

1 The Open Space and Trails Committee met on Thursday, December 7, 2023, at Seabrook Public  
2 Works and Animal Control Complex Training Room, 1100 Red Bluff Road, Seabrook, Texas to  
3 discuss and if appropriate, take action on the agenda items listed below.

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5 **THOSE PRESENT WERE:**

6 Monica Comeaux		Chair, Position 5
7 David Popken		Vice-Chair, Position 6
8 Sally Antrobus		Position 1
9 John Coggeshall		Position 3
10 Debra Harper		Position 2
11 Nehemiah Jackson	Excused Absence	Position 4
12 Jesse Jones		Position 7
13 Sean Landis	Excused Absence	Deputy City Manager
14 Kevin Padgett		Public Works Director
15 Brian Craig	Excused Absence	City Engineer/Asst. Public Works Director
16 Natalie Stephens		Public Works Administrative Coordinator

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18 Chair Monica Comeaux called the meeting to order at 5:02 p.m.

19 **1. PUBLIC COMMENTS AND ANNOUCEMENTS**

20 None

21 **2. CONSENT AGENDA**

22 **2.1** Approve the minutes of the November 2, 2023, Open Space and Trails Committee  
23 meeting.

24 *Natalie Stephens, Public Works Admin Coordinator*

25 *Motion made by Member Jones and seconded by Member Coggeshall.*

26 *MOTION CARRIED BY UNANIMOUS CONSENT*

27 **3. NEW BUSINESS**

28 **3.1** Discuss recently viewed Keep Texas Beautiful webinars. *Committee*

- 29 • Dark Sky Communities – David Popken IN PROGRESS
  - 30 • Volunteer Management I – John Coggeshall COMPLETED
  - 31 • Adopt-a-highway – John Coggeshall COMPLETED
  - 32 • Leave no trace – Debra Harper COMPLETED
  - 33 • GCAA Webinar live Dec 6, 12-1 PM – Nemo Jackson IN PROGRESS
  - 34 • Texas Recycles Day Webinar live Nov 15, 12-1 PM – Monica Comeaux COMPLETED
  - 35 • How to conduct a litter survey – Sally Antrobus IN PROGRESS
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37 For next year's 10 hours of Keep Texas Beautiful webinar training:

- 38 • Writing a winning GCAA Application webinar live Jan 10 12-1 PM – Nemo Jackson

39 **3.2** Discuss and take all appropriate action regarding Tree Planting Day of Awesomeness.

40 *Member Coggeshall*

41 January 6, 2024, at 9 AM will be the tree planting event. Apache Grant will provide 100  
42 trees for Seabrook volunteers to plant at specific parks where an OST member will be lead.  
43 This is an opportunity to replace confirmed dead trees.

44 **3.3** Discuss and take all appropriate action regarding quarterly report to City Council. *Chair*  
45 *Comeaux.*

46 Topics that can be added to the quarterly report: Tree planting, Rotary Baybrook planting,  
47 Fall Sweep, Carothers Community Garden (660 lbs. of produce given away, tree give away,  
48 seed giveaway, Nature walks and Scout recycling project), Abby's Butterfly Waystation,  
49 New Osprey sign, berm benches.

50 **3.4** Update and report on various Seabrook Park items, including needed repairs, signage,  
51 plants, flowers, and vegetation, and park use matters. *Committee*

- 52 • At the Botanical Conference, attendees were encouraged to remove all tallow trees  
53 because they are invasive. Request to add this as an agenda item. *Member Jones*  
54 • Request the plants along 10<sup>th</sup> street be pruned back and debris removed with a backhoe.  
55 *Member Popken*  
56 • Heavy rain washed a lot of the trail near the tennis courts. *Chair Comeaux*  
57 ○ Public Works crew will fix the trails. *Kevin Padgett, Director of Public Works*

58 **3.5** City Staff update and report on various Seabrook Park items including community  
59 events, grant administration, repairs, Council approvals and determinations and emergency  
60 events. *City Staff*

61 Kevin Padgett, Public Works Director:

- 62 • Fall Sweep was on the first Saturday of November. The city appreciated the OST  
63 members who came out to support the event.  
64 • Tree Lighting was canceled this year due to flooding concerns.  
65 • Breakfast With Santa will be December 9, 2023, at 9 AM. It will be a rain or shine event.  
66 • Landscape up-lights have been installed on some of the trees around City Hall,  
67 Community House and Mohrhusen Park.  
68 • Restroom automatic locks for Meador, Brummerhop, and Baybrook Parks have had time  
69 schedule reset.  
70 • The Tree Planting Day of Awesomeness on January 6<sup>th</sup>, 2024 will have Parks crew  
71 support.

72 **4. OLD BUSINESS**

73 **4.1** Discuss and take all appropriate action to determine project ideas for volunteers.  
74 *Committee*

75 *ATTACHMENT: OST VOLUNTEER TASK LIST (attachment A)*

76 None added.

77 **4.2** Update on Rotary tree planting at Baybrook Park. *Member Harper*

78 Member Harper appreciated everyone's hard work. It was a long day for her. The Public  
79 works equipment was a big help in digging holes. The plants appear to be doing well.  
80 Member Harper would like to send a thank you letter to Rotary.

81 **4.3** Discuss and take all appropriate action on Dead Tree program. *Kevin Padgett*

82 The city would like to request assistance from the OST committee to email parks  
83 maintenance when they locate a dead tree to be removed.

84 Suggested dead trees to be removed:

- 85 • Meador Park. *Member Popken*
- 86 • Friendship Park.
- 87 • Lift Station near Pine Gully Park, near Todville. *Member Coggeshall*

88 **5. ROUTINE BUSINESS**

89 **5.1** Report from City Staff on the status of a list of actions taken by the Open Space and  
90 Trails Committee and forwarded to City Council for its action or review. *City Staff*  
91 *ATTACHMENT(S): OST RECOMMENDATIONS TO COUNCIL (attachment B)*

92 None added.

93 **5.2** Update on volunteer hours. *Committee*

94 357 volunteer hours were reported for the month of November by Open Space and Trails,  
95 Carothers Community Garden, Community Service and park volunteers.

96        **5.3** Establish future meeting dates and agenda items. *Committee*

97        Next OST meeting will be held on:

98        January 4, 2024, at 5 PM at the Public Works & Animal Control training room.

99        Agenda items:

- 100        • Tree Planting on January 6<sup>th</sup>
- 101        • Tallow Tree Removal program.
- 102        • Solar lighting at Meador Park.

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Natalie Stephens,  
Public Works Administrative Coordinator

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Monica Comeaux,  
Chair