



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

**Tuesday, December 10, 2024**

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 10, 2024 at 12:00 PM. 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=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

**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 [mrodriguez@rollingwoodtx.gov](mailto:mrodriguez@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 12, 2024 Park Commission meeting

**REGULAR AGENDA**

- 3. Discussion regarding intent to continue serving on the Park Commission
- 4. Update from Western Hills Little League and Western Hills Girls Softball
- 5. Discussion regarding the December 9, 2024 RCDC meeting
- 6. Discussion and possible action on next steps for the park tree planting project
- 7. Discussion and possible action on enforcement of bikes and scooters on the trail in the park
- 8. Discussion and possible action on fundraising ideas for the park
- 9. Discussion and possible action on a potential Eagle Scout project

**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 Commission Financials through October 2024

**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) on Friday, December 6, 2024, at 5:00 p.m.

*Makayla Rodriguez*

Makayla Rodriguez, 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 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 Government Code;  
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;  
real estate acquisition pursuant to section 551.072 of the Texas Government Code;  
prospective gifts pursuant to section 551.073 of the Texas Government Code;  
security personnel and device pursuant to section 551.076 of the Texas Government Code;  
and/or economic development pursuant to section 551.087 of the Texas Government Code.  
Action, if any, will be taken in open session.



**CITY OF ROLLINGWOOD  
PARK COMMISSION MEETING  
MINUTES**

**Tuesday, November 12, 2024**

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 12, 2024. 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 Melissa Morrow called the meeting to order at 12:01 p.m.**

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

**Also Present:** City Administrator Ashley Wayman and Interim City Secretary Makayla Rodriguez

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the October 8, 2024 Park Commission meeting

**Mary Elizabeth Cofer moved to approve the meeting minutes. Chad Smith seconded the motion. The motion carried with 5 in favor and 0 against.**

**REGULAR AGENDA**

3. Discussion regarding Quarterly Park Walk Through report and park improvements update from Public Works

*The Park Commission moved to item 4 at this time.*

Mary Elizabeth Cofer reviewed the quarterly park walk through document with the Park Commission.

*The Park Commission moved to item 6 at this time.*

- 4. Update from Western Hills Little League and Western Hills Girls Softball

There was no update from Western Hills Little League.

- 5. Discussion and possible action regarding funding for tree and plant project approved by Park Commission

Melissa Morrow stated that the RCDC did not meet this month, and that she plans to attend the next RCDC meeting on December 9, 2024.

The Park Commission discussed the tree and plant project, proposals received, and funding.

*The Park Commission moved back to item 3.*

- 6. Discussion and possible action regarding trail improvements

Don Hudson shared improvements that he made to the trail.

The Park Commission discussed It's My Park Day and ways for Public Works to maintain the trail.

- 7. Discussion and possible action regarding park fundraising and sponsor recognition

Chair Melissa Morrow stated that she would like to select projects to do for It's My Park Day next year in the next meeting. The Park Commission discussed ideas to incentivize residents to come out to the park.

The Park Commission discussed ideas for fundraising towards projects. City Administrator Ashley Wayman shared additional ideas with the Park Commission. The Park Commission continued to discuss donations, past initiatives, and donation recognition ideas. They agreed to brainstorm on more ideas in the next meeting.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:39 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.**

\_\_\_\_\_  
**Melissa Morrow, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**

## Park Commission

<u>Member Name</u>	<u>Position # - Office</u>	<u>First Appointed</u>	<u>Current Term Ends</u>
Diana Wallace	1 – Member	January 2024	December 2025
Melissa Morrow	2 – Member/Chair	August 2021	December 2025
Don Hudson	3 – Member	June 2020	December 2025
Laurie Mills	4 – Member	July 2019	December 2025
Mary Elizabeth Cofer	5 – Member	September 2019	December 2024
Victoria Johnson	6 – Member	August 2022	December 2024
Chad Smith	7 – Member	March 2021	December 2024

**Council Liaison(s):** Alec Robinson and Kevin Glasheen

7 Members appointed by City Council -1 Chair or 2 Co-Chairs as designated by majority vote of Commission. Commission meets on the 2<sup>nd</sup> Tuesday of each month at 12:00 p.m. No meetings in July or August unless due to an emergency.

No person may operate a vehicle on or through any city park property except on roads, driveways, parking areas and other areas designated for vehicles; however, city personnel and agents may operate service vehicles in other areas while engaged in authorized activities. No pocket bike or mini-motorbike may be operated upon any sidewalk, pedestrian walkway, playground, or other area of any property owned or maintained by the city as a park or greenspace, including any access drives and parking lots in or adjacent thereto.

(Code 1995, § 1.10.088)



- (a) No person may operate or use a vehicle in any city park facility on a trail or path not designated for that use, except city personnel engaged in park maintenance, or emergency vehicles in cases of necessity or emergency.
- (b) On any hike-and-bike trails, right-of-way will be yielded by the greater power to the lesser power (i.e., bicyclists will yield to joggers and joggers will yield to walkers).
- (c) Pedestrians using any hike-and-bike trail will not stand, walk or run more than two abreast when this action will impede traffic on the trail. Trail users must make every effort to leave ample room on the trail for others to pass safely.
- (d) Bicyclists using any hike-and-bike trail must not ride more than two abreast when this action will impede traffic on the trail. Bicyclists must operate their vehicles in a safe and prudent manner and must make every effort to ensure ample room is left on the trail for others to pass safely.

(Code 1987, ch. 8, subch. A, § 18; Code 1995, § 1.10.090)

CITY OF ROLLINGWOOD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

100-GENERAL FUND  
 PARK DEPARTMENT

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
100-5-55-5000 SALARY	38,252.00	2,341.50	2,341.50	6.12	35,910.50
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-55-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-55-5007 STIPENDS/CERTIFICATIONS	1,180.00	0.00	0.00	0.00	1,180.00
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	3,100.00	184.10	184.10	5.94	2,915.90
100-5-55-5030 WORKERS COMP INSURANCE	1,000.00	894.91	894.91	89.49	105.09
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,017.00	179.12	179.12	5.94	2,837.88
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	5,126.00	303.69	303.69	5.92	4,822.31
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	54,720.00	3,903.32	3,903.32	7.13	50,816.68
<u>SUPPLIES &amp; OPERATION EXP</u>					
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	250.00	0.00	0.00	0.00	250.00
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	18,000.00	3,166.30	3,166.30	17.59	14,833.70
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	0.00	0.00	1,000.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	250.00	0.00	0.00	0.00	250.00
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	0.00	0.00	1,500.00
100-5-55-5171 EQUIPMENT	3,500.00	0.00	0.00	0.00	3,500.00
100-5-55-5172 SAFETY EQUIPMENT	375.00	0.00	0.00	0.00	375.00
100-5-55-5190 MATERIALS	10,500.00	0.00	0.00	0.00	10,500.00
100-5-55-5191 MAINTENANCE	6,000.00	326.27	326.27	5.44	5,673.73
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	0.00	0.00	0.00	3,000.00
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	420.00	420.00	4.67	8,580.00
TOTAL SUPPLIES & OPERATION EXP	54,875.00	3,912.57	3,912.57	7.13	50,962.43
<u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	600.00	472.22	472.22	78.70	127.78
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	600.00	472.22	472.22	78.70	127.78
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	55.83	55.83	11.17	444.17
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	55.83	55.83	3.72	1,444.17

CITY OF ROLLINGWOOD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: OCTOBER 31ST, 2024

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10.

100-GENERAL FUND  
 PARK DEPARTMENT

08.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	2,500.00	0.00	0.00	0.00	2,500.00
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	0.00	0.00	2,000.00
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	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	5,785.00	0.00	0.00	0.00	5,785.00
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	2,500.00	0.00	0.00	0.00	2,500.00
100-5-55-5515 MAINTENANCE BUILDING	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	2,500.00	0.00	0.00	0.00	2,500.00
<b>TOTAL PARK DEPARTMENT</b>	<b>119,980.00</b>	<b>8,343.94</b>	<b>8,343.94</b>	<b>6.95</b>	<b>111,636.06</b>