEFORE





AFTER

KATY US 90 @ IH 10





ATHENS SH 31 @ HENDERSON COUNTY REGIONAL FAIR PARK



EL PASO SH 20 (MESA ST)







We cannot use GCAA funding to build Gateway Monuments

Though we have built them with GCAA funds in the past, FHWA will no longer participate in funding them





Contact Information:

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Thank you!