



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

**Tuesday, April 23, 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 April 23, 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 [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 March 19, 2024 Joint City Council and Park Commission Park Site Visit
- 3. Discussion and possible action on the minutes from the March 19, 2024 Park Commission meeting

**REGULAR AGENDA**

- 4. Update from Western Hills Little League and Western Hills Girls Softball
- 5. Discussion and possible action regarding prioritizing projects in the Park
- 6. Discussion and possible action regarding Park budget requests for the FY 2024-2025 Budget
- 7. Discussion and possible action regarding limits on commercial field usage
- 8. Discussion and possible action regarding Park Commission meeting day and time

**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.

- 9. Park Commission Financials through March 2024
- 10. Quarterly Rollingwood Police Department Park Report - April 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) at **5:00 PM** on **April 19, 2024**.

*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 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  
JOINT CITY COUNCIL AND PARK COMMISSION PARK SITE VISIT  
MINUTES**

**Tuesday, March 19, 2024**

The City Council and Park Commission of the City of Rollingwood, Texas held a park site visit, open to the public, starting in the Municipal Building at 403 Nixon Drive and moving to Hatley Park in Rollingwood, Texas on March 19, 2024.

**CALL CITY COUNCIL AND PARK COMMISSION PARK SITE VISIT TO ORDER**

1. Roll Call

**The Park Site Visit started at 10:05 a.m.**

**Present Members of City Council:** Mayor Pro Tem Sara Hutson, Brook Brown, Kevin Glasheen, and Phil McDuffee

**Present Members of Park Commission:** Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Victoria Johnson, and Diana Wallace

**Also Present:** City Administrator Ashley Wayman and Assistant to the City Administrator Makayla Rodriguez, and Brian Rider of the Rollingwood Community Development Corporation

**PUBLIC COMMENTS**

There were no public comments.

**REGULAR AGENDA**

2. Site visit with Maas Verde Landscape Restoration at Rollingwood Park to review park drainage

Members of City Council and the Park Commission met with Ted Maas of Maas Verde Landscape Restoration to review drainage and other areas of concern at the upper and lower park.

The group reviewed drainage and discussed concerns and possible solutions with Ted Maas in the following areas:

- Water wise garden located next to City Hall
- Upper park along Gentry Drive and Nixon Drive
- Upper park trail
- Upper park near the batting cages

Council Member Kevin Glasheen discussed the retaining wall proposal at near the fieldhouse.

*Chair Melissa Morrow joined the park site visit at 10:27 a.m.*

Council Member Kevin Glasheen discussed ways to improve the parking lot along the north side of Hatley Park.

*Council Member Kevin Glasheen left the site visit at 10:35 a.m.*

City Council discussed a drainage and run-off in a ditch area north of Hatley Park near the Western Hills Athletic Club. Ted Mass discussed suggestions of improvement.

Members of City Council and the Park Commission moved to the lower park to review drainage and discuss concerns and possible solutions.

Park Commission discussed plans to improve the pavilion with City Council.

Council Member Brook Brown discussed the rock area between the upper and lower park with Ted Maas.

City Council and Park Commission discussed drainage north of the lower park near the Community Garden.

Ted Maas will bring back with recommendations to address drainage in the upper and lower park.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 11:40 a.m.**

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

\_\_\_\_\_  
**Gavin Massingill, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Desiree Adair, City Secretary**

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**Melissa Morrow, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**



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

**Tuesday, March 19, 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 March 19, 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 of Park Commission:** Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Victoria Johnson, Laurie Mills, Chad Smith, and Diana Wallace

**Also Present:** City Administrator Ashley Wayman, Assistant City Administrator 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 February 6, 2024 Park Commission meeting

**Don Hudson moved to approve the meeting minutes. Mary Elizabeth Cofer seconded the motion. The motion passed with 7 in favor and 0 against.**

### **REGULAR AGENDA**

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

Steve Franke of Western Hills Girls Softball discussed that softball season is underway and that the little league is pursuing drainage improvements on Field 2 near the pitching mound and

second base. He also discussed that Western Hills day will be on April 20<sup>th</sup>. He continued to say that they currently have Kona Ice coming and are looking to add another vendor to have at the event.

Chair Melissa Morrow explained that the Park Commission met with a landscaper from Maas Verde Landscape Restoration to address drainage in the park. Steve Franke and the Park Commission discussed improvements on Field 2.

4. Discussion and possible action regarding prioritizing projects in the park

Chair Melissa Morrow presented a document containing each member’s priorities in the park. She discussed that she consolidated each member’s items to a list and would like to review to get a consensus on top priorities. The Park Commission also discussed the park site visit with City Council and Maas Verde Landscape Restoration

The Park Commission discussed the following items:

- Erosion at the field house and pavilion
- Parking at the upper fields
- Trees in the upper park
- Improvements to grass on the fields
- Improvements to the fieldhouse
- Improvements to the walking trail
- Addition of plants to the park
- Improvements to the area north of the pool
- Improvements to bleachers and shade
- Drainage at the fields
- Addition of a basketball court
- Artificial turf on field 1
- Playground mulch

Chad Smith discussed repairs to the exercise equipment. Mary Elizabeth Cofer stated that repairs can be addressed with Public Works Director Izzy Parra.

The Park Commission discussed the park walk-through. Assistant to the City Administrator Makayla Rodriguez stated that the next park walk-through will be on April 16<sup>th</sup>. Chair Melissa Morrow requested to include Public Works Director Izzy Parra. City Administrator Ashley Wayman said she will check his availability.

Chair Melissa Morrow asked the Park Commission members to rate their top five items they would like to prioritize from 1, indicating high priority, to 5, indicating a lower priority on a whiteboard. She explained that they will tally the totals per item to see what should be addressed in the park.

Chair Melissa Morrow gathered all the ratings from the whiteboard and discussed the findings with the Park Commission. The Park Commission came to a consensus to focus on erosion at



the field house and pavilion, improve the safety and usability of parking around the upper fields, repair and improve the walking trail, and addition of trees to the upper park.

Chair Melissa Morrow would like to create subcommittees for the top three priorities at the next meeting.

The Park Commission discussed availability for the April meeting. They agreed to have the next meeting on April 23<sup>rd</sup> at 12:00 p.m.

The Park Commission discussed next steps.

- 5. Discussion regarding park budget requests for the FY 2024-2025 Budget

*The Park Commission did not discuss this item.*

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:59 p.m.**

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

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

**ATTEST:**

\_\_\_\_\_  
**Desiree Adair, City Secretary**

**RATE SUMMARY FROM PARK COMMISSION MEETING ON 2-6-2023**

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**Non-Field Park Rate:** \$10/Hr

**Location:** All areas not on a field (ex: grass in front of pavilion, fieldhouse patio)

**Number of Attendees:** Up to 20 participants (max)

*Non-field rate was moved by Melissa Morrow and seconded by Niccole Maurici. The motion passed 6-1 (Don Hudson)*

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**Field 1 and 2 Rate:** \$25/Hr

**Number of Attendees:** Up to 50 participants (max) but staff can approve up to “secret” 60 participants - additional participants need City Council approval

*Field Rate for 1 and 2 was moved by Laurie Mills and seconded by Niccole Maurici. The motion passed 7-0.*

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**Field 3, 4, and 5 Rate:** \$50/Hr

**Number of Attendees:** Up to 50 participants (max) but staff can approve up to “secret” 60 participants - additional participants need City Council approval

*Field rate for 3, 4, and 5 was moved by Laurie Mills and seconded by Niccole Maurici. The motion passed 7-0.*

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**Field rates and participant maximums were made in one motion.**

100-GENERAL FUND

PARK DEPARTMENT

50.00% 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	38,252.00	2,891.38	16,375.70	42.81	21,876.30
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	216.84	1,170.13	39.00	1,829.87
100-5-55-5020 HEALTH INSURANCE	3,100.00	265.44	1,294.69	41.76	1,805.31
100-5-55-5030 WORKERS COMP INSURANCE	1,000.00	0.00	970.95	97.10	29.05
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,017.00	221.19	1,252.73	41.52	1,764.27
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	0.99	6.93	15.40	38.07
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,126.00	375.01	1,945.67	37.96	3,180.33
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
<b>TOTAL PERSONNEL</b>	<b>54,720.00</b>	<b>3,970.85</b>	<b>23,016.80</b>	<b>42.06</b>	<b>31,703.20</b>
<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	12,000.00	110.99	584.63	4.87	11,415.37
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	1.20	30.19	12.08	219.81
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	16.22	3.24	483.78
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	359.13	359.13	23.94	1,140.87
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	257.12	68.57	117.88
100-5-55-5190 MATERIALS	10,500.00	818.91	5,338.79	50.85	5,161.21
100-5-55-5191 MAINTENANCE	6,000.00	0.00	5,085.92	84.77	914.08
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	125.62	831.55	27.72	2,168.45
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	247.99	904.26	90.43	95.74
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	601.00	2,746.17	30.51	6,253.83
<b>TOTAL SUPPLIES &amp; OPERATION EXP</b>	<b>48,875.00</b>	<b>2,264.84</b>	<b>16,153.98</b>	<b>33.05</b>	<b>32,721.02</b>
<u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	600.00	0.00	427.22	71.20	172.78
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>600.00</b>	<b>0.00</b>	<b>427.22</b>	<b>71.20</b>	<b>172.78</b>
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	2.75	16.50	3.30	483.50
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	234.09	932.37	93.24	67.63
<b>TOTAL MISCELLANEOUS OTHER EXP</b>	<b>1,500.00</b>	<b>236.84</b>	<b>948.87</b>	<b>63.26</b>	<b>551.13</b>

100-GENERAL FUND

PARK DEPARTMENT

50.00% 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	1,000.00	0.00	2,350.39	235.04 (	1,350.39)
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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL OUTLAY	4,285.00	0.00	2,350.39	54.85	1,934.61
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,500.00	0.00	0.00	0.00	8,500.00
100-5-55-5515 MAINTENANCE BUILDING	<u>0.00</u>	<u>0.00</u>	<u>195.67</u>	<u>0.00</u> (	<u>195.67)</u>
TOTAL OTHER NON-DEPARTMENTAL	8,500.00	0.00	195.67	2.30	8,304.33
<b>TOTAL PARK DEPARTMENT</b>	<b>118,480.00</b>	<b>6,472.53</b>	<b>43,092.93</b>	<b>36.37</b>	<b>75,387.07</b>



## Quarterly Park Report January 1- March 31, 2024

01/13/24- Vehicle located in the park with 2 subjects inside. Individuals were advised of the park hours. There were no signs of criminal activity and individuals left without incident.

2/1/24- Individual was located behind pool area with a campfire. Fire was extinguished. Subject was advised of the park use ordinance and left without incident.

02/2/24- Check on vehicle which was unoccupied. Vehicle was not stolen and owner of vehicle was not located after search of the area.

02/11/24- Checked on vehicle which was unoccupied. Vehicle was not stolen and owner of vehicle was not located after search of the area.

02/23/24- Individuals located at the dog park after hours. Individuals were advised of the park hours and left without incident.

02/25/24- Individuals located at the dog park after hours. Individuals were advised of the park hours and left without incident.

02/29/24- Report of subject being uncooperative when asked to leave Field 1 with dog. Individual had left park prior to officer's arrival.

03/17/24- Report of loose dog around the dog park. Dog was gone prior to officer's arrival. Resident later reported dog missing. Dog was located the next morning.

03/23/24- Found property. Resident reported located a firearm magazine in the lower park. Officer located the property and placed into evidence for safekeeping.

03/26/24- Report of a possible firearm located in the lower park near the play scape. It was determined to be a toy gun.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

403 Nixon Drive, Rollingwood, TX 78746-5512

[www.rollingwoodtx.gov](http://www.rollingwoodtx.gov)