



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, August 15, 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 August 15, 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 April 3, 2023 Park Commission meeting

REGULAR AGENDA

- 3. Discussion and possible action regarding a potential Eagle Scout Project in the Park
- 4. Update from Western Hills Little League and Western Hills Girls Softball
- 5. Update on the rehabilitation project of Fields 3, 4, and 5
- 6. Discussion and possible action to install additional gate for fields 3, 4, and 5

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 July 2023

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 **August 11, 2023**.

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

Monday, April 03, 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 April 3, 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, Don Hudson, Niccole Maurici, Laurie Mills, and Melissa Morrow

Also Present: Council Member Kevin Glasheen, City Secretary Desiree Adair, Public Works Superintendent Ismael Parra, and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

The following people spoke during public comments:

- Mary Elizabeth Cofer, 3306 Gentry Drive, thanked Don Hudson, Brooke Brown, Rollingwood Women's Club, and Rachel Tys for their efforts to improve and beautify the Butterfly Garden.

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 February 6, 2023 Park Commission meeting

Chair Chad Smith moved to approve the meeting minutes from the February meeting. Mary Elizabeth Cofer seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke spoke about beginning their season and that they plan to play until May 13th. He reported a fence maintenance issue that they are working to resolve. Steve also mentioned that the little league and softball will bring Kona Ice out to Rollingwood Park on April 22nd.

- 4. Discussion regarding the creation of a maintenance and repair document, detailing the various seasonal, etc., jobs that needed to be done to keep the park well maintained and looking its best

Don Hudson presented a rough draft of a document and map that would outline the seasonal maintenance repair needs for the park. He would like to schedule a time to walk the park and take note of the top priority needs, then share the map with the Public Works Superintendent. The Park Commission agreed that they would like to have feedback from Public Works Superintendent Izzy Parra. Don Hudson also mentioned that if his document was implemented there could be an opportunity for the community to assist in the maintenance efforts.

Public Works Superintendent Izzy Parra voiced that his only concern with having the community participate in maintenance projects is that there is not a guarantee that they would be able to complete the projects. He said that he is willing to work with the Park Commission and come to an agreement on the parks top priority needs.

The Park Commission discussed different processes they have followed in the past on reporting park needs to Public Works, how the park maintenance has significantly improved over the past year, and drainage in the lower park.

Public Works Superintendent Izzy Parra mentioned that he implemented a schedule and plan for the walk-through concerns that have been reported.

The Park Commission and Izzy Parra discussed options on documenting what has been done in the park throughout the year. Don Hudson will move forward with his document and map and meet with Mr. Parra to go over the top maintenance needs.

- 5. Discussion regarding the Fields 3, 4, and 5 rehabilitation project with private donations

Council Member Kevin Glasheen gave an overview and update on his plan to revitalize fields 3, 4, and 5 this summer. He shared recommendations from consultants on how to improve drainage and overall beautify the fields. Council Member Kevin Glasheen also discussed donations received for the project.

The Park Commission thanked Council Member Kevin Glasheen for taking on this project.

- 6. Discussion and possible action to recommend to City Council to rejuvenate the fields at the Park, improve the walking trails, improve the S parking lot along Rollingwood Drive with pervious material and leave the N parking lot and Rollingwood Drive parking unchanged

Mary Elizabeth Cofer informed the Park Commission that agenda item 6 and 7 are similar and she will defer part of her discussion until agenda item 7. She discussed parking in the parking lot is crucial and that we should not get rid of it. She also mentioned that she would like to maintain pervious cover to the parking lot but doesn't want to add to drainage issues.

Council Member Kevin Glasheen explained that they are not trying to remove parking and that the parking lots are not impervious cover.

- 7. Discussion on the possibility of requesting the use of RCDC funds to make capital expenditures for trail, drainage, and parking lot or other park improvements

Council Member Kevin Glasheen requested support from the Park Commission to use RCDC funds to improve the park. He explained that his goal is to bring the park to a good standard. He also discussed previous ideas at the park that were not supported by City Council and said that there are still opportunities for improvement to make the park safer.

Brian Rider of RCDC discussed the current funds and will be working with Council Member Kevin Glasheen on this project. Brian Rider will also be putting this item on the agenda for the next RCDC meeting. He also suggested to hire a consultant to quote how much will be needed to fund the improvements.

Mary Elizabeth Cofer would like to set the budget for this project at \$30,000. The Park Commission discussed how to best select a landscape architect, past efforts that were made on the master park plan, how to define the project, and what direction would be given to the landscape architect.

Council Member Kevin Glasheen recommended that the Park Commission should choose a firm that is credible and request a proposal for recommendations around the park as well as get a cost estimate.

Mary Elizabeth Cofer believes that the main issue in the park is drainage, and that the drainage will need to be improved to overall assist with other maintenance issues. The Park Commission members support RCDC using their funds to improve the park. They would like to use the Park Master Plan as a starting reference point.

- 8. Discussion regarding RCDC's Park Amenities and Promotion project

RCDC's Brian Rider discussed his plan to meet with local merchants in an effort to bring more residents to the park. City Council authorized RCDC to spend \$3,000 to sell coffee and hot chocolate in the mornings. He clarified that he is not advocating for a concession stand.

ADJOURNMENT OF MEETING

Chair Chad Smith adjourned the meeting at 12:58 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Chad Smith, Chair

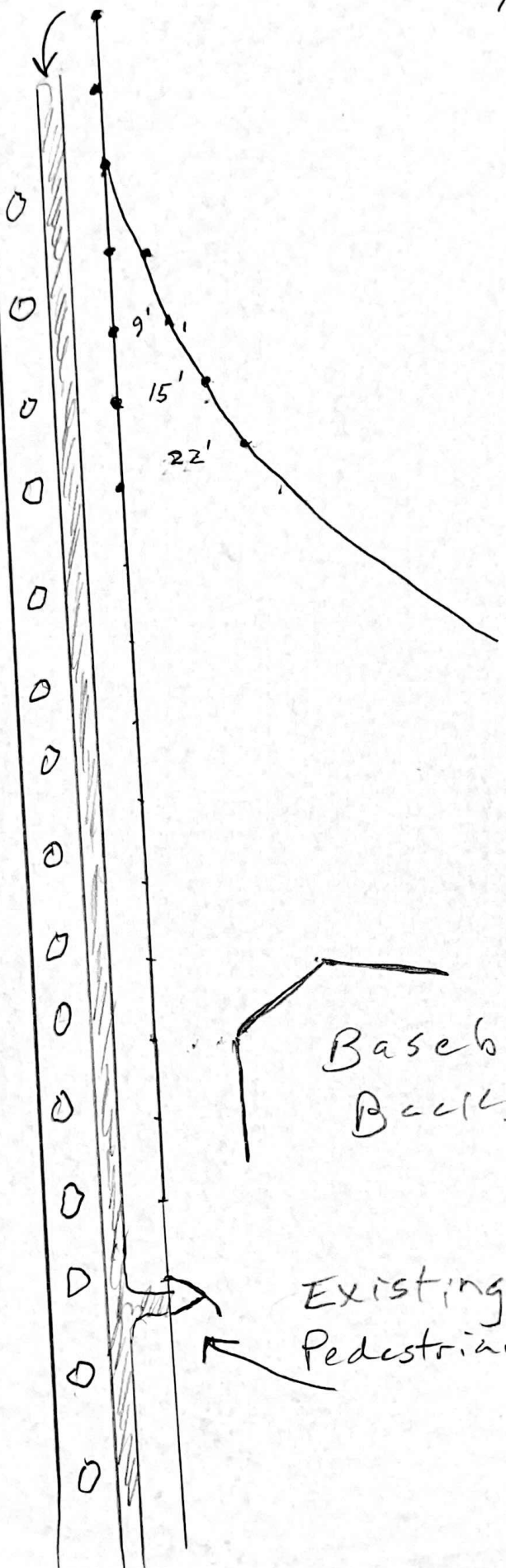
ATTEST:

Desiree Adair, City Secretary

1/2" = 10'

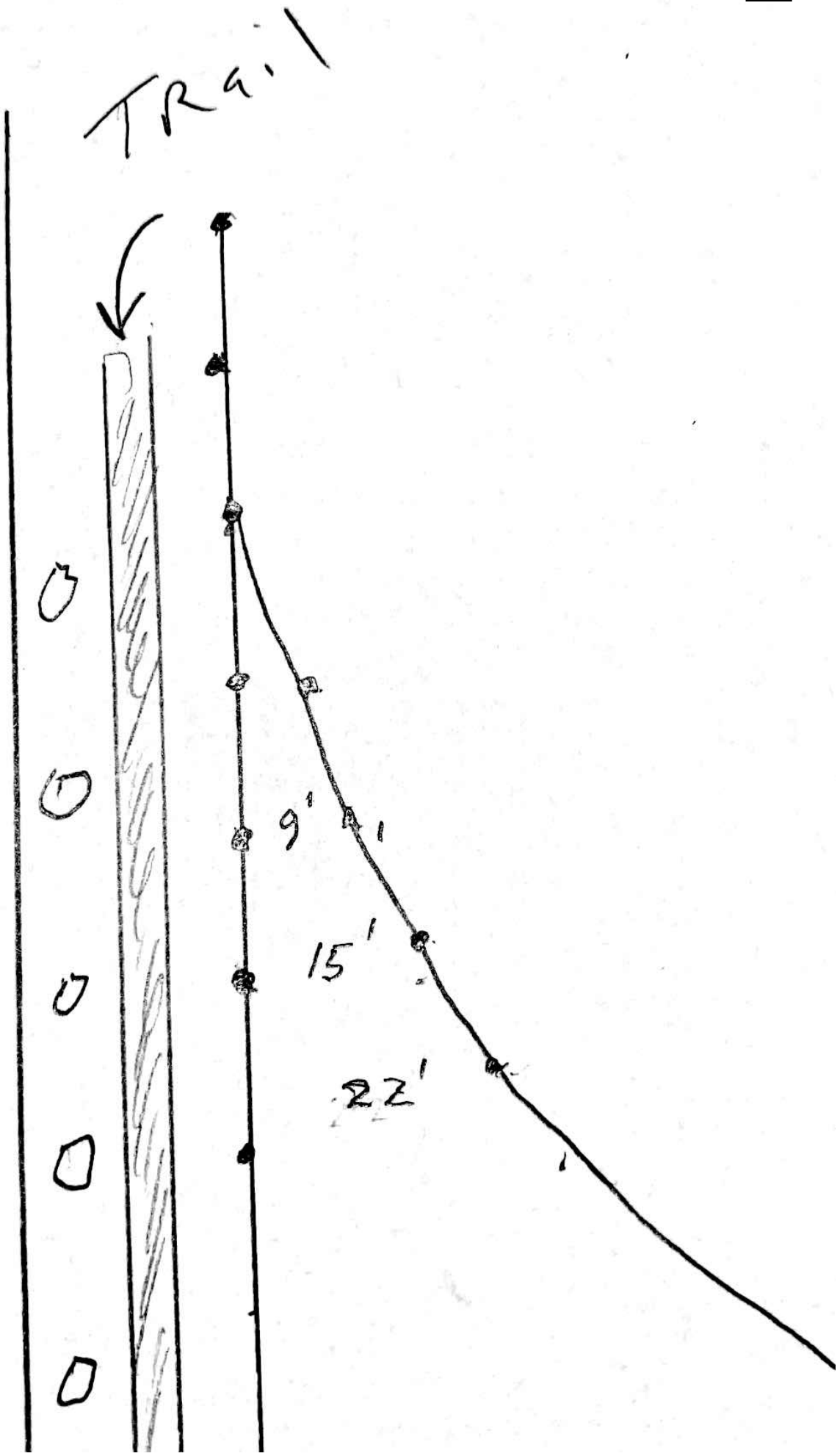
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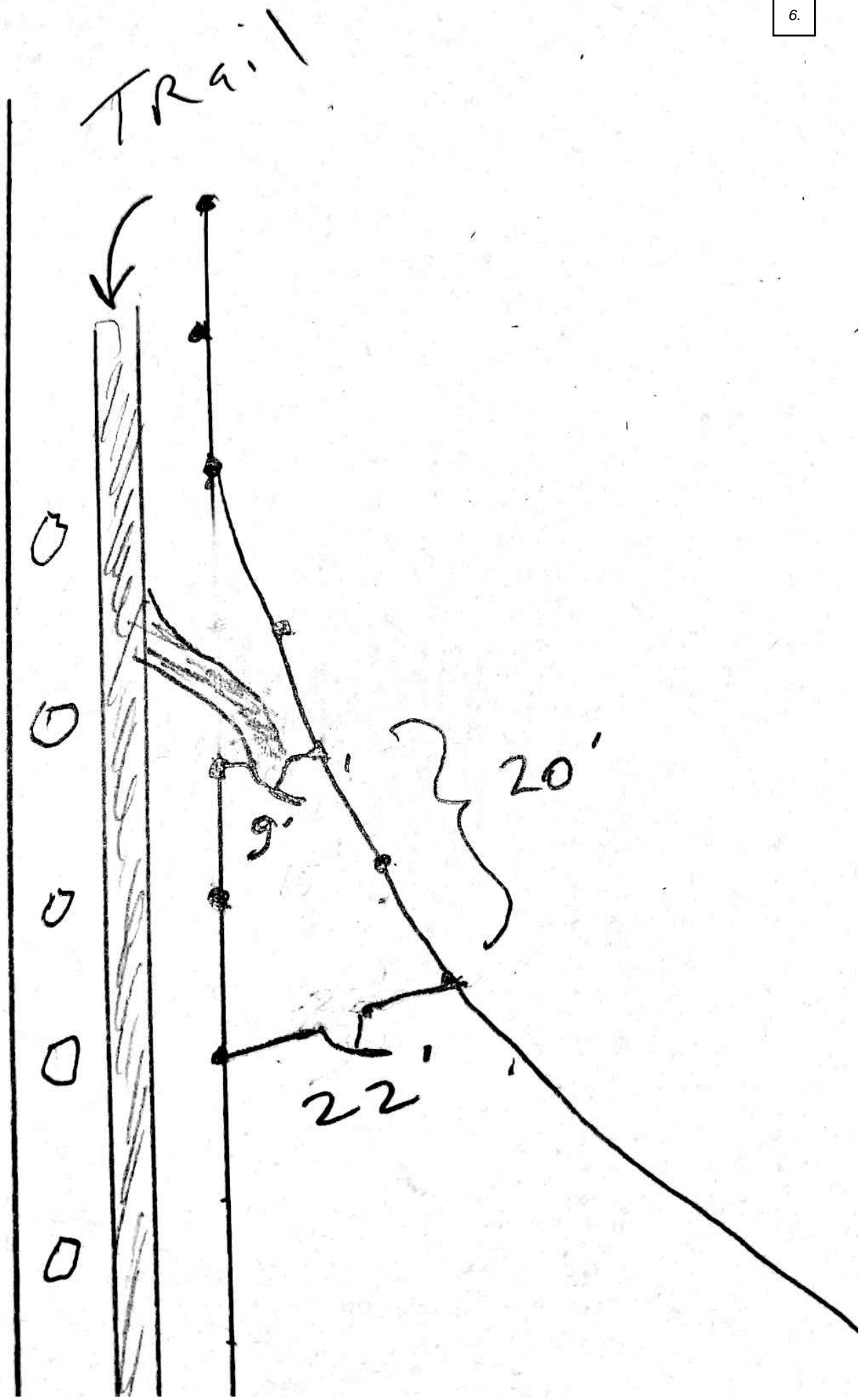
Trail



Baseball Backstop

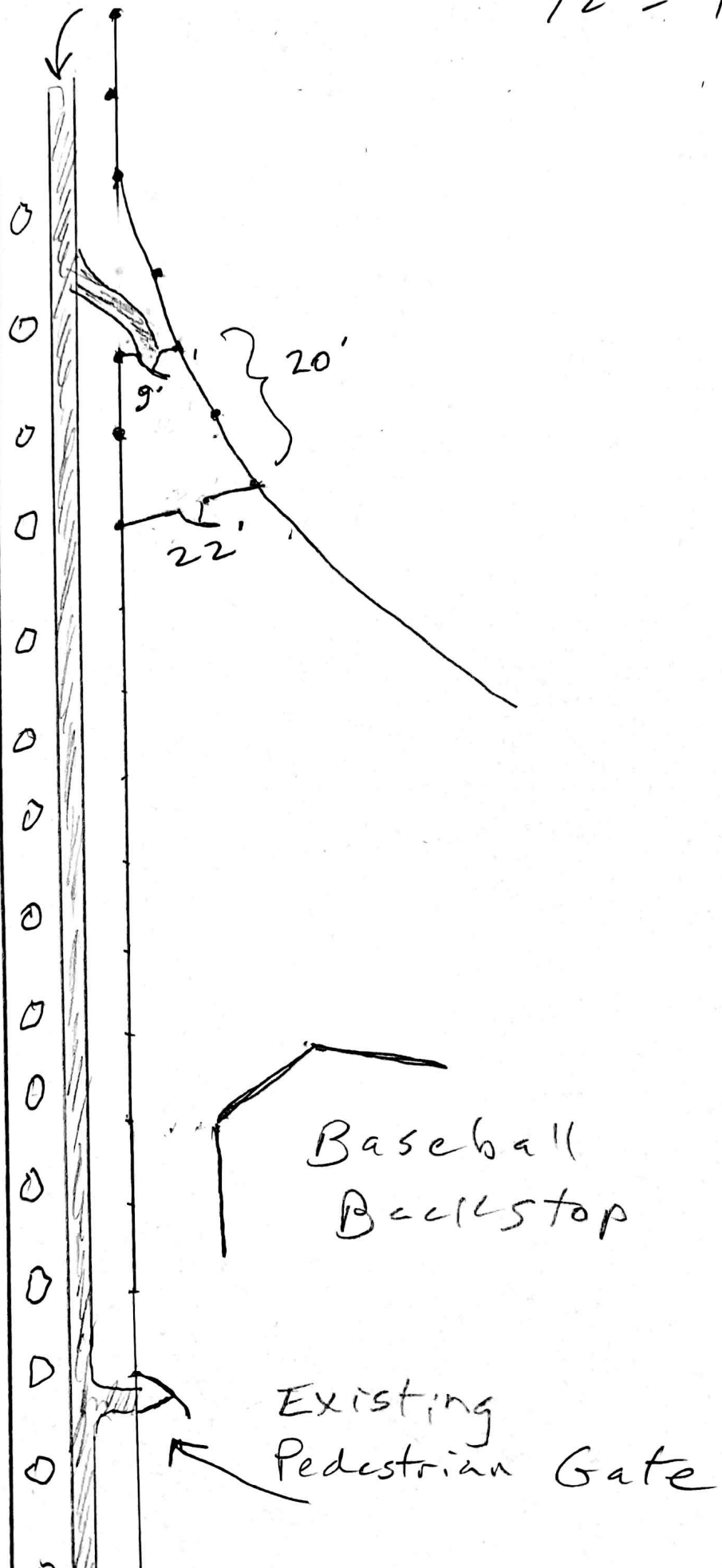
Existing Pedestrian Gate





Trail

$$\frac{1}{2}'' = 10'$$







Kevin Glasheen <glasheenkevin@gmail.com>

Share Cart Invitation From Kevin Glasheen

The Home Depot <HomeDepot@order.homedepot.com>
To: glasheenkevin@gmail.com

Mon, Jun 19, 2023 at 4:00 PM















Kevin Glasheen would like to
share their cart with you



[View Cart](#)

Kevin Glasheen's Cart

Item	In Store	Qty	Item Total
Everbilt 1-3/8 in. Dia x 10 ft. 6 in. 17-Gauge Galvanized Steel Chain Link Fence BlackTop Rail - Black Model #328901BKEB Store SKU #1005654035	Aisle 68 Bay 014	3	\$128.91

	Everbilt 2-3/8 in. Dia x 6 ft. 16-Gauge Galvanized Steel Chain Link Fence Black Corner Post Model #328992BKEB Store SKU #1005753264		Aisle 68 Bay 016	4	\$115.08
	Everbilt 1-3/8 in. Chain Link Fence Black Aluminum Rail End Model #328550BKEB Store SKU #1005654020		Aisle 68 Bay 012	8	\$7.84
	Everbilt 2-3/8 in. Galvanized Steel Chain Link Fence Black Tension Band Model #328524BKEB Store SKU #1005753277		Aisle 68 Bay 012	24	\$69.12
	Everbilt 2-3/8 in. Aluminum Chain Link Fence Black Post Cap Model #328558BKEB Store SKU #1005753263		Aisle 68 Bay 012	1	\$4.84
	Everbilt 5/8 in. x 48 in. Galvanized Steel Chain Link Fence Black Tension Bar Model #328512BKEB Store SKU #1005753280		Aisle 68 Bay 014	1	\$3.91

	Everbilt 48 in. x 50 ft. 9-Gauge Galvanized Steel Black Chain Link Fence Fabric Model #308864EB Store SKU #1005654004	 Aisle 68 Bay 016	1	\$159.00
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	Everbilt 42 in. x 48 in. Galvanized Steel Chain Link Fence Black Metal Gate Model #329204BKEB Store SKU #1005753272	 Aisle 68 Bay 016	2	\$358.00
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Subtotal	\$846.70
Shipping	\$0
Sales Tax	\$0

Est. Total \$846.70

[View Cart](#)

	SAVE \$5 NOW & HUNDREDS LATER	SAVINGS DELIVERED RIGHT TO YOUR INBOX
		SIGN UP TODAY >

	SPECIAL BUY SAVINGS WHILE SUPPLIES LAST SHOP ONLINE NOW >
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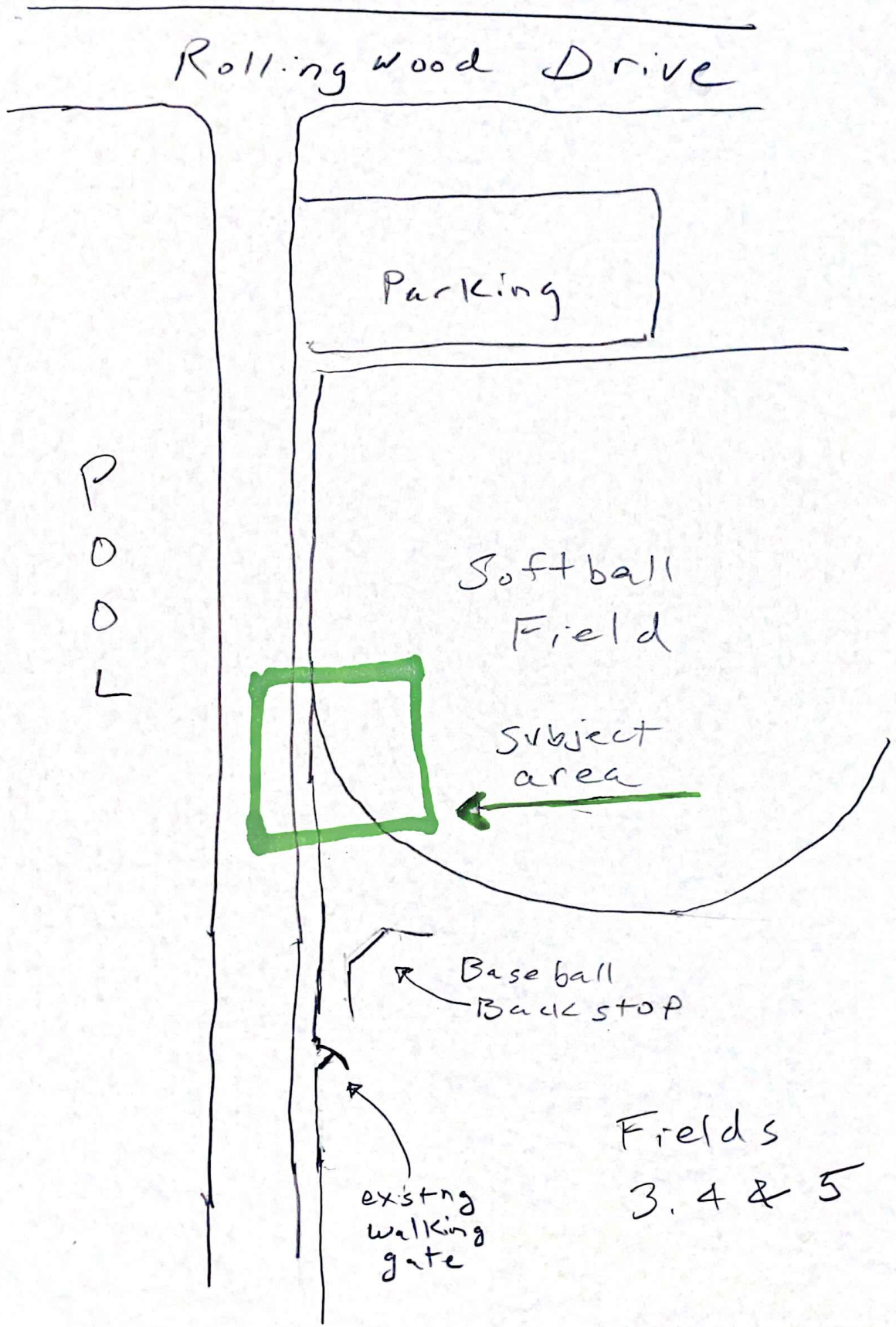
YOU MIGHT ALSO LIKE



25 CU. FT. FRENCH DOOR REFRIGERATOR IN FINGERPRINT RESISTANT STAINLESS STEEL

[SHOP NOW >](#)

Rollingwood Park New Gate Project



Trail

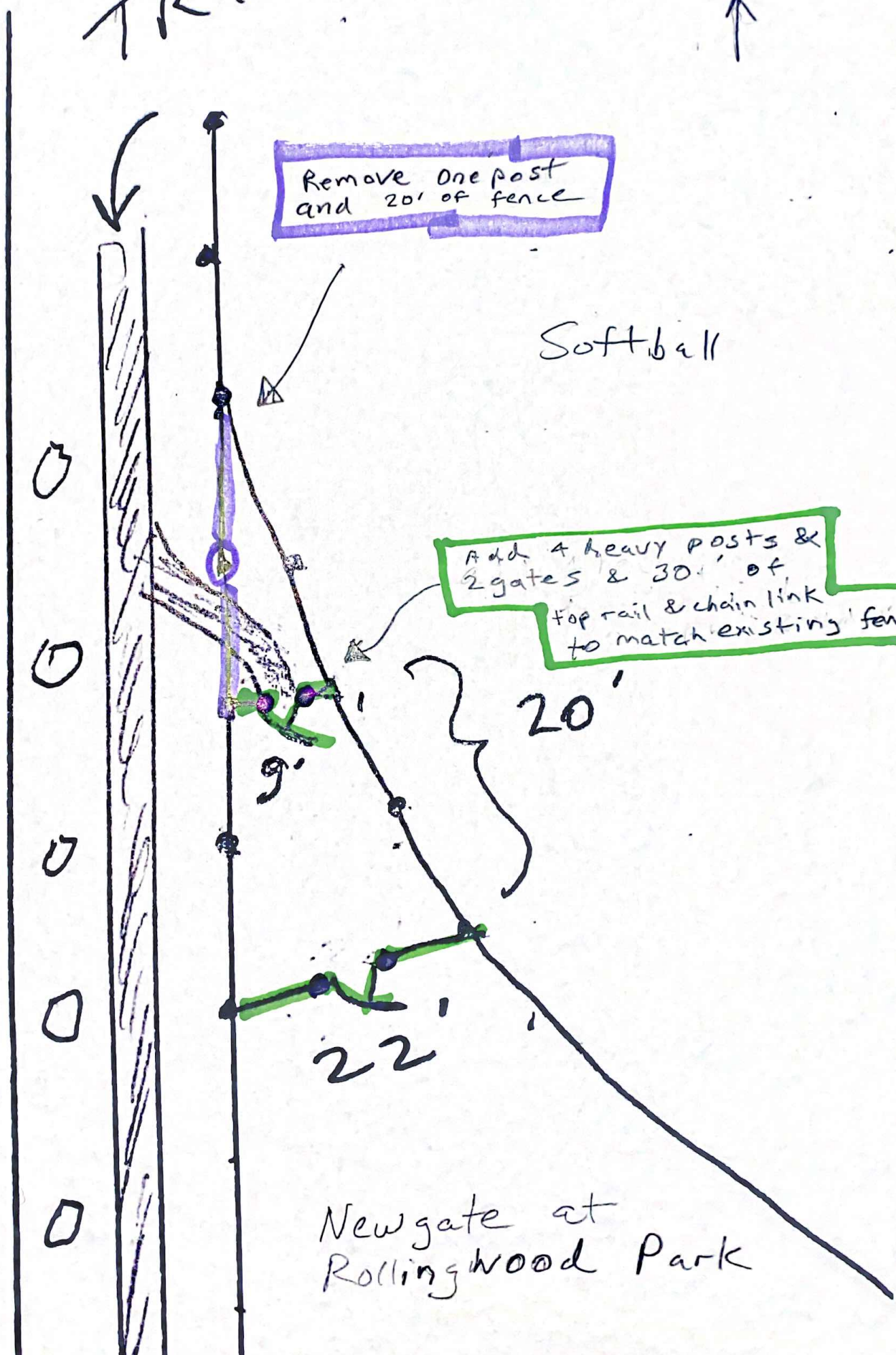


Remove one post and 20' of fence

Softball

Add 4 heavy posts & 2 gates & 30' of top rail & chain link to match existing fence

P
A
R
K
I
N
G



New gate at Rollingwood Park



100-GENERAL FUND

PARK DEPARTMENT

83.33% 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	36,930.00	2,105.15	19,390.30	52.51	17,539.70
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	923.18	2,965.72	98.86	34.28
100-5-55-5020 HEALTH INSURANCE	4,853.00	167.82	1,285.98	26.50	3,567.02
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	161.04	1,482.99	52.50	1,342.01
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	259.78	2,873.44	64.83	1,558.56
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	53,105.00	3,616.97	28,977.37	54.57	24,127.63
<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	0.00	0.00	500.00
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	2,500.00	0.00	845.32	33.81	1,654.68
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	0.00	75.52	30.21	174.48
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	89.32	1,282.40	42.75	1,717.60
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	2,230.06	4,718.51	72.59	1,781.49
100-5-55-5191 MAINTENANCE	8,000.00	293.89	4,837.07	60.46	3,162.93
100-5-55-5195 VEHICLE OPERATIONS	2,000.00	182.41	1,741.56	87.08	258.44
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	140.12	14.01	859.88
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	4,160.00	46.22	4,840.00
TOTAL SUPPLIES & OPERATION EXP	40,750.00	3,215.68	28,171.47	69.13	12,578.53
<u>CONTRACTUAL SERVICES</u>					
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
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	500.00	2.75	15.36	3.07	484.64
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	683.17	45.54	816.83

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

100-GENERAL FUND

PARK DEPARTMENT

83.33% 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	0.00	0.00	0.00	0.00	0.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	430.00	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	430.00	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	7,265.40	79,809.76	70.98	32,630.24