



## Meeting Minutes

### Parks and Recreation Advisory Committee

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Wednesday, November 8, 2023

5:30 PM

City Hall, Basement Training Room

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**A. Call To Order/Roll Call**

The meeting was called to order and a quorum was established with Thomas Cronnon, Adam Rios and Duke Canchola absent.

**B. Public Comment: None.**

**C. Approval of Minutes**

1. [23-1795](#) Regular Meeting Minutes of October 11, 2023

**D. Director's Report**

2. [23-1383](#) Parks & Recreation Department Updates - December

Robert Dodd, Director of Parks and Recreation, gave the following updates:

- Oakmonts in Commodore Park (Proposed Master Plan)
- Riley P. Dog Park Lease Agreement
- Texas Beach Watch
- Future City Council Items/Events
- Projects for Bill Witt Aquatic Center, Cole Park Splash Pad & Submarine Sail for Sherrill Park

Regarding the Oakmont Trees in Commodore Park, Ms. Adams-Wolfe requested that the Master Plan include placement of educational signage regarding the importance of the trees.

**F. New Business for Discussion or Possible Action**

3. [23-1794](#) Proposed Whitecap Seawall (North Padre Island) Photo Op Sign on Park Land

Roger Montelongo, Special Projects Manager with Economic Development, has been assisting the Padre Island Business Association (PIBA) with their project proposal to erect a tourist, "photo op" sign with views of the gulf in the background. Currently, the most popular photo op area on the island is located at Ocean Treasures, a souvenir shop on Park Road 22 (shark structure). PIBA would like the opportunity to give people a better area for photo ops and is looking at city owned, park land to enter into a license

agreement. The proposed site is located off of Windward Drive at the North Padre Seawall.

To fund this project, PIBA will acquire sponsorships and fundraising to obtain architect/engineer consultants and will also look for a local artist for the design of the structure. PIBA has initially agreed to being responsible for the maintenance of the structure but the size of the structure has not yet been determined. Mr. Montelongo provided a conceptual design of the sign and sample photographs from other beach destinations to give an idea of what the sign could look like. He stated that PIBA has a ambitious deadline for project completion and hope to have the sign in place for the Spring Break 2024 season. Mr. Montelongo informed PRAC that the license agreement will be tentatively scheduled in December for Mayor/Council consideration. This item has been brought to the Committee for informational purposes and to obtain Committee input since the proposed location is on park land.

After the presentation, the floor was opened for Committee comments/questions. The Committee expressed their support for the sign and felt it is a good location due to it's proximity to public parking lot/restrooms. Chair Lindsey asked that this item be placed on the December PRAC agenda for possible action of support.

4. [23-1792](#) PRAC Mission & Open Meetings Act Refresher

Adelita Cavada, Attorney with the Legal Department, presented item "4" for the record as shown above. She went over the purpose and role as an advisory committee; the method of providing recommendations. She proceeded to go over key points of the Open Meetings Act. She gave the definition of a meeting and examples and general rules of meetings. While the Texas Open Meetings Act does not apply to advisory committees, Council policy requires this committee to comply with the Open Meetings Act.

The required, written notice for meetings is at least 72-hours and public comment must be allowed. Ms. Cavada gave information on quorum requirements and when a quorum is not established/lost; what establishes a walking quorum. Meetings must be accessible and open to the public. A vote may not take place by secret or written ballot and action may not be circulated by letter without a meeting. She explained how deliberation need not be oral, and cautioned the Committee when communicating via E-mail; gave a list of best practices when using E-mail or social media. After the briefing concluded, the floor was opened for Committee comments/questions.

5. [23-1793](#) PRAC Bylaw Amendments Regarding Absences

Ms. Cavada informed the Committee that the purpose of this amendment is to be consistent with Council Policy, Article II Section, 10.2.8. General Provisions for City-Created Boards/Ad Hoc Committees/Task Forces. It is suggested to amend PRAC Bylaws Article 4, Section 6 as follows:

Attendance requirements:

- (a) Unexcused absences from more than 25% percent of regularly scheduled meetings during a term year on the part of any Member shall result in an automatic vacancy, which vacancy shall be promptly reported to the City Council. An absence shall be deemed unexcused unless excused by the committee for good cause no later than its next meeting after the absence.
- (b) Good cause under this section will be in the event of an emergency or illness of the Member or family member of the Member. In the event of an emergency or illness, Member shall notify the staff liaison and Committee Chair at least 2 hours prior to the start of the meeting, or as soon as practical.
- (c) Staff liaison shall keep attendance records and notify the City Secretary when a Member fails to comply with attendance requirements.

Chair Lindsey asked the Committee for other amendment suggestions regarding absences to be prepared for discussion/action at the next PRAC meeting in December.

**G. Subcommittee & Committee Liaison Reports**

- ISAC: No meeting.
- Adopt-A-Park: Kellie Summers has volunteered for this subcommittee.
- WBAC: Discussed goals and projects for the upcoming year.
- PRAC Strategic Action Plan: Thomas Cronnon will take the lead on this subcommittee in which will meet quarterly with first meeting to be held in January 2024.

**H. Future Agenda Items**

- Riley P. Dog Park
- Update on Trestle Project
- Proposed Bathrooms at Blucher Park
- Update on Dog Park at Parker Park
- Update on Improvements to Wronosky Park

**I. Adjournment**

There being no further business to discuss, the meeting adjourned at 6:40 p.m.