



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Monday, September 19, 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 September 19, 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=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 awayman@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 7-18-2022 Park Commission meeting.

REGULAR AGENDA

3. Update from Western Hills Little League and Western Hills Girls Softball
4. Discussion and possible action regarding a proposed project of the Rollingwood Community Development Corporation for Rollingwood Park Amenities and Promotion
5. Discussion and possible action regarding the installation of artificial turf infield on Field 1 by Western Hills Little League
6. Discussion and possible action concerning park rental rates for adult fitness activities
7. Discussion regarding holding Park Commission meetings in the summer months
8. Discussion and possible action to allow pavilion rental during the weekday when school is not in session
9. Discussion and possible action to request City Council to revisit the procedure and process to replace Board and Commission 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 August 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 5:00 p.m. on **Thursday, September 15, 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, July 18, 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 July 18, 2022 at 11:30 a.m. 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 11:30 a.m.

Present Members: Chair Chad Smith, Jennifer Meyer, Mary Elizabeth Cofer and Don Hudson.

Niccole Maurici was present virtually.

Also Present: City Administrator Ashley Wayman, Council Member Alec Robinson, and Assistant to the City Administrator Makayla Rodriguez.

PUBLIC COMMENTS

The following individuals spoke during public comment:

- Jennifer Meyer, 4831 Rollingwood Drive, complimented the Parks crew for their work on the flower beds along Rollingwood Drive.

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 June 6, 2022 Park Commission meeting

Mary Elizabeth Cofer moved to approve the consent agenda. Jennifer Meyer seconded the motion. The motion passed 5-0.

Chad Smith called up item 4 at this time.

PUBLIC HEARING

3. Public hearing, discussion and possible action on a request from Western Hills Little League to install artificial turf on Hatley Field 1

Chair Chad Smith discussed the request from the Little League to install artificial turf on Hatley 1, including the specifications of the turf and the research that he had completed regarding turf maintenance.

Mary Elizabeth Cofer stated that she was not comfortable voting on this today because it is a meeting in the summer and not all members are present.

Chad Smith further discussed the specifications of the turf, the warranty and the maintenance required.

The Park Commission discussed the maintenance requirements of the turf, drainage, warranty, the useful life, and the pros and cons of turf fields.

REGULAR AGENDA

4. Discussion and possible action regarding Park Expansion to the North of the Swim Facility

Don Hudson discussed a quote he received for a stone stairway, clearing some of the trees, and spreading the mulch.

Mary Elizabeth Cofer stated that she would like to meet with the Chair and Don Hudson to look at the area and the proposed project.

Laurie Mills joined the meeting virtually during this item.

Laurie Mills discussed that she is not in favor of adding anything to the park that would require additional maintenance.

The Park Commission further discussed next steps on this item.

Chair Chad Smith returned to item 3 at this 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.

5. Park financials through June 2022

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:19 p.m.

Minutes Adopted on the _____ day of _____ 2022.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 19, 2022

Submitted By:

City Council

Agenda Item:

Discussion and possible action regarding a proposed project of the Rollingwood Community Development Corporation for Rollingwood Park Amenities and Promotion

Description:

At the August 11 Rollingwood Community Development Corporation meeting, the Board passed a resolution approving a project of the RCDC for Rollingwood Park Amenities and Promotion. The attached project sheet details the project. This project went to the City Council for approval on August 17, 2022

At the August City Council meeting the City Council discussed having this item reviewed by the Park Commission and then ultimately sent back to the RCDC for clarification of frequency and types of events and necessary approval of planned events.

Action Requested:

To review and discuss this proposed RCDC project.

Fiscal Impacts:

RCDC has requested to fund this item at \$11,000 per the project sheet attached.

Attachments:

- Project Sheet – Park Amenities and Promotion

RCDC Request Form - FY 2022-2023**Request #****4****Date:** 7/5/2022**Requestor:** RCDC

Allocating Additional Funds To:	
Fund Name & No.	500 - RCDC
Department Name & No.	95 - Additional New Projects
Line Item No. & Description or NEW Line Item Description	5392 - Park Event Amenities & Promotion

Item Description:

During the Master Planning effort, citizens have suggested and the RCDC supports efforts to bring services to sports events and additional events in the nature of farmers' markets or artists' markets to the Park on occasion. Such events could be a coffee tent or truck (not a trailer) at sports games on Saturday mornings, or could be events like a small farmers' market

Description of Benefit from Purchase (Improved Service, Lower Cost, etc.)

The RCDC suggests that its project would allow expenditure of funds up to \$5,000.00 for the rental of tents or other kinds of event specific equipment for such events as well as up to \$5,000.00 to subsidize events which might require that for the exhibitors or food and drink vendors to try out the concept to determine if such events could become self-supporting. The RCDC requests authority also to expend up to \$1,000.00 for advertising and promotion of these kinds of events in the Park. The project would authorize the RCDC, with consent of the Mayor, to sign one-day or weekend contracts for the events.

Number of Items or Units: _____**Cost Per Item or Unit:** _____**Additional Cost Per Item (Including ongoing maintenance):** _____**Total Cost:** \$ **11,000.00****When Balance Offset Is Needed**

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Offset Savings From Fund/Dept./Line Item No.: _____

saved amount: _____

Total Amount Saved: \$ -

Please attach any quotes or backup to support this Exceptional Item Request.

Desiree Adair

From: Ashley Wayman
Sent: Thursday, September 15, 2022 2:24 PM
To: Desiree Adair
Subject: FW: Please Add Some Info to Melissa Morrow's Agenda Item for Park Commission Meeting

From: Don Hudson <donmudson@gmail.com>
Sent: Thursday, September 15, 2022 11:01 AM
To: Ashley Wayman <awayman@rollingwoodtx.gov>; Melissa Morrow <melissagreenwoodmorrow@gmail.com>; Alec Robinson <arobinson@rollingwoodtx.gov>
Subject: Please Add Some Info to Melissa Morrow's Agenda Item for Park Commission Meeting

Hi Ashley,

Melissa has added an agenda item to Monday's meeting, and I would like to add some detail to her item that she, Alec and I worked up at a meeting this morning.

Pertaining to revising the fee structure for small scale adult exercise classes. Here is what we are proposing:

Below is a schedule that captures meetings per week and attendees per meeting.

1 - 7 attendees	1 - 5 hours per week	\$ 1000.00
1 - 7 attendees	6 - 10 hours per week	\$ 1200.00
8 - 20 attendees	1 - 5 hours per week	\$ 1320.00
8 - 20 attendees	6 - 10 hours per week	\$1800.00

Fees payable quarterly at end of quarter.

Registration fee \$ 100.00. Can be applied to usage fees if registrant signs up for use of the park.

Thanks much.

Don
 512-945-0501

AGENDA ITEM SUMMARY SHEET**City of Rollingwood****Meeting Date: _September 19, 2022_____****Submitted By:**

Niccole Maurici

Agenda Items:

Discussion and possible action to allow pavilion rental during the weekday when school is not in session, not to exceed more than four events per week. There have been several weekday requests that did not go through the rental process because according to the process, the pavilion is only allowed to be rented on Saturday and Sundays. By not allowing these rentals, the city lost the ability to enforce the pavilion rules and lost revenues.

Description:

The current pavilion rental process specifies:

There is a limit of four events per week offered during the following times:

- Saturdays 10 a.m. to 1 p.m. or 2 p.m. to 5 p.m.
- Sundays 10 a.m. to 1 p.m. or 2 p.m. to 5 p.m.

Action Requested:

Determine 1.) should action be taken, 2.) table this item to come back next meeting, or 3.) make a motion to table indefinitely.

Fiscal Impacts:

Improvement to the budget

Attachments:

AGENDA ITEM SUMMARY SHEET**City of Rollingwood****Meeting Date: September 19, 2022****Submitted By:**

Niccole Maurici

Agenda Items:

Discussion and possible action to request City Council to revisit the procedure and process to replace Board and Commission members when one member resigns from their voluntary position. This agenda item is specific to the resignation and replacement of three Park Commission members from August 4, 2021-July 18, 2022. Prior to replacing the commission member, some considerations are: 1.) Inform Park Commission of any resignation(s), 2.) City of Rollingwood should inform all Rollingwood residents about the vacant spot and request applications, 3.) After posting the vacancy, City of Rollingwood should allow 30-days for candidates to submit an application, 4.) City Council should include the commission member replacement in their agenda no sooner than 60-days post resignation.

Description:

September 30, 2020 – [Colin Harvey](#) submits application for Park Commission.

August 4, 2021 – [David Raymond](#) submitted his resignation letter to City Council.

August 3, 2021 – [Jennifer Meyer](#) submits application for Park Commission.

August 24, 2021 – [Melissa Morrow](#) submits application for Park Commission.

August 25, 2021 – [City Council](#) appointed Melissa Morrow to Park Commission (Item 29).

September 7, 2021 – Melissa Morrow appointed and attends Park Commission meeting.

October 11, 2021 – [Summary of Board and Commission Applications](#)

November 13, 2021 – [Phil McDuffee](#) resignation from Park Commission.

November 17, 2021 – [Summary of Board and Commission Applications](#)

December 15, 2021 – [Jennifer Meyer](#) appointed to Park Commission (Item 22).

July 18, 2022 – [Jennifer Meyer](#) resignation from Park Commission.

August 12, 2022 – [Summary of Board and Commission Applications](#)

August 17, 2022 – [Victoria Johnson](#) appointed to Park Commission.

Action Requested:

Determine 1.) should action be taken, 2.) table this item to come back next meeting, or 3.) make a motion to table indefinitely.

Fiscal Impacts:**Attachments:**

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 2022

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100-GENERAL FUND

PARK DEPARTMENT

91.67% 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	1,669.48	23,821.20	59.58	16,161.80
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	0.00	0.00	0.00	0.00
100-5-55-5020 HEALTH INSURANCE	3,331.00	119.64	2,052.51	61.62	1,278.49
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	127.71	1,863.17	60.91	1,195.83
100-5-55-5040 UNEMPLOYMENT COMP INSUR	122.00	1.07	161.28	132.20 (39.28)
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	4,798.00	199.67	2,681.94	55.90	2,116.06
100-5-55-5060 STORM RELATED PAYROLL	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PERSONNEL	51,793.00	2,117.57	31,394.61	60.62	20,398.39
 <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	147.17	876.07	8.76	9,123.93
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	3.00 (709.81)	283.92-	959.81
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	2,000.00	1,167.92	3,547.42	177.37 (1,547.42)
100-5-55-5171 EQUIPMENT	2,500.00	214.01	1,638.54	65.54	861.46
100-5-55-5190 MATERIALS	4,000.00	1,221.62	5,986.39	149.66 (1,986.39)
100-5-55-5191 MAINTENANCE	7,000.00	614.73	13,571.42	193.88 (6,571.42)
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	<u>13,000.00</u>	<u>380.00</u>	<u>4,560.00</u>	<u>35.08</u>	<u>8,440.00</u>
TOTAL SUPPLIES & OPERATION EXP	41,250.00	3,748.45	30,489.50	73.91	10,760.50
 <u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>
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	7.37	1.47	492.63
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MISCELLANEOUS OTHER EXP	500.00	0.96	7.37	1.47	492.63
 <u>CAPITAL OUTLAY</u>					
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	8,585.00	15,285.00	305.70 (10,285.00)
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	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	5,785.00	8,585.00	15,609.75	269.83 (9,824.75)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: AUGUST 31ST, 2022

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100-GENERAL FUND

PARK DEPARTMENT

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<hr/>					
<u>OTHER NON-DEPARTMENTAL</u>					
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	14,451.98	83,594.34	77.89	23,733.66