



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

**Tuesday, December 12, 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 December 12, 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 12:03 p.m.**

**Present Members:** Chair Chad Smith, Don Hudson, Mary Elizabeth Cofer, Victoria Johnson, Laurie Mills, and Melissa Morrow (virtually)

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

### **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 November 6, 2023 Park Commission meeting

**Laurie Mills moved to approve the minutes. Don Hudson 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 stated that the little league has completed the fall season and are getting ready for the spring season.

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

Laurie Mills discussed that the subcommittee has decided they would like to plant trees in the park to recognize people instead of purchasing pavers. The subcommittee explained that trees will beautify the park, provide shade, and create an opportunity to fundraise. Laurie Mills would like to get feedback from the Park Commission.

Chair Chad Smith agreed that planting trees in the park is a great idea.

Laurie Mills clarified that the subcommittee would also like feedback from City Council before moving forward.

The Park Commission discussed designated areas to plant trees, costs, and arborists involvement.

5. Discussion and possible action regarding the November Park walk through

Don Hudson discussed a map of the park that contained a list of items that need improvement.

City Administrator Ashley Wayman explained that half of the listed items have been added to a regular maintenance schedule and remaining items are being addressed. She plans to share an updated list of addressed items with the Park Commission before their next walkthrough.

The Park Commission discussed erosion and future plans to address drainage in the park.

City Administrator Ashley Wayman discussed Item 9 in conjunction with Item 5.

City Administrator Ashley Wayman confirmed that the city is waiting for a proposal from an engineer to address the retaining wall, the rainwater tank, and erosion between the lower and the upper park.

The Park Commission continued discussion on future plans for the and potential solutions for the park.

Council Member Kevin Glasheen discussed the engineer's proposal and a drainage analysis for the lower park.

Mary Elizabeth Cofer discussed the engineer's proposal and drainage solutions for the park.

The Park Commission and City Administrator Ashley Wayman discussed an eagle scout project in the park and maintaining upkeep on current and future projects.

6. Discussion and possible action regarding priorities in the Park

Chair Chad Smith and the Park Commission agreed that they have discussed their top priorities in the park in Item 5.

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

Mary Elizabeth Cofer tabled item to wait for entire Park Commission to be present for the discussion.

8. Discussion and possible action on proposed amendments to the City's Code of Ordinances relating to the Park Commission

Council Member Kevin Glasheen discussed his proposed draft changes to the Code of Ordinances for the Park Commission. Council Member Kevin Glasheen and the Park Commission also discussed an area near the pavilion that needs improvement. Mr. Glasheen explained that the Park Commission should work with city staff and bring proposals to City Council to get feedback on park projects. Council Member Kevin Glasheen also mentioned a contractor who will take a look at the problem area.

The Park Commission discussed the Public Works department and park walk throughs.

The Park Commission and Council Member Kevin Glasheen continued discussion about the lower park area near the pavilion. Chair Chad Smith would like to know what the contractor's solution is for the area.

Chair Chad Smith asked Park Commission for feedback on the proposed changes to Code of Ordinances. The Park Commission discussed their feedback and asked clarification from Council Member Kevin Glasheen. Mr. Glasheen addressed questions from the Park Commission. The Park Commission agreed that the proposed changes align with their priorities and goals as a commission.

Laurie Mills asked questions regarding the appointment of Park Commission members. She would like the process to be more formal to give the community an opportunity to apply rather than being council directed.

City Administrator Ashley Wayman explained that board and commission applications are open at all times and there is a list of existing applicants that are in queue for an opening on any board and commission in which they have applied. When there is a vacancy, the list is shared with City Council for them to make a selection on the next appointed member.

Council Member Kevin Glasheen stated that he would appreciate suggestions on who the Park Commission would like to have as an appointed member.

The Park Commission and City Administrator Ashley Wayman continued discussion and asked questions regarding on the boards and commission application process.

Melissa Morrow stated that she likes the proposed changes to the Code of Ordinances.

Victoria Johnson asked when the Park Commission should have a list of capitol park improvements ready for city staff in time for the budgeting process. City Administrator Ashley Wayman stated that the budget process begins in April. She will put an item on the Park Commission agenda in March to have discussion as a group and finalize by May.

The Park Commission and City Administrator Ashley Wayman discussed communication and how to get more engaged with meetings in the park. Council Member Kevin Glasheen stated that City Administrator Ashley Wayman will be the person of contact for attend meetings. Ms. Wayman explained that forming a quorum is the main issue for members attending meetings, but she is happy to provide updates. She suggested providing an update on the Park Commission agenda.

Laurie Mills stated that at least one member from Park Commission should attend City Council meetings.

The Park Commission discussed the proposed changes, they agreed that they do not have any objections to the changes.

**Laurie Mills moved to approve the proposed amendments. Mary Elizabeth Cofer seconded the motion. The motion passed with 5 in favor and 0 against.**

The Park Commission thanked Council Member Kevin Glasheen for all of his efforts.

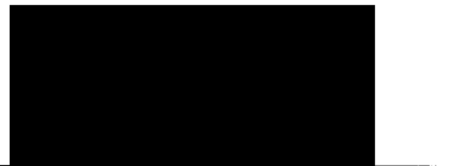
9. Update on recommendations made to the City Council including the retaining wall at the upper park and the park drainage study

This item was discussed in conjunction with Item 5.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 1:01 p.m.**

**Minutes adopted on the 9<sup>th</sup> day of January, 2024.**



**Chad Smith, Chair**

**ATTEST:**



**Desiree Adair, City Secretary**