



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, January 14, 2025

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 January 14, 2025 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=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 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 December 10, 2024 Park Commission meeting

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Park Commission
4. Discussion and possible action on an Eagle Scout Project
5. Update and discussion regarding the January 13, 2025 RCDC meeting
6. Update from Western Hills Little League and Western Hills Girls Softball
7. Discussion on next steps for the Rollingwood Park Tree Planting 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.

8. Park Commission Financials through December 2024
9. Quarterly Rollingwood Police Department Park Report

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 on January 9, 2025, 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, December 10, 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 December 10, 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 12:00 p.m.

Present Members: Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Victoria Johnson, Laurie Mills, and Diana Wallace

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, and Utility Billing Manager Veronnica Hernandez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the November 12, 2024 Park Commission meeting

Mary Elizabeth Cofer moved to approve the meeting minutes. Victoria Johnson seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion regarding intent to continue serving on the Park Commission

City Administrator Ashley Wayman shared that Mary Elizabeth Cofer, Victoria Johnson, and Chad Smith have reached the end of their term of service on the Park Commission.

The Park Commission discussed meetings, meeting attendance, and term limits.

City Administrator Ashley Wayman stated that their request for reappointment will be considered at the next City Council meeting.

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

There was no update from Western Hills Little League.

5. Discussion regarding the December 9, 2024 RCDC meeting

Chair Melissa Morrow discussed the December 9, 2024 RCDC meeting and stated that the RCDC approved to fund the proposed tree planting project for \$50,000.

The Park Commission and City Administrator Ashley Wayman discussed how much staff time is dedicated to park maintenance.

Chair Melissa Morrow continued to discuss the December 9, 2024 RCDC meeting. She stated that the RCDC is interested in learning about other Park Commission projects to potentially fund.

The Park Commission and City Administrator Ashley Wayman discussed funding as well as the status of the retaining wall. Ms. Wayman continued to say that the retaining wall will go through the RFP process.

Chair Melissa Morrow clarified that the RCDC approved the tree planting project for \$50,000 and that they will need to stay within the budget. The Park Commission discussed funding, getting additional bids, and next steps for the project.

6. Discussion and possible action on next steps for the park tree planting project

Mary Elizabeth Cofer moved to have Melissa Morrow reach out to Maas Verde to reaffirm their bid and request a formal bid from them with the understanding that we have to get 3 bids. Victoria Johnson seconded the motion. The motion carried with 6 in favor and 0 against.

7. Discussion and possible action on enforcement of bikes and scooters on the trail in the park

Mary Elizabeth Cofer explained that there have been motorized bicycles and scooters present on the trail and in the park. She expressed her concerns and discussed enforcement.

City Administrator Ashley Wayman explained efforts being made by the Police Department and the City staff to address the issues as well as advised them to report violations as they occur.

The Park Commission and City Administrator Ashley Wayman discussed possible solutions to bring awareness that motorized bicycles and scooters were not allowed on the trail or in the park.

The Park Commission moved to item 9.

8. Discussion and possible action on fundraising ideas for the park

The Park Commission and City staff discussed adding a line item to the water bill for park donations. City Administrator Ashley Wayman stated that their recommendation would need to be approved by City Council. They continued to discuss the details of their recommendation to accept donations for the park.

Chair Melissa Morrow, Mary Elizabeth Cofer, and Diana Wallace agreed to be on the fundraising subcommittee and to write a description for park donations.

Laurie Mills moved to ask City Council if the Park Commission can create Friends of Rollingwood Park to raise money for park endeavors and to add a line item to the water bill. Diana Wallace seconded the motion. The motion carried with 6 in favor and 0 against

9. Discussion and possible action on a potential Eagle Scout project

Laurie Mills shared that an Eagle Scout was interested in pursuing a project to improve the park. She stated that his project will focus on trail improvements and that she would like to set up a meeting with Don Hudson and Public Works Director Izzy Parra to set up a plan. Laurie Mills continued to say that the Eagle Scout will attend the January Park Commission meeting.

The Park Commission moved to item 8.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:52 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary

Project Description and Benefit

Page 7

Describe your project

4.

My project will renovate and reinstall border stones at eroded portions of the trail, bringing them back to their original condition. Border stones will be removed, then cleaned, trenches will be cleared of any loose sediment and leveled, and the stones will be reinstalled. The trenches will be raised and leveled using sand provided by the parks department.

Include images on an additional document.

Tell how your project will be helpful to the beneficiary. Why is it needed?

Our project will be helpful to the Rollingwood community by improving the quality of the trail, helping with the safety of the trail, protecting against erosion in the future, aiding the park drainage system, and preserving the beauty of our park.

When do you plan to begin carrying out your project?

February

When do you think your project will be completed?

February

Approximately how many people will be needed to help on your project?

6-8

Where will you recruit them (unit members, friends, neighbors, family, others)?

I will recruit volunteers from: my unit, my friends, and my family.

What do you think will be most difficult about leading them?

Organizing to maximize availability
Keeping groups of close friends focused
Explaining how to carry out tasks to younger kids, and enabling them to do said tasks

Materials

Materials are things that become part of the finished project, such as lumber, nails and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, use basic dimensions such as 2x4 or 4x4.

sand

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies and garbage bags.

What types of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

water
snacks and food
first aid kit
gloves
trash bags

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

brooms
 trench shovel
 wheelbarrow
 stone rake
 cleaning brush
 buckets
 crowbar
 tamper (a 2x4 works as well)
 stakes
 rope/string
 tape measure

Other Needs *Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc..*

What other needs do you think you might encounter?

N/A

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

permission of city council/parks department

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

100-GENERAL FUND
PARK DEPARTMENT

25.00% 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	5,000.00	0.00	0.00	0.00	5,000.00
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	2,445.00	0.00	0.00	0.00	2,445.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	9,945.00	0.00	0.00	0.00	9,945.00
<u>OTHER NON-DEPARTMENTAL</u>					
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	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	0.00	0.00	0.00	8,000.00
TOTAL PARK DEPARTMENT	126,815.00	9,202.15	25,096.90	19.79	101,718.10

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

100-GENERAL FUND
 PARK DEPARTMENT

25.00% 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	40,849.00	2,331.96	7,028.52	17.21	33,820.48
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	1,300.00	0.00	0.00	0.00	1,300.00
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	2,800.00	0.00	0.00	0.00	2,800.00
100-5-55-5020 HEALTH INSURANCE	3,200.00	179.28	549.92	17.19	2,650.08
100-5-55-5030 WORKERS COMP INSURANCE	950.00	0.00	894.91	94.20	55.09
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,224.00	178.40	537.68	16.68	2,686.32
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.00	0.00	0.00	47.00
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,585.00	302.45	911.59	16.32	4,673.41
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	57,955.00	2,992.09	9,922.62	17.12	48,032.38
<u>SUPPLIES & 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	12,000.00	1,398.50	6,294.15	52.45	5,705.85
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	286.90	1,507.91	150.79	507.91
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	182.66	182.66	91.33	17.34
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	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	0.00	0.00	300.00
100-5-55-5190 MATERIALS	10,500.00	562.42	1,150.26	10.95	9,349.74
100-5-55-5191 MAINTENANCE	6,000.00	257.38	1,297.82	21.63	4,702.18
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	145.30	352.20	11.74	2,647.80
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	533.38	533.38	53.34	466.62
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	921.48	1,341.48	14.91	7,658.52
TOTAL SUPPLIES & OPERATION EXP	48,250.00	4,288.02	12,659.86	26.24	35,590.14
<u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	500.00	0.00	472.22	94.44	27.78
100-5-55-5270 ENGINEERING SERVICES	0.00	1,290.00	1,290.00	0.00	1,290.00
TOTAL CONTRACTUAL SERVICES	500.00	1,290.00	1,762.22	352.44	1,262.22
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,215.00	76.25	185.98	15.31	1,029.02
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	950.00	555.79	566.22	59.60	383.78
TOTAL MISCELLANEOUS OTHER EXP	2,165.00	632.04	752.20	34.74	1,412.80



Quarterly Park Report **October 1, 2024-December 31, 2024**

10/14 4:00am. A Cushman golf cart was found at entrance to dog park, ACL decal on front, key in it, checked area, no sign of anyone in the area. photos taken. Checked with APD/ACL staff. An ACL employee called a supervisor and asked if it could be brought back. Gave the APD Officer a ride to the cart and he took it back to the ACL event.

10/31 5:00pm–7:00pm Community Event- Trunk or Treat.

11/1 Officer received a call regarding someone sleeping in the park on a bench. The officer contacted the subject and informed him of the city ordinance (camping). Subject was told he would receive criminal trespass if he returned to the park.

11/3 7:25am Officer spoke to Councilman McDuffy regarding tire tracks at the dog park. It appeared that someone on a motorized bike was on the field. Informed officers to check the park periodically.

12/11 Suspicious vehicle at Upper Park, gold Mercedes SUV. The officer checked the park and could not locate the subjects.

12/17 6:25pm. **Burglary of Vehicle. Rollingwood Park (upper), the vehicle was broken into while the babysitter was with the children at the park. Purse and several other items taken.**



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

403 Nixon Drive, Rollingwood, TX 78746-5512

www.rollingwoodtx.gov