



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

**Monday, June 06, 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 June 06, 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 [awayman@rollingwoodtx.gov](mailto: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 May 2, 2022 Park Commission meeting

### **REGULAR AGENDA**

3. Update from Western Hills Little League and Western Hills Girls Softball
4. Discussion and possible action to review the monthly park walk-through schedule
5. Discussion and possible action on current vendors that provide Adult fitness classes at Rollingwood Park
6. Discussion and possible action regarding Park Expansion to the North of the Swim Facility

### **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 Financials through April 2022

### **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) on Thursday, June 2, 2022 at 5:00 p.m.



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, May 02, 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 May 2, 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 11:34 a.m.**

**Present members:** Chair Chad Smith, Melissa Morrow, Jennifer Meyer, Don Hudson, Laurie Mills, and Niccole Maurici.

*Mary Elizabeth Cofer joined virtually at 11:38 a.m.*

**Also present:** Interim City Administrator Ashley Wayman, City Council Member Alec Robinson, City Secretary Desiree Adair, Public Works Operator Vicky Ballard, and Assistant to the City Administrator Makayla Rodriguez.

### **PUBLIC COMMENTS**

- Interim City Administrator Ashley Wayman introduced Desiree Adair as the new City Secretary.

### **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 7, 2022 Park Commission meeting**

**Melissa Morrow motioned to approve the consent agenda. Jennifer Meyer seconded the motion. The motion passed 6 - 0.**

**REGULAR AGENDA****3. Update from Western Hills Little League and Western Hills Girls Softball**

Steve Franke with Western Hills Girls Softball discussed that there is two weeks remaining of the season and Western Hills Little League will have some practices after the season ends for post season teams. They had a get-together in the park with food trucks that went well, and they would like to have something like this annually. There was a complaint about the food truck generator noise.

The Park Commission discussed the utilization of the concession stand. It has not been used since the onset of Covid-19. Commission members would like Western Hills Little League and Western Hills Girls Softball to utilize the concession stand.

City Council Member Alec Robinson discussed how the food trucks were there early while it was still dark, were loud, and had bright lights.

The Commission discussed notifying residents of this type of event with a sign. Melissa Morrow discussed that there is a protocol to inform residents and police.

Chair Chad Smith called up item number 6 from the Agenda.

**6. Discussion and possible action regarding a quote for park security cameras**

The Park Commission discussed the purpose of the cameras. The intentions discussed were assisting the police in monitoring the park, adding a layer of protection for the community asset, and deterring criminal activity. Questions were asked regarding whether the cameras would record sound and/or visual, if there would be active monitoring of the cameras, and how storage would be handled.

Jennifer Meyer discussed that if the objective is deterrence, every resident needs to know that they are under surveillance and where the cameras are located.

Laurie Mills asked if this is a Police or a Park Commission issue.

The Park Commission discussed cost of the system without WiFi, ongoing storage fees, and where the costs will come from in the budget. The Commission discussed the nature of the park incidents, the number of occurrences, and how the park building is locked at night.

Melissa Morrow discussed how she had installed cameras for both safety and security. She explained how there are laws for notification of recording people as well as HR Laws. She suggested that the Park Commission would need to form a security subcommittee for requests to review the tapes. She stated that cameras can be a positive tool but it requires management of expectations. Melissa Morrow and Niccole Maurici discussed how monthly storage fees are determined by the size of the hard drive.

Laurie Mills inquired about the City Council approval process. Interim City Administrator Ashley Wayman stated that it would be a budget item allocation that would need to be acted upon by City Council.

The Park Commission discussed that the bid is for 5 cameras, the cost for getting video line to the cameras, and how these cameras would add 5 more camera angles to the already existing 10 camera angles.

The Park Commission decided that they should invite Chief Brady to this discussion.

City Council member Alec Robinson would like to know the number of issues from the park, where the cameras would be, and how other residents feel about these cameras.

Jennifer Meyer stated that the citizens of Rollingwood need to know about the existing cameras and inform them that they are being recorded.

The Park Commission discussed how the cameras are motion activated and have the capability to set the parameters for time of recording. Don Hudson would like to invite the company representative to explain the camera features and capabilities.

The Park Commission discussed the intent of the cameras to protect the park and help the police, and the question was asked if the City would be prosecuting for littering and graffiti.

The Park Commission would like to have signs where cameras are recording now and would like to know their impact for the police. The Commission would like to find out the responsibility of the Park Commission for cameras and signage, figure the total cost, and put this item in budget cycle.

**No action on item occurred.**

Chair Chad Smith called up item number 5 from the Agenda.

5. Discussion regarding the installation of Artificial Turf Infield on Field 1 by WHLL

Chair Chad Smith displayed a picture of Joseph Field with turf covering the infield and grass in the outfield. He also displayed a picture of Hatley Field 1. He discussed the favorability of WHLL putting in artificial turf and sponsor advertisement behind home plate.

The Commission discussed the advantages and disadvantages of a turf field.

**Laurie Mills motioned to pursue next steps and exercise due diligence. Niccole Maurici seconded the motion.**

Don Hudson discussed how the city park is a precious community asset and how a turf field might limit the attractiveness of the park to some in the community.

Melissa Morrow discussed the lifespan and attractiveness of turf fields, how it could help City staff with no cost to the City, and how the park remains open space when baseball is not in season.

**The motion passed 4–1, with 1 abstention.**

Chair Chad Smith called up item number 4 from the Agenda.

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

Chair Chad Smith displayed the park master plan map. He discussed the future dog park area with 4,045 square feet. He discussed clearing the undergrowth and undesired trees to form a shaded area with benches.

The Park Commission discussed how this area currently serves as a buffer and watershed. They would like to see if it would be possible to make it ADA accessible.

**Chair Chad Smith motioned to form a subcommittee, explore costs, and get a bid.**

Chad Smith, Don Hudson, and Jennifer Meyer volunteered for the subcommittee.

Laurie Mills discussed how she would like the space to be utilized but would like the park to have a good maintenance plan.

**Don Hudson seconded the motion. The motion passed 5 – 1.**

**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 Financials through March 2022

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 1:00 p.m.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Chad Smith, Chair**

**ATTEST:**

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

00-d [REDACTED] UND  
ARK DEPARTMENT

58.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>PERSONNEL</b>					
00-5-55-5000 SALARY	39,983.00	2,345.46	17,650.52	44.15	22,332.48
00-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
00-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
00-5-55-5010 TRAINING	0.00	0.00	0.00	0.00	0.00
00-5-55-5020 HEALTH INSURANCE	3,331.00	184.86	1,361.16	40.86	1,969.84
00-5-55-5030 WORKERS COMP INSURANCE	500.00	184.17	814.51	162.90 (	314.51)
00-5-55-5035 SOCIAL SECURITY/MEDICARE	3,059.00	179.43	1,390.44	45.45	1,668.56
00-5-55-5040 UNEMPLOYMENT COMP INSUR	122.00	1.73	153.76	126.03 (	31.76)
00-5-55-5050 TX MUNICIPAL RETIREMENT SYS	4,798.00	114.20	1,968.67	41.03	2,829.33
00-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	51,793.00	3,009.85	23,339.06	45.06	28,453.94
<b>SUPPLIES &amp; OPERATION EXP</b>					
00-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
00-5-55-5103 PRINTING & REPRODUCTION	500.00	0.00	149.47	29.89	350.53
00-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
00-5-55-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
00-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
00-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
00-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
00-5-55-5130 UTILITIES	10,000.00	68.26	507.50	5.08	9,492.50
00-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
00-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
00-5-55-5158 OFFICE SUPPLIES	250.00	2.35	414.19	165.68 (	164.19)
00-5-55-5164 EQUIPMENT MAINT & REPAIRS	2,000.00	512.51	682.01	34.10	1,317.99
00-5-55-5171 EQUIPMENT	2,500.00	4.15	686.06	27.44	1,813.94
00-5-55-5190 MATERIALS	4,000.00	0.00	1,574.94	39.37	2,425.06
00-5-55-5191 MAINTENANCE	7,000.00	0.00	6,057.37	86.53	942.63
00-5-55-5195 VEHICLE OPERATIONS	1,000.00	0.00	0.00	0.00	1,000.00
00-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	800.00	80.00	200.00
00-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	13,000.00	380.00	1,900.00	14.62	11,100.00
TOTAL SUPPLIES & OPERATION EXP	41,250.00	967.27	12,771.54	30.96	28,478.46
<b>CONTRACTUAL SERVICES</b>					
00-5-55-5255 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
<b>MISCELLANEOUS OTHER EXP</b>					
00-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	1.40	9.80	1.96	490.20
TOTAL MISCELLANEOUS OTHER EXP	500.00	1.40	9.80	1.96	490.20
<b>CAPITAL OUTLAY</b>					
00-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	0.00	1,300.00	26.00	3,700.00
00-5-55-5456 PLANTS FOR WALKING TRAIL	0.00	0.00	0.00	0.00	0.00
00-5-55-5494 Veh Fin Note - Debt Service	785.00	0.00	0.00	0.00	785.00
00-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	5,785.00	0.00	1,300.00	22.47	4,485.00

63,738.54