



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, February 06, 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 February 06, 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. 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 January 9, 2024 Park Commission meeting

REGULAR AGENDA

- 3. Update from Western Hills Little League and Western Hills Girls Softball
- 4. Discussion regarding Quarterly Park Walk Through report
- 5. Update on outstanding projects and City Council items including Memorial Tree project and Park drainage
- 6. Discussion and possible action on Park priorities

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.

- 7. Park Commission Financials through January 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 at **5:00 PM** on **February 2, 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
PARK COMMISSION MEETING
MINUTES**

Tuesday, January 09, 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 January 9, 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 Chad Smith called the meeting to order at 12:03 p.m.

Present Members: Chair Chad Smith, Don Hudson, Mary Elizabeth Cofer, Victoria Johnson, Laurie Mills, and Melissa Morrow (Virtually)

Also Present: City Administrator Ashley Wayman and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

Don Hudson asked a question regarding public comments and commenting on items on the agenda.

City Administrator Ashley Wayman explained that public comments are allowed on agenda items.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the December 12, 2023 Park Commission meeting

Laurie Mills moved to approve the minutes. Chair Chad Smith seconded the motion. The motion passed with 5 in favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Park Commission

Mary Elizabeth Cofer moved to elect Melissa Morrow as the new Park Commission chair.

Melissa Morrow stated that she is open to the opportunity and commended Chair Chad Smith for his work.

Don Hudson seconded the motion. The motion passed with 5 in favor and 0 against.

Melissa Morrow joined the meeting in person at 12:07 p.m.

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

Steve Franke of Western Hills Girls Softball discussed that they are in the process of registering for spring season. He stated that softball will begin practice during the first week of February, and that games will begin in March and play will continue through the end of May. He also discussed some improvements that will be made to the fields.

The Park Commission and Mr. Franke discussed schedules and registration. Steve Frank stated that he is working on a practice schedule to share with city staff.

The Park Commission discussed usage and signage on fields 3, 4, and 5, and posting of schedules during the season.

5. Discussion and possible action to create rules for the Park Commission

Mary Elizabeth Cofer stated that she would like to have speaking limitations for attendees, guest speakers, and liaisons at meetings. The Park Commission asked for clarity and discussed her request.

City Administrator Ashley Wayman confirmed that public comments are limited to three minutes and the chair has discretion to allow comments on agenda items. She stated that no other board or commission has rules except for the Board of Adjustment.

Don Hudson discussed the recent approved changes to the Code of Ordinances regarding the Park Commission from Council Member Kevin Glasheen. Mr. Hudson asked if the Park Commission can negotiate leases. Laurie Mills stated that the Park Commission can only make recommendations on the lease with softball and the little league as well as make other recommendations to City Council.

Don Hudson and the Park Commission discussed addressing maintenance and capital improvements in the park.

City Administrator Ashley Wayman explained the quarterly park walk through document will be used as a guideline for maintenance. After a walk through is completed, the items will be reviewed by Public Works to identify which items are capital improvements and maintenance items. The maintenance items will be added to a schedule. City staff will then update the document with what has been addressed since the walk through and shared with the Park Commission before the next quarterly walk through.

Don Hudson asked questions regarding capital improvement items and the budgeting process. City Administrator Ashley Wayman explained that budget items will be discussed by the Park Commission in March.

- 6. Discussion and possible action regarding a top 10 list of capital improvement items to be accomplished in the Park

Chair Chad Smith asked the Park Commission members to think of a list of important items in the park that they should focus on, compile the items, then review and vote on their top 10 priorities in the following meeting.

Laurie Mills stated that members should keep maintenance in mind when compiling lists.

The Park Commission discussed items in the park and possible proposals. Chair Chad Smith asked the Park Commission to send their lists to City Administrator Ashley Wayman so she can distribute them to all the members.

City Administrator Ashley Wayman explained that City Council and RCDC would need to approve any proposals made by the Park Commission. She advised the Park Commission to get feedback from City Council before creating proposals.

Victoria Johnson asked City Administrator Ashley Wayman about RCDC funds that could be used by the Park Commission for projects.

City Administrator Ashley Wayman brought up Item 7 in conjunction with Item 6 at this time.

City Administrator Ashley Wayman stated that RCDC made a proposal to set aside \$50,000 for future park improvements and that the item was approved by City Council. She continued to say that City Council approved \$31,000 of the \$50,000 that would be used towards a retaining wall at the upper park. City Council will review proposals at their next meeting for the retaining wall. Ms. Wayman also explained that City Council approved RCDC funding of the project last month. There will be \$19,000 left for other park improvements.

- 7. Update on the park walk-through process and City Council action on park related items

This item was discussed in conjunction with item 6

- 8. Thank Niccole Maurici for her service to the Park Commission

Chair Chad Smith thanked Niccole Maurici for all of her efforts and work on the commission.

Niccole Maurici, resident at 4906 Timberline Drive, thanked the Park Commission as a whole and individually for their service. She also thanked city staff and Steve Franke for their time, professionalism, and patience. Niccole Maurici thanked Council Member Kevin Glasheen for relieving her of her duty as well as discussed her hopes for the Park Commission in the future.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:48 p.m.

Minutes adopted on the _____ day of _____, 2024.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary

PARK WALK THROUGH – JANUARY 16, 2024

Melissa Morrow and Mary Elizabeth Cofer

Walk Through Items Identified (New):

1. The drainage areas on the north and west sides of the lower park pavilion, including the area on the west side of the sidewalk.
2. We should host a community garden clean-up before Spring plantings?
3. Remove tree debris from the garden bed on Rollingwood Drive
4. Upper playground mulch is low.
5. Straighten stones along the granite trail just west of the upper playground.
6. Bury wire between trail and restrooms just north of the upper playground.

Carry Over from Previous Walk Throughs:

1. Hose reel at butterfly garden needs to be anchored to the tree or the ground. If not feasible, it should be replaced with a better solution. **COMPLETE**
2. Some tree pruning needed near the butterfly garden. Some trees are contacting plants in the garden.
Some pruning completed- in progress.
3. There is a large stand of a thorny shrubs, north side of park following the walking trail. These are slowly spreading via root suckers
In progress.
4. Erosion exists in many places along the walking trail. In some places it is more pronounced than others. In some places, it has washed out part of the trail. Trail border stones seriously misaligned along the trail near the field house.
Quote pending for trail improvements.
5. erosion control needed at west side of Pavilion where water from the roof has washed out much of the dirt. We understand that Izzy and Kevin Glasheen have proposed extending the concrete slab where the water falls to prevent further erosion.
Public Works staff will fix this erosion control problem. Estimated to be completed in Spring 2024.
6. A collection of debris behind the Community Garden could be cleaned out if not needed. **In progress.**
7. Another bench, The Johnson Family Bench, needs a bolt and a washer to be added. The bolt has dug into the plastic. **In progress.**
8. Mulch is mounded around a large tree between city hall and the Pavilion. Is this good for the tree? It is my understanding that excessive buildup can harm a tree. **In progress. Public Works will rake back the mulch and allow the tree to breathe.**

PARK WALK THROUGH - NOVEMBER 14 2023

Victoria Johnson and Don Hudson

Walk Through Items Identified (New):

UPPER PARK

1. Serious erosion between field house and trail. This has been under consideration for a while, though no work has begun See 4.b.
2. We discussed how a water collection system could mitigate the flow to the lower park. See 4.b.
3. Three or four areas at the top of the cliff show a path water has been flowing during heavy rain, causing erosion.
Requires larger drainage solution, which the City Council is contemplating. No action by staff.

Questions:

- a. Does a Topographical map of the park grounds exist that clearly shows the elevations?
Yes. Emailed to the Park Commission on: 01/12/2024
 - b. Would like update from City Council regarding item 1. erosion, and item 2. water collection system.
Council has requested proposal related to drainage near the field house. Staff will update the Park Commission once further action has been taken.
 - c. Would like update from City Council regarding a full drainage study, and the hiring of a civil engineer.
Council has requested proposal for full drainage study. Staff will update the Park Commission once further action has been taken.
 - d. Would like update from City Council and Izzy, regarding item 16. Erosion west side of Pavilion. See item 16.
4. Hose reel at butterfly garden needs to be anchored to the tree or the ground. If not feasible, it should be replaced with a better solution.
Hose reel anchoring in progress.
 5. Some tree pruning needed near the butterfly garden. Some trees are contacting plants in the garden.
Some pruning completed- in progress.
 6. There is a large stand of a thorny shrubs, north side of park following the walking trail. These are slowly spreading via root suckers
In progress.

7. We observed several areas that could be used for memorial tree planting. Perhaps an area with a rock border that could accommodate four trees with a small concrete feature where minimal memorial plaques could be attached.

No action by staff at this time.

8. We also observed that the area bordering the parking lot and the trail at field 2 could become a row of trees, replacing the large boulders that are currently. Such trees could be use as memorials.

No action by staff at this time.

9. Some rock borders, similar to the border that outlines the walking trails could be used to define parking spaces along the pool side of the parking on the drive to the back of the park.

No action by staff at this time.

10. We wondered who maintains the decomposed gravel corner area between the pool and the park at Rollingwood Drive.

WHAC

11. Erosion exists in many places along the walking trail. In some places it is more pronounced than others. In some places, it has washed out part of the trail.

Quote pending for trail improvements.

12. One of the memorial benches near the field house needs a bolt to be replaced. Don Hudson will take care of this.

No action by staff at this time.

13. We considered how pavers could be used on both sides of the memorial benches already in the park. Perhaps creating a bed of black gravel surrounding the benches with as many as 8 pavers on each side.

No action by staff at this time.

14. Trail border stones seriously misaligned along the trail near the field house.

Quote pending for trail improvements.

LOWER PARK

1. erosion control needed at west side of Pavilion where water from the roof has washed out much of the dirt. We understand that Izzy and Kevin Glasheen have proposed extending the concrete slab where the water falls to prevent further erosion.

Public Works staff will fix this erosion control problem. Estimated to be completed in Spring 2024.

2. Parts of the trail border missing east of the playscape. This could be intentional to allow mowing equipment access to lawn. **Quote pending for trail improvements.**

3. A peculiar structure exists along the trail east of the Community Garden, consisting of a plastic box on a metal frame, with some ventilation at the top. The thing is about 10' tall by about 2' x 2'. What is it? This is a Chimney Swift Habitat constructed as an Eagle Scout Project.
Public Works investigated and noticed that there are 3-4 nests in the habitat and did not disturb the nests.
4. A collection of debris behind the Community Garden could be cleaned out if not needed.
In progress.
5. Another bench, The Johnson Family Bench, needs a bolt and a washer to be added. The bolt has dug into the plastic.
In progress.
6. Mulch is mounded around a large tree between city hall and the Pavilion. Is this good for the tree? It is my understanding that excessive buildup can harm a tree. In progress.
Public Works will rake back the mulch and allow the tree to breathe.

Chad Smith

My list of capital improvements for Hatley:

1. Artificial turf on Field 1
2. Retaining wall behind fieldhouse
3. Do something with flat area north of Pool
4. Fix drainage by dugouts.
5. Bleachers and shade screens for fields.
6. Improve fieldhouse.
7. Improve and organize parking on side of park by Pool.
8. Fix drainage issues on trail.
9. Keep improving grass on Fields 3, 4 and 5.
10. Fix drainage beneath gazebo

Don Hudson

Don's thoughts on Capital Improvements

1. Make field house usable as a community gathering spot. Move storage elsewhere. Make a working snack bar and small kitchen. Add some comfortable seating and other amenities.
2. Address erosion near the field house
3. Address erosion near the Pavilion
4. Delineate parking with lines formed with the same stones used to outline the trail. Set them so they are 1" or so above grade.
5. Replace large boulders at long parking lot and field 2 with a row of trees
6. Use large stones to construct a stone stairway down to the lower park near the pool.
7. Find a location on the park grounds to install basketball hoops. The hoops at the pool are not available unless one has a pool membership .
8. Develop more garden plots and native plantings around the park and provide irrigation as needed.
9. Find locations around the park that can be developed into groves of 4 or 6 trees. Such area could have benches and could also be funded by citizens wishing to memorialize family members.

Mary Elizabeth Cofer

My priorities for the park are as follows.

1.Trail repair - this includes working with experts on use of binding/stabilizer material to maintain sustainability of trail for the future. (www.stabilizersolutions.com) [REDACTED]

2.Trees - we need trees planted for shade in the park and I have worked with a group to determine areas where shade would be needed most and the trees would NOT hinder parking or other activities. We need to do this with the help of a certified arborist to ensure the success of the project. Ted Maas who has worked on the Violet Crown Trail for Hill Country Conservancy has agreed to consult with us pro bono. [REDACTED]

Melissa Morrow

My suggested priorities for the Park are the drainage around the lower pavilion, improving the safety and useability of the parking around the upper fields,and maintaining healthy grass on the playing fields.

Victoria Johnson

- 1) Proposed retaining wall & French drain by field house to address runoff and erosion
- 2) Trees along the eastern fence line of fields 3-5 and softball field (contingent on determination that the irrigation can take care of such water needs)

Number 3 is obviously a long term goal

- 3) Develop plan to address drainage and all erosion issues throughout the park after requested comprehensive drainage study has been completed by the engineering firm chosen by City Council.

100-GENERAL FUND

PARK DEPARTMENT

33.33% 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	38,252.00	2,576.63	9,135.70	23.88	29,116.30
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	429.99	953.29	31.78	2,046.71
100-5-55-5020 HEALTH INSURANCE	3,100.00	223.55	763.81	24.64	2,336.19
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	197.11	698.88	23.16	2,318.12
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	4.47	4.47	9.93	40.53
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,126.00	331.07	1,006.64	19.64	4,119.36
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	54,720.00	3,762.82	13,533.74	24.73	41,186.26

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	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	0.00	351.93	2.93	11,648.07
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	0.00	28.99	11.60	221.01
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	0.00	0.00	0.00	1,500.00
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	0.00	4,093.08	38.98	6,406.92
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	103.66	455.70	15.19	2,544.30
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	148.81	656.27	65.63	343.73
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	1,680.00	18.67	7,320.00
TOTAL SUPPLIES & OPERATION EXP	48,875.00	672.47	12,625.23	25.83	36,249.77

CONTRACTUAL SERVICES

100-5-55-5255 VEHICLE INSURANCE	600.00	0.00	427.22	71.20	172.78
TOTAL CONTRACTUAL SERVICES	600.00	0.00	427.22	71.20	172.78

MISCELLANEOUS OTHER EXP

100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	2.75	11.00	2.20	489.00
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	3.96	698.28	69.83	301.72
TOTAL MISCELLANEOUS OTHER EXP	1,500.00	6.71	709.28	47.29	790.72

100-GENERAL FUND

PARK DEPARTMENT

33.33% 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	2,080.69	208.07 (1,080.69)
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	2,080.69	48.56	2,204.31
<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>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OTHER NON-DEPARTMENTAL	8,500.00	0.00	0.00	0.00	8,500.00
TOTAL PARK DEPARTMENT	118,480.00	4,442.00	29,376.16	24.79	89,103.84