



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

**Monday, November 07, 2022**

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 07, 2022. 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 11:31 a.m.**

**Present Members:** Chair Chad Smith, Victoria Johnson, Don Hudson, Niccole Maurici, Laurie Mills, and Melissa Morrow.

**Also Present:** City Administrator Ashley Wayman, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

*Mary Elizabeth Cofer joined the meeting at 11:33 a.m.*

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the October 3, 2022 Park Commission meeting

**Melissa Morrow moved to approve the minutes. Laurie Mills seconded the motion. The motion carried with 7 in favor and 0 against.**

## **REGULAR AGENDA**

3. Update of City Council action on turf, pavilion rentals, and adult fitness fee schedule

City Administrator Ashley Wayman provided updates of City Council action on Park items:

- City Council would like more information on the turf and will bring it back next month.
- City Council agreed with pavilion rentals and approved to allow weekday rentals but kept the four times per week limit.
- City Council approved the new adult fitness rates, there will be a fee schedule amendment brought to Council, and this will be brought back to City Council in January for review.

4. Update from the Park Amenities Subcommittee

The subcommittee has a meeting planned for today, November 7<sup>th</sup>, with Brian Rider of RCDC.

5. Discussion and possible action on the Park Commission meeting day

The Commission decided to leave the day and time where it is. They also discussed a potential evening meeting during the year.

6. Discussion and review of past Park walkthroughs and procedures

City Administrator Ashley Wayman discussed previous Park walkthroughs and updates to requests from these walkthroughs. She explained that Public Works is still short one staff member.

The Park Commission discussed the mulch in the lower playground as a safety concern and the cost of implementation.

The Park Commission discussed dispersing mulch with the use of volunteers and citizens. They would like to make this a priority for spring with the Austin Parks Foundation to obtain mulch. They discussed creating a laminated guideline for how to properly disperse mulch.

The Park Commission discussed the staff updates from the October Park walkthrough. They also discussed water diversion and retention and contacting resident experts for the solution.

The Park Commission discussed outsourcing some of the park maintenance.

The Park Commission requested speaking to Steve Franke about the sharp endcaps and the matting inside the batting cage. Chair Chad Smith agreed to discuss this with Steve.

Discussion ensued regarding the new rates with numbers in regards to the October walkthrough and consistent charging.

7. Discussion and possible action regarding Park Expansion to the North of the Swim Facility

Chair Chad Smith and Don Hudson discussed the previous history of this item with the Park Commission. Chad Smith discussed the clearing of the area to the north of the swim center and

found a vendor that would be interested in helping to clear the underbrush. The Park Commission discussed their goals in regard to this land clearing, drainage, preserving oak trees, and not adding maintenance. The Park Commission discussed finding other funding and approval by City Council. City Administrator Ashley Wayman will look for a tree survey in the park master plan.

**Chad Smith moved to create a committee of Chad Smith, Melissa Morrow and Mary Elizabeth Cofer to go down to tag the trees and propose to the City Council that the Park Commission would like to do some clean up at a cost of \$1,400, and for City Administrator Wayman and Mayor Massingill to sign off on the trees to be removed, and once approved by the City Council and City Administrator Wayman and Mayor Massingill, move forward, as well as that no maintenance would be added and that Chad Smith would seek out the funding. Melissa Morrow seconded the motion.**

City Administrator Ashley Wayman confirmed that this would go to the November City Council meeting.

**The motion carried with 7 in favor and 0 against.**

8. 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 in 2-year staggered terms, and 6-year term limits. All members confirmed that they will continue to serve.

9. Discussion regarding communication of incoming and outgoing members

City Administrator Ashley Wayman acknowledged that staff could do a better job of communicating to the boards and commissions. Discussion ensued regarding onboarding of new members including viewing of Park Commission meetings and hot topics. Mary Elizabeth Cofer volunteered to be the point person for these orientations for the Park Commission. The Park Commission would like this on the November City Council agenda.

## **DEPARTMENT REPORTS**

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

10. Park Financials through September 30, 2022

## **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:32 p.m.**

**Minutes Adopted on the 5<sup>th</sup> day of December, 2022.**



Chad Smith, Chair

**ATTEST:**



**Desiree Adair, City Secretary**