



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

**Monday, December 05, 2022**

Notice is hereby given that the Park Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 05, 2022 at 11:30 AM. Members of the public and the Park Commission may participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

**Link:** <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUINjNmK5RnJreIRFUT09>

**Toll-Free Numbers:** (833) 548-0276 or (833) 548-0282

**Meeting ID:** 530 737 2193

**Password:** 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at [dadair@rollingwoodtx.gov](mailto:dadair@rollingwoodtx.gov). Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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

### **PUBLIC COMMENTS**

Citizens wishing to address the Park Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Park Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Park Commission with regard to matters on the agenda will be received at the time the item is considered.

### **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 7, 2022 Park Commission meeting

### **REGULAR AGENDA**

3. Update from the Park Amenities Subcommittee
4. Update of City Council action on Park Commission items
5. Update on the Park Expansion to the North of the Swim Facility
6. Discussion and possible action to reschedule January 2, 2023 Park Commission meeting

### **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.

- [7.](#) Park Financials through October 31, 2022

### **ADJOURNMENT OF MEETING**

### **CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) at **11:30 a.m.** on **December 2, 2022**.

*Desiree Adair*

Desiree Adair, City Secretary

#### **NOTICE -**

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Park Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Local Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Local Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Local Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Local Government Code;  
prospective gifts pursuant to section 551.073 of the Texas Local Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Local Government Code;

and/or economic development pursuant to section 551.087 of the Texas Local Government Code.  
Action, if any, will be taken in open session.



## **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 \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

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**Chad Smith, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**

## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: OCTOBER 31ST, 2022

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7.

100-GENERAL FUND

PARK DEPARTMENT

08.33% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>DEPARTMENTAL EXPENDITURES</b>					
<b>PERSONNEL</b>					
100-5-55-5000 SALARY	36,930.00	1,676.15	1,676.15	4.54	35,253.85
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5020 HEALTH INSURANCE	4,853.00	123.33	123.33	2.54	4,729.67
100-5-55-5030 WORKERS COMP INSURANCE	1,020.00	978.94	978.94	95.97	41.06
100-5-55-5035 SOCIAL SECURITY/MEDICARE	2,825.00	128.23	128.23	4.54	2,696.77
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	0.00	0.00	0.00	45.00
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	4,432.00	200.46	200.46	4.52	4,231.54
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	53,105.00	3,107.11	3,107.11	5.85	49,997.89
<b>SUPPLIES &amp; OPERATION EXP</b>					
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	500.00	0.00	0.00	0.00	500.00
100-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-55-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	2,500.00	0.00	0.00	0.00	2,500.00
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	250.00	4.56	4.56	1.82	245.44
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5171 EQUIPMENT	8,000.00	0.00	0.00	0.00	8,000.00
100-5-55-5190 MATERIALS	6,500.00	0.00	0.00	0.00	6,500.00
100-5-55-5191 MAINTENANCE	8,000.00	0.00	0.00	0.00	8,000.00
100-5-55-5195 VEHICLE OPERATIONS	2,000.00	0.00	0.00	0.00	2,000.00
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	0.00	0.00	1,000.00
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	380.00	380.00	4.22	8,620.00
TOTAL SUPPLIES & OPERATION EXP	40,750.00	384.56	384.56	0.94	40,365.44
<b>CONTRACTUAL SERVICES</b>					
100-5-55-5255 VEHICLE INSURANCE	600.00	0.00	0.00	0.00	600.00
TOTAL CONTRACTUAL SERVICES	600.00	0.00	0.00	0.00	600.00
<b>MISCELLANEOUS OTHER EXP</b>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00 (	0.44) (	0.44)	0.09-	500.44
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	0.00	0.00	1,000.00
TOTAL MISCELLANEOUS OTHER EXP	1,500.00 (	0.44) (	0.44)	0.03-	1,500.44
<b>CAPITAL OUTLAY</b>					
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	1,850.00	1,850.00	37.00	3,150.00
100-5-55-5456 PLANTS FOR WALKING TRAIL	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 Veh Fin Note - Debt Service	785.00	0.00	0.00	0.00	785.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	2,700.00	0.00	0.00	0.00	2,700.00
TOTAL CAPITAL OUTLAY	8,485.00	1,850.00	1,850.00	21.80	6,635.00



CITY OF ROLLINGWOOD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: OCTOBER 31ST, 2022

100-GENERAL FUND

PARK DEPARTMENT

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
OTHER NON-DEPARTMENTAL					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	0.00	0.00	0.00	8,000.00
100-5-55-5515 MAINTENANCE BUILDING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	0.00	0.00	0.00	8,000.00
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TOTAL PARK DEPARTMENT	112,440.00	5,341.23	5,341.23	4.75	107,098.77