



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Monday, November 07, 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 November 07, 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. 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 October 3, 2022 Park Commission meeting

REGULAR AGENDA

3. Update of City Council action on turf, pavilion rentals, and adult fitness fee schedule
4. Update from the Park Amenities Subcommittee
5. Discussion and possible action on the Park Commission meeting day
- [6.](#) Discussion and review of past Park walkthroughs and procedures
- [7.](#) Discussion and possible action regarding Park Expansion to the North of the Swim Facility
- [8.](#) Discussion of intent to continue to serve on the Park Commission
9. Discussion regarding communication of incoming and outgoing members

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

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 **at 11:30 a.m. on November 4, 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, October 03, 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 October 3, 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 11:32 a.m.

Present Members: Chair Chad Smith, Victoria Johnson, Mary Elizabeth Cofer, Don Hudson, Niccole Maurici, Laurie Mills, and Melissa Morrow.

Also Present: Council Member Alec Robinson, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

PUBLIC COMMENTS

No individuals spoke during 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 09-19-2022 Park Commission meeting

Laurie Mills moved to approve the minutes from the last meeting. Chad Smith seconded the motion. The motion passed with 7 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke, with Western Hills Girls Softball, discussed that the season is ongoing, and the screens have been fixed. He reported 2 maintenance issues.

The Park Commission discussed the procedure for reporting maintenance issues to the City. They would like Public Works Superintendent Izzy Parra to provide a list of maintenance issues including status and level of urgency.

Mary Elizabeth Cofer reported a broken sprinkler head.

The Park Commission discussed the park walk throughs and attaching a status and level of urgency to each item. The Park Commission would like to have this as an agenda item for the next meeting and coordinate with Izzy Parra.

4. Discussion and possible action concerning park rental rates for adult fitness activities

Melissa Morrow discussed the City of Austin's fee structure for adult fitness activities. She discussed the purpose of the change in fees as transparency, fairness, and being competitive with the surrounding area. She discussed the proposed fee structure for small scale adult exercise classes submitted in the packet.

The Park Commission discussed what information the new fee structure was based upon when decided including residency requirements.

Mary Elizabeth Cofer stated that getting adults into the park should be the goal.

The Park Commission discussed rates in the Park based on space and usage.

Melissa Morrow moved to introduce another fee structure for small scale adult classes using the recommendation as listed in the packet, the 1-7 people for 1-5 hours for \$1,000 annual fee, 1-7 people 6-10 hours \$1,200 annually, 8-20 people 1-5 hours \$1,320 annually and 8-20 people 6-10 hours \$1,800 annually with the registration fee of \$100 and fees to be paid quarterly. Mary Elizabeth Cofer seconded the motion.

Chair Chad Smith clarified that this only applies to small scale adult fitness classes.

The motion carried with 5 in favor, 1 against - Niccole Maurici, and 1 abstention - Laurie Mills.

5. Discussion and possible action to allow pavilion rental during the weekday when school is not in session

Niccole Maurici and the Park Commission discussed allowing a non-weekend rental of the pavilion on non-school days. This is currently not allowed. The hours available to rent would be the same and there would be a limit of four events per week.

Laurie Mills moved to open up pavilion rentals to other days of the week. Mary Elizabeth Cofer seconded the motion.

The Park Commission discussed parking and crowding with events. No more than four rentals per week will be allowed and the time slots will remain the same.

The motion carried with 7 in favor and 0 against.

6. Discussion regarding holding Park Commission meetings in the summer months

Mary Elizabeth Cofer brought up the idea of not having meetings in the summer months.

The Park Commission discussed the number of agenda items in summer months and which months to not hold Park Commission meetings.

Mary Elizabeth Cofer moved to adapt the schedule for Park Commission meetings to not have a July meeting and change the date of the August meeting to coincide with the Eanes School schedule unless there is an emergency. Laurie Mills seconded the motion.

Don Hudson proposed not having the August meeting because it conflicts with back to school time.

Mary Elizabeth Cofer withdrew her motion.

Mary Elizabeth Cofer moved to have the June meeting, no meeting in July or August and hold the September meeting except if there is an emergency. Laurie Mills seconded.

The motion carried with 7 in favor and 0 against.

7. Discussion and possible action on the regular Park Commission meeting day

Laurie Mills proposed moving the meeting to another weekday because Mondays are difficult for her to meet. The Park Commission discussed other possible meeting dates and times.

Mary Elizabeth Cofer discussed leaving the meeting date and time as it is and review it again at the next meeting.

This item was tabled until the next meeting.

8. Discussion and possible action to request City Council to revisit the procedure and process to replace Board and Commission members

Niccole Maurici discussed the process for applying for Boards and Commissions. She proposed a new procedure for this process.

The Park Commission discussed the process, the informing of commissions and residents of an opening, the needs of the commissions, and onboarding of new commission members.

Melissa Morrow discussed the City Council process in the past for appointing board and commission members.

The Commission further discussed ways to improve the appointment process.

Council Member Alec Robinson discussed bringing this topic to the City Council and addressing this item with the newly elected council in November.

Niccole Maurici moved to request the City Council revisit the procedure and the process to replace Board and Commission members when it works with their agenda. Melissa Morrow seconded the motion.

The motion carried with 7 in favor and 0 against.

Victoria Johnson left the meeting at this time.

9. Update from Park Amenities Subcommittee

This item was tabled to the next meeting.

10. Discussion and possible action to recommend RCDC Park Event Amenities and Promotion project

The Park Commission discussed whether there was action at the last meeting and where this item would need to go after recommendation from the Park Commission.

City Secretary Desiree Adair read the motion from the last meeting regarding the Park Amenities and Promotion project.

Mary Elizabeth Cofer stated she would work with Victoria Johnson and Brian Rider.

This item was tabled to the next meeting.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:40 p.m.

Minutes Adopted on the _____ day of _____, 2022.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary

Ashley Wayman

From: Ismael Parra
Sent: Tuesday, September 20, 2022 2:13 PM
To: Ashley Wayman
Subject: RE: Walkthrough pics
Attachments: pics.jpg; pics.3.jpg; pics.2.jpg

Ashley,

Attached are pics of repaired items of last quarterly walk through.

Thanks

Ismael “IZZY” Parra
Public Works Superintendent
City of Rollingwood
Office: (512) 327-1838 Ext. 104
Cell: (737)-308-7216
www.rollingwoodtx.gov



From: Ashley Wayman <awayman@rollingwoodtx.gov>
Sent: Monday, July 25, 2022 12:32 PM
To: Ismael Parra <iparra@rollingwoodtx.gov>
Subject: FW: Walkthrough pics

Hi Izzy,

Let me know how you want to handle the park walk through feedback from now on without Vicky here- the walk throughs are quarterly and we usually ask them to keep the responses down to 3-5 things that we can work on for that quarter.

Best,
Ashley

Ashley Wayman
City Administrator
City of Rollingwood
(512) 327-1838
www.rollingwoodtx.gov



From: Mary Elizabeth Cofer <maryelizcofer@gmail.com>
Sent: Friday, July 22, 2022 11:23 AM
To: Ashley Wayman <awayman@rollingwoodtx.gov>
Subject: Fwd: Walkthrough pics

Jennifer and I did the quarterly park 'walk through' and the pictures here highlight a few key areas of concern.

Photo #1 - broken light at NE corner of city hall

photo #2- 4 - exposed rusting metal on playground equipment stairs

There are also numerous ligustrums that are on the lower level of the park, up against the stone wall, that need to be removed. (They are across from the community garden) They are crowding preferred trees, including a chinkapin oak.

At the upper park, the stone pavers lining the trail, near the playscape, were removed by AT&T a few years ago and need to be replaced, embedded in the ground.

Thank you!

Mary Elizabeth

----- Forwarded message -----

From: Jennifer Meyer <collies@meyerzone.net>
Date: Tue, Jul 19, 2022 at 11:00 AM
Subject: Walkthrough pics
To: <maryelizcofer@gmail.com>

Here they are

Sent from my iPhone

--

Mary Elizabeth Cofer







Additional items to address:

There are also numerous ligustrums that are on the lower level of the park, up against the stone wall, that need to be removed. (They are across from the community garden) They are crowding preferred trees, including a chinkapin oak.

At the upper park, the stone pavers lining the trail, near the playscape, were removed by AT&T a few years ago and need to be replaced, embedded in the ground.

Staff Repairs







ROLLINGWOOD TEXAS

Monthly Park Walk-Through Form

Member 1: Laurie MillsDate: 10.17.22

Member 2: _____

List up to three (3) priority items to address:

1. Lower playground desperately needs mulch
- Black rubber is visible throughout
- Safety concerns esp. for the younger section
2. Repair metal end on baseball field seating (Field 2)
3. Repair picnic tables (lower playground-pavilion)
& remove mud on lower park sidewalk

*see pic for replacement of matting outside batting cages



Once completed, please email this form to Ashley Wayman: awayman@rollingwoodtx.gov

*all the usual → erosion along pavilion path
 → weeds along walking path
 → trim trees interfering w/ path

October 2022 Park Walk Through – Pictures





























Staff Updates Re: October Park Walk Through

1. Caps on end of bleachers – Responsibility of WHLL/WHGS. They have been notified.
2. Turf around the batting cage - Responsibility of WHLL/WHGS. They have been notified.
3. Chipped paint on picnic tables – On the maintenance list
4. Exposed irrigation in back of park near community garden - On the maintenance list
5. Weeds on walking trail – On the maintenance list
6. Exposed tarp and low mulch at lower park playground – ordering playground mulch, pads for under slides/heavy traffic areas, budgeting for full reinstallation in next fiscal year (have quotes for both additional mulch and full reinstallation)
7. Muddy spot on trail in the back of lower park – Investigating possible solutions
8. Dry/shady and sometimes muddy area near gaga ball pit in the lower park – Investigating possible solutions
9. Trimming of trees interfering with walking path – In Progress
10. Erosion along pavilion and path - Cleaned







Park Commission

<u>Member Name</u>	<u>Position # - Office</u>	<u>First Appointed</u>	<u>Current Term Ends</u>
Nicole Maurici	1 – Member	July 2019	December 2023
Melissa Morrow	2 – Member	August 2021	December 2023
Don Hudson	3 – Member	June 2020	December 2023
Laurie Mills	4 – Member	July 2019	December 2023
Mary Elizabeth Cofer	5 – Member	September 2019	December 2022
Victoria Johnson	6 – Member	August 2022	December 2022
Chad Smith	7 – Member/Chair	March 2021	December 2022

Council Liaison: Alec Robinson

7 Members appointed by City Council -1 Chair or 2 Co-Chairs as designated by majority vote of Commission.

Commission meets on the 1st Monday of each month at 11:30 am.

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2022

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10.

100-GENERAL FUND

PARK DEPARTMENT

100.00% OF FISCAL YEAR

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>PERSONNEL</u>					
100-5-55-5000 SALARY	39,983.00	2,514.71	26,335.91	65.87	13,647.09
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	0.00	859.24	859.24	0.00 (859.24)
100-5-55-5020 HEALTH INSURANCE	3,331.00	119.64	2,172.15	65.21	1,158.85
100-5-55-5030 WORKERS COMP INSURANCE	500.00	0.00	814.51	162.90 (314.51)
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,059.00	192.38	2,055.55	67.20	1,003.45
100-5-55-5040 UNEMPLOYMENT COMP INSUR	122.00	0.73	162.01	132.80 (40.01)
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	4,798.00	300.76	2,982.70	62.17	1,815.30
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	51,793.00	3,987.46	35,382.07	68.31	16,410.93
 <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	500.00	0.00	149.47	29.89	350.53
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	50.00	0.00 (50.00)
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	10,000.00	70.26	946.33	9.46	9,053.67
100-5-55-5140 TELEPHONE	0.00	8.20	8.20	0.00 (8.20)
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	250.00	1.75 (708.06)	283.22-	958.06
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	2,000.00	406.96	3,954.38	197.72 (1,954.38)
100-5-55-5171 EQUIPMENT	2,500.00	0.00	1,638.54	65.54	861.46
100-5-55-5190 MATERIALS	4,000.00	722.75	6,709.14	167.73 (2,709.14)
100-5-55-5191 MAINTENANCE	7,000.00	104.82	13,676.24	195.37 (6,676.24)
100-5-55-5195 VEHICLE OPERATIONS	1,000.00	0.00	20.00	2.00	980.00
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	800.00	80.00	200.00
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	13,000.00	380.00	4,940.00	38.00	8,060.00
TOTAL SUPPLIES & OPERATION EXP	41,250.00	1,694.74	32,184.24	78.02	9,065.76
 <u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	1,500.00	0.00	0.00	0.00	1,500.00
TOTAL CONTRACTUAL SERVICES	1,500.00	0.00	0.00	0.00	1,500.00
 <u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	0.96	8.33	1.67	491.67
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS OTHER EXP	500.00	0.96	8.33	1.67	491.67
 <u>CAPITAL OUTLAY</u>					
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	8,585.00	23,870.00	477.40 (18,870.00)
100-5-55-5456 PLANTS FOR WALKING TRAIL	0.00	0.00	324.75	0.00 (324.75)
100-5-55-5494 Veh Fin Note - Debt Service	0.00	0.00	0.00	0.00	0.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	785.00	0.00	0.00	0.00	785.00
TOTAL CAPITAL OUTLAY	5,785.00	8,585.00	24,194.75	418.23 (18,409.75)

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2022

100-GENERAL FUND

PARK DEPARTMENT

100.00% 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	6,500.00	0.00	6,093.11	93.74	406.89
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	6,500.00	0.00	6,093.11	93.74	406.89
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TOTAL PARK DEPARTMENT	107,328.00	14,268.16	97,862.50	91.18	9,465.50