

## **CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES**

**Monday, November 06, 2023**

The Park Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on November 6, 2023. Members of the public and the Park Commission were able to participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL PARK COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Chad Smith called the meeting to order at 11:30 a.m.**

**Present Members:** Chair Chad Smith, Don Hudson, Mary Elizabeth Cofer, Victoria Johnson, Niccole Maurici, and Melissa Morrow

**Also Present:** Council Member Kevin Glasheen, City Administrator Ashley Wayman, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the October 2, 2023 Park Commission meeting

**Melissa Morrow moved to approve the minutes. Chair Chad Smith seconded the motion. The motion passed with 6 in favor and 0 against.**

### **REGULAR AGENDA**

3. Update from Western Hills Little League and Western Hills Girls Softball

Chair Chad Smith reported that Western Hills Little League and Girls Softball are both doing well.

4. Discussion and possible action regarding quarterly park walk throughs

Mary Elizabeth Cofer discussed the monthly walk throughs and that Park Commission should be more consistent when following up to ensure reported items are completed.

The Park Commission discussed a list of maintenance items and potentially having Public Works Director Izzy Parra attend the meeting after quarterly walk throughs are done to address and update the Park Commission on what work has been completed.

City Administrator Ashley Wayman explained that Mr. Parra may not be available to attend all meetings but the information can be provided in his absence. Chair Chad Smith suggested that maintenance items and capital improvements should be separated. City Administrator Ashley Wayman stated that long-term projects can go on the Park Commission agenda for discussion and maintenance items can be reported directly to City Hall.

The Park Commission discussed communication regarding park walk throughs. City Administrator Ashley Wayman suggested putting a list of park items in the agenda packet after quarterly walk throughs are completed.

**Mary Elizabeth Cofer moved to resume the quarterly walk throughs with follow up at the following meeting. Victoria Johnson seconded the motion. The motion passed 6 in favor and 0 against.**

5. Update, discussion and possible action from subcommittee regarding ways to recognize individuals in the Park

Niccole Maurici discussed the project and stated that all previous pavers throughout the park were City Council approved. She would like to get feedback from City Council on how the Park Commission should proceed with this project.

The Park Commission discussed designating an area for memorials and ideas on fundraising for pavers. Mary Elizabeth Cofer would like to get input from the engineers on where to best put pavers to avoid drainage and erosion issues.

The Park Commission discussed next steps and the subcommittee will bring this back to the next meeting.

6. Discussion and possible action regarding priorities in the Park

The Park Commission agreed to revisit this item after the next quarterly walk through.

7. Discussion and possible action to allow City Staff to assign field location for i9 when leasing the fields and not require the owner of i9 to have to attend City Council meetings to ask for relief to use Hatley fields 3, 4 and 5

Niccole Maurici gave a recap of the previous procedure when renting to i9 and explained an overview of the current process recently passed by City Council. She would like feedback from Park Commission and ensure the process is consistent for all vendors.

The Park Commission discussed i9's clinics and general field usage in the park.

Chair Chad Smith stated that he would like to keep residents and vendors equally satisfied.

City Administrator Ashley Wayman clarified that city staff was made aware of i9's fall clinic shortly before the start date. She also discussed direction that was given by City Council.

The Park Commission continued discussion about i9 and clarification on the recent procedure passed by City Council.

City Administrator Ashley Wayman would like to have more clarity from City Council on the policy when renting fields to i9.

*Chad Smith left the meeting at 12:15 p.m.*

The Park Commission thanked Niccole Maurici for bringing the item to their attention.

8. Discussion and possible action to request a new City Council Member be assigned as Park Commission liaison

Niccole Maurici discussed the Park Commission over the years, recent Park Commission meetings, and recent City Council meetings. She also discussed the current Park Commission liaison.

The Park Commission discussed their experiences with Council Member Kevin Glasheen and the role of the Council liaison.

City Administrator Ashley Wayman stated the role of a liaison according to the Code of Ordinances.

The Park Commission would like to understand their duties as an advisory board as well as need direction from City Council.

Victoria Johnson stated that she thinks Council Member Kevin Glasheen has made good improvements in the park. She discussed her experience as a citizen and as a Park Commission member.

The Park Commission members discussed their experiences as a commission and with the current liaison.

Council Member Kevin Glasheen addressed concerns from the Park Commission. He stated that he will be putting an item on the City Council agenda regarding the Park Commission's responsibilities. Council Member Kevin Glasheen described his experience as a member of City Council and Park Commission liaison. He clarified his intention is to help, but he will step aside if requested.

**Niccole Maurici moved to request City Council to provide a different liaison for Park Commission. Mary Elizabeth Cofer seconded the motion.**

Melissa Morrow explained that City Council decides who serves as a liaison for Park Commission.

**The motion failed with 2 in favor and 3 against.**

9. Discussion and possible action to create rules for the Park Commission

The Park Commission did not discuss this item.

10. Discussion and possible action regarding Park Commission meeting days and times

**Niccole Maurici moved to change Park Commission meetings to the second Tuesday of the month at 12:00 p.m. Victoria Johnson seconded the motion. The motion passed with 5 in favor and 0 against.**

11. Discussion of intent to continue to serve on the Park Commission

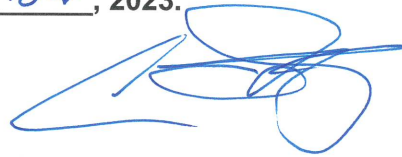
City Administrator Ashley Wayman discussed the annual item of intent to continue to serve on the Park Commission for a 2-year term. Members that would like to continue serving should email City Administrator Ashley Wayman.

Park Commission discussed ideas for rules to consider at the next meeting. They discussed public speaking limits, attending other boards and commission meetings, and training for new commission members.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 1:02 p.m.

Minutes adopted on the 12<sup>th</sup> day of December, 2023.



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Chad Smith, Chair

ATTEST:

  
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Desiree Adair, City Secretary