



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Monday, October 02, 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 October 2, 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 11:03 a.m.

Present Member: Chair Chad Smith, Mary Elizabeth Cofer, Victoria Johnson, Niccole Maurici, Laurie Mills, and Melissa Morrow

Also Present: Council Member Kevin Glasheen, 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 September 6, 2023 Park Commission meeting

Laurie Mills moved to approve the minutes from the September 6, 2023 Park Commission meeting. Chair Chad Smith seconded the motion. The motion passed with 6 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke stated that the softball season has started that and he has shared the schedule with city staff. He mentioned that they plan on having a couple of softball clinics and that there will only be a few home games this season.

Chair Chad Smith and Steve Franke discussed and agreed that the Hatley Fields are in great shape.

6. Discussion and possible action on a request for a plaque in the Park

Ann Russell, 2903 Hatley Drive, spoke about her late husband and expressed her desire to have a memorial for him. She would like to put a plaque on an existing bench in the butterfly garden to honor him.

The Park Commission discussed that the benches were donated by the Rollingwood Women's Club and would not add a plaque to those benches. They continued discussion on possible ways to honor loved ones in Hatley Park. The Park Commission also discussed a pricing structure of pavers.

Laurie Mills would like to have a committee to research and create a program with guidelines and price structures to recognize individuals in the park. Laurie Mills and Niccole Maurici will work together on the subcommittee and come back next month with updates.

The Park Commission thanked Ann Russell for bringing this to their attention.

7. Discussion and possible action on an Eagle Scout project

Chair Chad Smith spoke on behalf of Owen Manchin regarding his eagle scout project. He explained that Mr. Manchin's project would total approximately \$5,000. He mentioned that Mr. Manchin would only be able to cover about \$2,000. If approved, Chair Chad Smith would assist Mr. Manchin in seeking additional funding from WHGS and WHLL. Chair Chad Smith clarified that Mr. Manchin's project is only adding to what is already present at the park, such as adding shaded canopies, bleachers and a fly-ball protective net, and improving the flooding on field 2 by adding a french drain.

The Park Commission asked questions regarding Mr. Manchin's project. The Park Commission would like to know what company will be used for the work to ensure they are reputable.

City Secretary Desiree Adair clarified that the eagle scout project will require Mr. Machin to go through the City's permitting process.

The Park Commission continued discussion about the eagle scout project, and Victoria Johnson questioned if Owen Machin will need to come back to the Park Commission before he begins.

City Secretary Desiree Adair explained that the eagle scout project will need to be approved by the Park Commission, be approved by City Council, and then Mr. Manchin can begin the permitting process.

Niccole Maurici requested someone from baseball or softball to go out to the fields and verify where the canopies should be placed.

Chair Chad Smith moved to approve the eagle scout project so long as he gets it approved by City Council, works with the City on engineering permits, and does everything exactly like is existing out there today. Victoria Johnson seconded the motion.

Chair Chad Smith will ensure that the canopies are placed correctly.

The motion passed with 6 in favor and 0 against.

8. Discussion and possible action regarding the use of the lower park for a community building event/movie night open to Eanes Elementary families and the wider Rollingwood community on December 2, 2023

A representative from Eanes Elementary discussed that the school hosts an annual movie night and would like to have it in the lower park. She explained that the event will be free and open to the Rollingwood community. Eanes Elementary plans to hire a company that will provide an inflatable screen with a generator to operate the movie. They anticipate starting at sunset or when the area is dark enough to begin the movie, and the expected duration will be approximately two hours. Eanes Elementary will be selling snacks, movie props, and pizzas. The representative clarified that they will do their best to clean up after the event but will have representatives come back the following morning to remove any remaining trash from the lower park.

The Park Commission asked questions of the Eanes Elementary representative.

The Eanes Elementary representative explained that in the past they had about 250-350 people at their movie night events. They are encouraging attendees to walk from their homes since most students live in Rollingwood. The representative requested using the restrooms inside of City Hall and at the upper park.

The Park Commission discussed hiring police officers and hiring city staff to assist in cleaning up or if there are maintenance emergencies.

Chair Chad Smith explained that in the past, there have been noise complaints from neighbors about generators in the park. He encourages Eanes Elementary to end the event at 8:00 p.m.

The representative discussed that she has reached out to neighbors that are near the lower park about the movie night.

Laurie Mills moved to approve the Eanes Elementary movie night. Mary Elizabeth Cofer seconded the motion.

City Secretary Desiree Adair clarified that the movie night will need approval from City Council and the Park Commission will be making a recommendation.

Laurie Mills amended her motion to recommend to City Council approving the Eanes ISD movie night with the guidelines discussed as well as paying for two police officers and a maintenance person to be present.

The Eanes representative mentioned that they will not go forward with the movie night if it rains.

The motion passed with 6 in favor and 0 against.

9. Update regarding RCDC project selection and fund allocation

Victoria Johnson attended the most recent RCDC meeting and explained that the RCDC discussed ways to help Park Commission with funding. She also stated that RCDC is working on a form or structure that Park Commission can follow to make proposals for future projects.

10. Discussion and possible action on adopting rules for the Park Commission

After the last meeting, Chair Chad Smith discovered that there are not adopted rules for the Park Commission. He would like to receive feedback on if they should adopt rules or other parameters for their meetings.

The Park Commission discussed using other cities' Park Commission bylaws and other board and commission rules in Rollingwood.

City staff will share the board and commission rules with the Park Commission.

11. Discussion and possible action regarding the purpose and process of the Park Commission going forward

Laurie Mills discussed the Park Commission over the years and how they have been unsuccessful with projects. She would like to discuss how the Park Commission can become more productive.

The Park Commission discussed past initiatives, their experience as a commission, the Master Park plan, and their purpose.

City Secretary Desiree Adair read the Park Commission's purpose from the Code of Ordinances.

Melissa Morrow continued discussion about the Park Commission's purpose. She would like to have a joint meeting with City Council after election to go over their expectations for Park Commission.

The Park Commission discussed making a prioritized list of projects, obtaining a list of priorities from City Council, and doing park walk throughs.

Melissa Morrow discussed that the Mayor suggested doing a walk through to confirm what areas need improvement and submit them to City Administrator Ashley Wayman. Melissa Morrow proposed doing a walk through, prioritizing items, then sending them to both City Administrator Ashley Wayman and Mayor Gavin Massingill.

The Park Commission discussed maintenance in the park and defining projects.

City Secretary Desiree Adair explained that any citizen can call City Hall to report minor maintenance items to Assistant to the City Administrator Makayla Rodriguez who will create a work order for Public Works.

The Park Commission discussed reporting maintenance, a 2015 drainage study, and formulating processes.

Chair Chad Smith would like Park Commission members to come back to their next meeting with a list of their top priorities in the park.

Council Member Kevin Glasheen spoke and agreed with the Park Commission on their proposed ideas and processes. He mentioned that they should keep capital improvement projects and maintenance requests separate. He also discussed his experiences with projects as well as drainage in the park. Council Member Kevin Glasheen discussed that he would like to walk and talk with residents and Park Commission members to discuss projects. He also mentioned that it's important for commission members to attend City Council and RCDC meetings to share their thoughts and concerns.

The Park Commission thanked Council Member Kevin Glasheen. When a list of priorities are created, the Park Commission would like to ensure flexibility if funding is donated or provided.

12. Discussion and possible action on meeting times for the Park Commission

The Park Commission discussed finding a meeting time and day that works for all members. City staff will share availability and Park Commission will plan to adjust meetings next month.

ADJOURNMENT OF MEETING

Chair Chad Smith Adjourned the meeting at 12:51 p.m.

Minutes adopted on the 16th day of November, 2023.



Chad Smith, Chair

ATTEST:



Desiree Adair, City Secretary