



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Monday, October 02, 2023

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 October 02, 2023 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 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 September 6, 2023 Park Commission meeting

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.

- 3. Park Commission Financials through August 2023
- 4. Rollingwood Police Department Park report

REGULAR AGENDA

- 5. Update from Western Hills Little League and Western Hills Girls Softball
- 6. Discussion and possible action on a request for a plaque in the Park
- 7. Discussion and possible action on an Eagle Scout project
- 8. Discussion and possible action regarding the use of the lower park for a community building event/movie night open to Eanes Elementary families and the wider Rollingwood community on December 2, 2023
- 9. Update regarding RCDC project selection and fund allocation
- 10. Discussion and possible action on adopting rules for the Park Commission
- 11. Discussion and possible action regarding the purpose and process of the Park Commission going forward
- 12. Discussion and possible action on meeting times for the Park Commission

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 AM** on **September 29, 2023**.

Desiree Adair

Desiree Adair, City Secretary

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**

Wednesday, September 06, 2023

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 September 6, 2023. 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, Mary Elizabeth Cofer, Victoria Johnson, Don Hudson, Melissa Morrow, and Laurie Mills

Also Present: Council Member Kevin Glasheen, City Administrator Ashley Wayman, City Secretary 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 August 15, 2023 Park Commission meeting

Melissa Morrow moved to approve the minutes from the August 15th Park Commission Meeting. Laurie Mills Seconded the motion. The motion passed with 6 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke of Western Hills stated that softball has completed registration for the fall season and the first game will begin on September 23rd. Mr. Franke mentioned that practice will take place on Monday evenings on fields 3, 4, 5 and Thursday evenings on field 2.

The Park Commission asked questions regarding the fall season.

Steve Franke plans to work on field maintenance and will coordinate with the city and Council Member Kevin Glasheen for access to the irrigation system.

Melissa Morrow requested to add a quarterly police report to the agenda that involves activity in the park.

- 4. Discussion and possible action to hire a landscape architect to formulate a plan to address erosion and drainage issues in the Park and stabilize trail to prevent erosion

This item was tabled by Chair Chad Smith.

- 5. Discussion and possible action on a plan to address erosion and drainage between the upper and lower park areas

Mary Elizabeth Cofer discussed erosion and drainage concerns and would like to formulate a plan to have a professional inspect the park and advise on improvements. Mary Elizabeth Cofer also discussed areas with erosion issues and potential landscape architect firms.

City Administrator Ashley Wayman provided feedback to the Park Commission on steps that would need to take place in order move forward with a landscape architect.

- 6. Discussion and possible action on a Capital Improvement solution to address erosion due to drainage by field house in the park

Council Member Kevin Glasheen agreed with Mary Elizabeth Cofer that there are many areas of concern at the park that have not been addressed. He suggested that the best approach for park improvements would be to bring focus to one at a time rather than doing them all at once. Mr. Glasheen explained his plan to improve the erosion near the field house that includes a french drain and a retaining wall. The project will be on the next RCDC agenda.

The Park Commission asked questions of Council Member Kevin Glasheen regarding the project.

Melissa Morrow questioned the process of how projects are created and prioritized as well as their purpose as a commission.

Mary Elizabeth Cofer moved to seek council approval to interview and recommend a landscape architect firm for an initial assessment of drainage and the trail condition. The motion failed for lack of a second.

The Park Commission discussed funding for projects and additional areas of concern.

Mary Elizabeth Cofer restated her motion to seek council approval to interview and recommend a landscape architect firm for an initial assessment of drainage and the trail condition. Melissa Morrow seconded the motion.

Melissa Morrow would like to have a process for addressing and completing projects. She proposed a procedure to address problem areas in the park. The Park Commission would hire a landscape architect to access the park and provide an estimate for improvements, then the Park Commission would seek funding from the RCDC.

Council Member Kevin Glasheen clarified that the Park Commission is an advisory board. He also explained that he has mentioned a landscape architect to both RCDC and City Council. Mr. Glasheen stated that they both had little interest, therefore he believes that hiring a landscape architect would not be useful at this time. Council Member Kevin Glasheen would like to move forward with the improvements with support from Park Commission.

Chair Chad Smith spoke in support for the project.

The Park Commission discussed the park’s drainage, funding, processes, the Park Master plan, and disbanding the Park Commission due to lack of decision making.

Melissa Morrow left the meeting at 12:21 p.m.

Mary Elizabeth Cofer left the meeting at 12:22 p.m.

The Park Commission continued discussion about the project and the Park Master plan. The Park Commission would like to move forward with the project, then do a full drainage study of the park for future projects.

The motion failed with 0 in favor and 4 against.

Chair Chad Smith moved to approve the drainage plan with the French drain and recommend moving forward with the plan using funding from the RCDC. Laurie Mills seconded the motion.

Don Hudson believes the project is a good idea. The Park Commission agreed that addressing drainage and erosion is a step in the right direction.

The motion passed with 4 in favor and 0 against.

Victoria Johnson moved to recommend a full drainage study between the upper and lower park by a civil engineer with the help of RCDC. Laurie Mills seconded the motion. The motion passed with 4 in favor and 0 against.

ADJOURNMENT OF MEETING

Chair Chad Smith adjourned the meeting at 12:31 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary

100-GENERAL FUND

PARK DEPARTMENT

91.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONNEL

100-5-55-5000 SALARY	36,930.00	3,147.47	22,537.77	61.03	14,392.23
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	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	3,000.00	0.00	2,965.72	98.86	34.28
100-5-55-5020 HEALTH INSURANCE	4,853.00	167.82	1,453.80	29.96	3,399.20
100-5-55-5030 WORKERS COMP INSURANCE	1,020.00	0.00	978.94	95.97	41.06
100-5-55-5035 SOCIAL SECURITY/MEDICARE	2,825.00	240.78	1,723.77	61.02	1,101.23
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	4,432.00	388.40	3,261.84	73.60	1,170.16
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	53,105.00	3,944.47	32,921.84	61.99	20,183.16

SUPPLIES & OPERATION EXP

100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	500.00	61.14	61.14	12.23	438.86
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	2,500.00	114.21	959.53	38.38	1,540.47
100-5-55-5140 TELEPHONE	0.00	0.00	8.20	0.00	(8.20)
100-5-55-5145 UNIFORMS & ACCESSORIES	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	3.80	79.32	31.73	170.68
100-5-55-5159 CITY EVENT SUPPLIES	0.00	0.00	0.00	0.00	0.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	3,000.00	24.97	1,307.37	43.58	1,692.63
100-5-55-5171 EQUIPMENT	8,000.00	0.00	10,362.77	129.53	(2,362.77)
100-5-55-5172 SAFETY EQUIPMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5190 MATERIALS	6,500.00	303.51	5,022.02	77.26	1,477.98
100-5-55-5191 MAINTENANCE	8,000.00	1,061.21	5,898.28	73.73	2,101.72
100-5-55-5195 VEHICLE OPERATIONS	2,000.00	223.21	1,964.77	98.24	35.23
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	320.00	460.12	46.01	539.88
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	4,580.00	50.89	4,420.00
TOTAL SUPPLIES & OPERATION EXP	40,750.00	2,532.05	30,703.52	75.35	10,046.48

CONTRACTUAL SERVICES

100-5-55-5255 VEHICLE INSURANCE	600.00	0.00	0.00	0.00	600.00
TOTAL CONTRACTUAL SERVICES	600.00	0.00	0.00	0.00	600.00

MISCELLANEOUS OTHER EXP

100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	2.75	18.11	3.62	481.89
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	667.81	66.78	332.19
TOTAL MISCELLANEOUS OTHER EXP	1,500.00	2.75	685.92	45.73	814.08

100-GENERAL FUND

PARK DEPARTMENT

91.67% 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	0.00	0.00	0.00	0.00	0.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	0.00	10,534.04	210.68 (5,534.04)
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	785.00	0.00	785.00	100.00	0.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	<u>2,700.00</u>	<u>0.00</u>	<u>3,217.45</u>	<u>119.16 (</u>	<u>517.45)</u>
TOTAL CAPITAL OUTLAY	8,485.00	0.00	14,536.49	171.32 (6,051.49)
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	0.00	7,441.26	93.02	558.74
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	8,000.00	0.00	7,441.26	93.02	558.74
TOTAL PARK DEPARTMENT	112,440.00	6,479.27	86,289.03	76.74	26,150.97



City of Rollingwood Park Incidents June 1, 2023 through September 29, 2023

August 14, 2023, at 10:00pm: Tables and bleachers were turned upside down at upper park, no damage.

September 10, 2023, at 7:11pm: Suspicious vehicle at upper park, white dodge van with windows covered. Occupant asleep inside, left with no incident.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

403 Nixon Drive, Rollingwood, TX 78746-5512

www.rollingwoodtx.gov

Desiree Adair

From: Makayla Rodriguez
Sent: Monday, September 25, 2023 2:53 PM
To: Desiree Adair; Ashley Wayman
Subject: FW: Bench plaque

Follow Up Flag: Follow up
Flag Status: Flagged

Please see the email below from Ann Russell. She will be attending the next Park Commission meeting for the agenda item.

Best,

Makayla Rodriguez
Assistant to the City Administrator
City of Rollingwood
(512) 327-1838
www.rollingwoodtx.gov

-----Original Message-----

From: ann russell <russellannv@gmail.com>
Sent: Monday, September 25, 2023 2:40 PM
To: Makayla Rodriguez <mrodriguez@rollingwoodtx.gov>
Subject: Bench plaque

Hello Miranda,

This is my follow-up request as per our phone conversation about a bench plaque at the Rollingwood Butterfly Garden. As Rollingwood residents since 1991 on Hatley drive, I would be so pleased to see a plaque bearing my late (2019) husband's name in our beloved park.

Thank you for your help in this endeavor.

Best regards,
Ann Russell

Sent from my iPad

1. Shaded canopies

I will be adding 2 shaded canopies to Rollingwood, one located in Hatley softball field 1, and Hatley softball field 2. Both canopies will be exact, or very similar copies of the existing shaded canopies over the bleachers. We will use cement to stake the shaded canopies in the ground, and the metal frame will be welded together.

Location: Hatley softball fields 1 and 2

Approximate price: \$1,770 each

Hatley softball field # 2, bleachers to the right of home base.



Location of 2nd shaded canopy: Hatley field #1, to the left of home base (same location as the new bleachers.)

2. New set of bleachers

Location: Hafley field #1, To the left of home base.

Approximate price: \$1500

3. Fly ball protective net

Location: shaded canopy to the right of home base on Harley field number 2

Approximate Price: \$200



4. Flooding solution (French drain)

Location: Hatley softball field # 2, dugout entrance to the left of home base

Approximate price:

\$500

