



**MEETING MINUTES
DECEMBER 12, 2024**

**SEABROOK OPEN SPACE AND TRAILS
COMMITTEE
MEETING**

Member Popken 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, John Coggeshall, David Popken, Debra Harper, Jesse Jones.

1. PUBLIC COMMENTS AND ANNOUNCEMENTS

2. PRESENTATIONS

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

Oath was administered to Members Jones and Coggeshall.

3. CONSENT AGENDA

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

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

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*

Member Jones discussed the duties and responsibilities of the OST members with Assistant City Manager Sean Landis. The committee suggested designating parks to each member at the next OST meeting.

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.

Assistant City Manager, Sean Landis suggested to the committee that a collaboration between staff and OST plan a CIP that will be presented to Council.

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*

- Member Harper questioned staff about what was happening on Robertson. Staff informed that a pipe was being replaced and that the work was completed.

- Member Coggeshall discussed a large tree that had been removed at Toddville and staff advised that a pipe had been replaced there, as well.

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

The committee discussed the Tree Planting Day of Awesomeness on January 4, 2025.

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*

Girl Scout troop 140034 presented their plans regarding installing a Little Library at Friendship Park to help Seabrook citizens have easy access to books that would be donated. They also requested to be able to donate directly to the city. They will be completing this project to obtain their bronze medal.

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

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).

Assistant City Manager, Sean Landis, discussed the use of the \$160,000 funds awarded from the Keep America Beautiful grant. He explained that the funds must be used towards TXDOT right of way only, and he discussed the planning process. The committee requested that a discussion item be added to the next agenda so that the committee can discuss possible locations to utilize the funds for improvements.

6. DISCUSSION

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

Public Works Director Brian Craig discussed the process for re-bid and where the city stands in the re-bid process. The committee requested to keep this item on the next agenda.

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*

Nothing to report.

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

The committee has one more webinar they need to complete before the end of December.

7.3 Update on volunteer hours – *Committee*

- The committee updated their completed volunteer hours.

7.4 Establish future meeting dates and agenda items – Committee

- The next Open Space & Trails committee meeting will be held on January 9, 2025.

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

Meeting was adjourned at 6:07 p.m.

APPROVED:



Monica Comeaux
Chair

DATE:

1/9/25

ATTEST:



Amanda Morales
Deputy City Secretary

THE OPEN SPACE AND TRAILS COMMITTEE OFFICIAL REPORT

The Open Space and Trails Committee of the City of Seabrook met on December 12, 2024 to hold a meeting to consider:

Request for a

motion to approve the installation

THE OPEN SPACE AND TRAILS COMMITTEE MADE THE FOLLOWING RECOMMENDATION:

APPROVAL ☐ **APPROVAL WITH AMENDMENTS/CONDITIONS (SEE BELOW)** ☐ **DENIAL** ☐

By a concurring vote of a majority of members of the Open Space and Trails Committee present at the meeting on "12/12/2024", as designated below and as certified by the signature of the Committee Chairperson. **This document is not valid unless signed by the Committee Chairperson/Presiding Commissioner.**

*of a Little Library at Friendship Park
by Girl Scout Troop 140034*

VOTE:

AYE

NAY

ABSTAINED

ABSENT

INITIAL

Sally Antrobus

John Coggeshall

Monica Comeaux

Debra Harper

Nehemiah Jackson

Jesse Jones

David Popken

JC

DS

NS

JP

MC

DS

NS

JP

[Signature]

Monica Comeaux, Committee Chairperson
Open Space and Trails Committee

*for Monica
Comeaux*

ATTEST:

[Signature]

Amanda Morales
Deputy City Secretary