



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, May 14, 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 May 14, 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 April 23, 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 from Public Works
- 5. Discussion and possible action regarding a trail rehabilitation demonstration project
- 6. Update and discussion regarding the park drainage proposals from Maas Verde and Innovative Water Solutions and erosion near the pavilion
- 7. Discussion and possible action regarding the report from the Addition of Trees to the Park subcommittee
- 8. Discussion regarding the improvement of the walking trail
- 9. Discussion regarding the safety and usability of parking around the upper playing fields
- 10. Discussion and possible action regarding prioritizing projects in the Park for potential budget requests
- 11. Discussion and possible action regarding filming of commercials and other commercial usages in the Park

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.

- 12. Park Commission Financials through April 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 **May 10, 2024**.

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

Tuesday, April 23, 2024

The 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 April 23, 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 Melissa Morrow called the meeting to order at 12:02 p.m.

Present Members: Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Laurie Mills, Chad Smith, and Diana Wallace

Also Present: City Administrator Ashley Wayman, Assistant City Administrator 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 March 19, 2024 Joint City Council and Park Commission Park Site Visit

Mary Elizabeth Cofer moved to approved the minutes. Laurie Mills seconded the motion. The motion passed with 6 in favor and 0 against.

3. Discussion and possible action on the minutes from the March 19, 2024 Park Commission meeting

Chair Melissa Morrow stated that she would like to make a correction to the minutes regarding field improvements. Assistant City Administrator Desiree Adair and Chair Melissa Morrow discussed these corrections.

Diana Wallace moved to approve the minutes with the corrections. Don Hudson seconded the motion. The motion passed with 6 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke of Western Hills Girls Softball discussed Western Hills Day. He stated that their practices will end the week of May 11th and also discussed field maintenance.

City Administrator Ashley Wayman explained when Public Works is performing field maintenance.

Steve Franke discussed drainage and explained that he met with Melissa Morrow and Council Member Kevin Glasheen to review bids on concrete to improve the dugouts on fields 1 and 2. He continued to discuss bids and improvements with the Park Commission.

Chair Melissa Morrow discussed next steps for drainage improvements.

Chair Melissa Morrow moved to item 8.

5. Discussion and possible action regarding prioritizing projects in the Park

Chair Melissa Morrow discussed the subcommittees that were formed after the last meeting. The Park Commission discussed membership on subcommittees. She listed the following subcommittees and assigned members who are on each subcommittee:

- Subcommittee to address erosion near the fieldhouse: Victoria Johnson, Chad Smith, and Diana Wallace
- Subcommittee to address erosion near the pavilion: Laurie Mills and Chair Melissa Morrow
- Subcommittee to repair and improve the walking trail: Mary Elizabeth Cofer, Don Hudson, and Laurie Mills
- Subcommittee to improve the safety and usability of the parking around the upper playing fields: Victoria Johnson, Chair Melissa Morrow, and Chad Smith
- Subcommittee for the addition of trees: Mary Elizabeth Cofer, Don Hudson, and Diana Wallace

Chair Melissa Morrow discussed the next steps for the pavilion erosion, the addition of trees, and the fieldhouse erosion subcommittees.

City Administrator Ashley Wayman and the Park Commission discussed a pending proposal from Maas Verde Landscape Restoration.

The Park Commission and City Administrator Ashley Wayman discussed next steps after the proposal from Maas Verde Landscape Restoration is received.

The Park Commission discussed next steps for the trail repair subcommittee.

The Park Commission asked questions regarding the upper parking lot. They discussed next steps for the upper park usability subcommittee.

- 6. Discussion and possible action regarding Park budget requests for the FY 2024-2025 Budget

The Park Commission did not discuss this item.

- 7. Discussion and possible action regarding limits on commercial field usage

City Administrator Ashley Wayman discussed City Council’s request to get clarification from the Park Commission on participant maximums allowed per field when renting the fields for commercial usage.

The Park Commission and City Administrator Ashley Wayman discussed the current policy regarding maximums per field.

Diana Wallace, Steve Franke, and City Administrator Ashley Wayman discussed I9 and their field usage for clinics.

Chad Smith moved to have a max of 30 participants for field 1, 30 participants for field 2, and 60 participants for fields 3, 4, and 5 without permission otherwise. Laurie Mills seconded the motion. The motion passed with 6 in favor and 0 against.

Chair Melissa Morrow mentioned that she would like to have a discussion about other commercial uses in the next meeting.

Chair Melissa Morrow moved back to item 5.

- 8. Discussion and possible action regarding Park Commission meeting day and time

City staff and the Park Commission discussed meeting availability and meeting times. The Park Commission agreed to hold their meetings on the second Tuesday of each month at 12:00 p.m.

Chair Melissa Morrow moved to item 7.

ADJOURNMENT OF MEETING

The meeting adjourned at 1:00 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Desiree Adair, City Secretary

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: May 14, 2024

Submitted By:

Mary Elizabeth Cofer, Diana Wallace, Don Hudson

Agenda Item:

Mary Elizabeth, Diana, and Don are all on the Trees Subcommittee. We walked thru the park to discuss locations for the trees and other items pertinent to increasing the tree cover within the park. Don was unable to attend the walk thru but has looked over the notes from Mary Elizabeth and Diana.

Two primary sites have been identified in the upper park

1. Area between Butterfly Garden and fence for fields 3, 4, and 5. Tree selection and planting locations must make sure the trees do not shade the Butterfly Garden excessively as the sun moves across the sky.
2. Area between fields 2, fields 3, 4, and 5 and the parking area

Selection of trees, final locations, spacing, drainage and erosion considerations, and irrigation requirements to be determined with input from primary engineer, Tim, and landscape engineer, Ted Maas of Maas Verde.

Actions:

- Park commission input needed to rough in scope of work.
- Review and approval of final design and cost estimates before sending to City Council

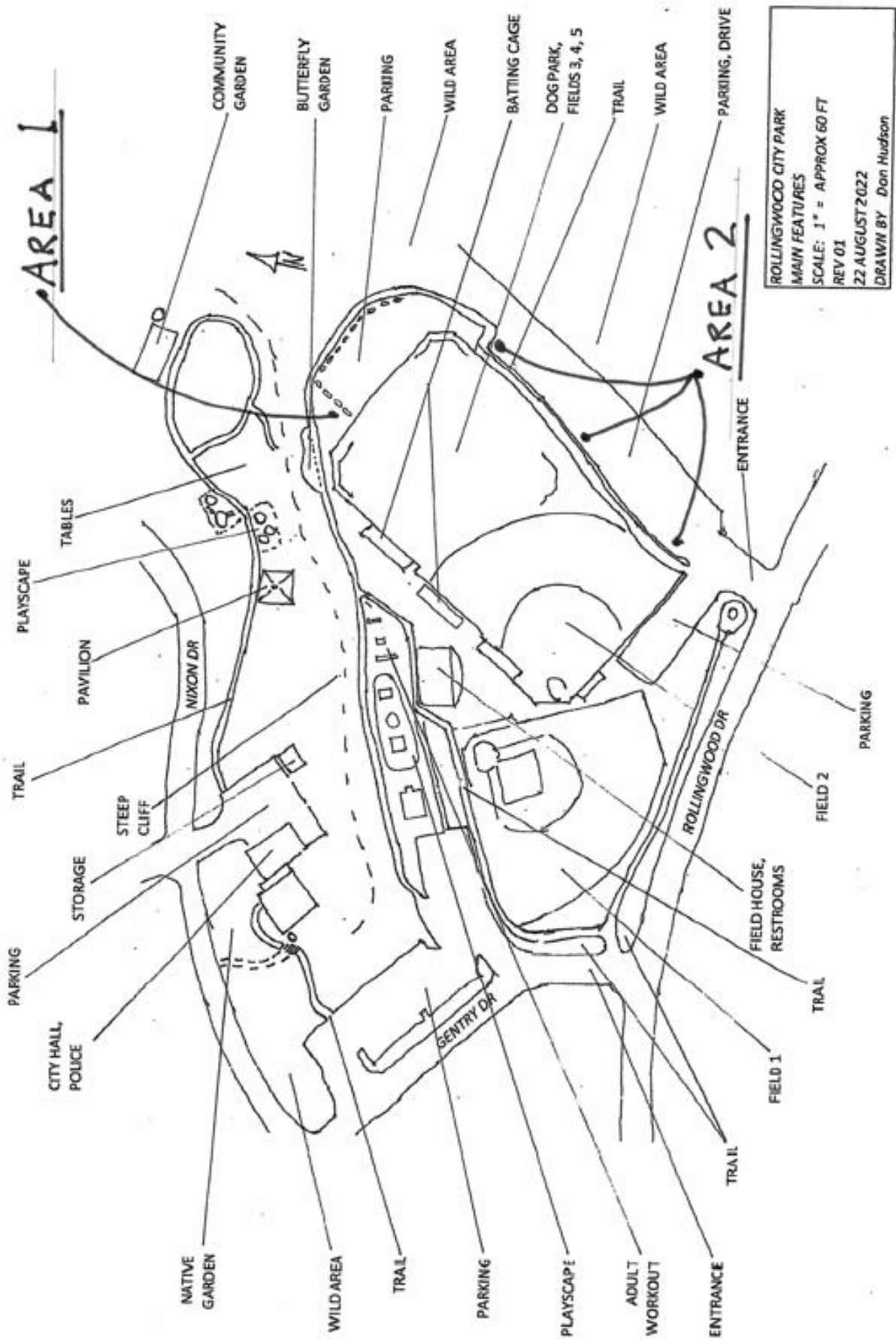
Fiscal Impacts:

- Final costs to be determined
- Some trees may be sponsored by Rollingwood citizens as memorials to loved ones. Much thought needed here, as the park needs to remain a park, rather than a memorial ground.
- RCDC may be able to contribute some funding to this effort.

Attachment:

- Map of park showing locations for tree planting.

Note: We have all noticed the great work being done on the park grounds by the Public Works Department and want to thank them for this impressive effort.



P 2

100-GENERAL FUND

PARK DEPARTMENT

58.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
100-5-55-5000 SALARY	38,252.00	2,888.93	19,264.63	50.36	18,987.37
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	0.00	1,170.13	39.00	1,829.87
100-5-55-5020 HEALTH INSURANCE	3,100.00	265.44	1,560.13	50.33	1,539.87
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	221.00	1,473.73	48.85	1,543.27
100-5-55-5040 UNEMPLOYMENT COMP INSUR	45.00	34.92	41.85	93.00	3.15
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,126.00	374.69	2,320.36	45.27	2,805.64
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	54,720.00	3,784.98	26,801.78	48.98	27,918.22
<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	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	225.93	810.56	6.75	11,189.44
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	30.19	12.08	219.81
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	359.13	23.94	1,140.87
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	118.55	375.67	100.18	(0.67)
100-5-55-5190 MATERIALS	10,500.00	581.21	5,920.00	56.38	4,580.00
100-5-55-5191 MAINTENANCE	6,000.00	146.29	5,232.21	87.20	767.79
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	183.53	1,015.08	33.84	1,984.92
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	904.26	90.43	95.74
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	448.49	3,194.66	35.50	5,805.34
TOTAL SUPPLIES & OPERATION EXP	48,875.00	1,704.00	17,857.98	36.54	31,017.02
<u>CONTRACTUAL SERVICES</u>					
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
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	2.75	19.25	3.85	480.75
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	932.37	93.24	67.63
TOTAL MISCELLANEOUS OTHER EXP	1,500.00	2.75	951.62	63.44	548.38

100-GENERAL FUND

PARK DEPARTMENT

58.33% 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	2,350.39	235.04 (1,350.39)
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00 (1,720.00) (1,720.00)	86.00-	3,720.00
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 (1,720.00)	630.39	14.71	3,654.61
<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>195.67</u>	<u>0.00</u> (<u>195.67)</u>
TOTAL OTHER NON-DEPARTMENTAL	8,500.00	0.00	195.67	2.30	8,304.33
TOTAL PARK DEPARTMENT	118,480.00	3,771.73	46,864.66	39.55	71,615.34