



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

**Monday, October 03, 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 October 3, 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 11:32 a.m.

**Present Members:** Chair Chad Smith, Victoria Johnson, Mary Elizabeth Cofer, Don Hudson, Niccole Maurici, Laurie Mills, and Melissa Morrow.

**Also Present:** Council Member Alec Robinson, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

### **PUBLIC COMMENTS**

No individuals spoke during public comments.

### **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 09-19-2022 Park Commission meeting**

**Laurie Mills moved to approve the minutes from the last meeting. Chad Smith seconded the motion. The motion passed with 7 in favor and 0 against.**

## **REGULAR AGENDA**

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

Steve Franke, with Western Hills Girls Softball, discussed that the season is ongoing, and the screens have been fixed. He reported 2 maintenance issues.

The Park Commission discussed the procedure for reporting maintenance issues to the City. They would like Public Works Superintendent Izzy Parra to provide a list of maintenance issues including status and level of urgency.

Mary Elizabeth Cofer reported a broken sprinkler head.

The Park Commission discussed the park walk throughs and attaching a status and level of urgency to each item. The Park Commission would like to have this as an agenda item for the next meeting and coordinate with Izzy Parra.

### 4. Discussion and possible action concerning park rental rates for adult fitness activities

Melissa Morrow discussed the City of Austin's fee structure for adult fitness activities. She discussed the purpose of the change in fees as transparency, fairness, and being competitive with the surrounding area. She discussed the proposed fee structure for small scale adult exercise classes submitted in the packet.

The Park Commission discussed what information the new fee structure was based upon when decided including residency requirements.

Mary Elizabeth Cofer stated that getting adults into the park should be the goal.

The Park Commission discussed rates in the Park based on space and usage.

**Melissa Morrow moved to introduce another fee structure for small scale adult classes using the recommendation as listed in the packet, the 1-7 people for 1-5 hours for \$1,000 annual fee, 1-7 people 6-10 hours \$1,200 annually, 8-20 people 1-5 hours \$1,320 annually and 8-20 people 6-10 hours \$1,800 annually with the registration fee of \$100 and fees to be paid quarterly. Mary Elizabeth Cofer seconded the motion.**

Chair Chad Smith clarified that this only applies to small scale adult fitness classes.

**The motion carried with 5 in favor, 1 against - Niccole Maurici, and 1 abstention - Laurie Mills.**

### 5. Discussion and possible action to allow pavilion rental during the weekday when school is not in session

Niccole Maurici and the Park Commission discussed allowing a non-weekend rental of the pavilion on non-school days. This is currently not allowed. The hours available to rent would be the same and there would be a limit of four events per week.

**Laurie Mills moved to open up pavilion rentals to other days of the week. Mary Elizabeth Cofer seconded the motion.**

The Park Commission discussed parking and crowding with events. No more than four rentals per week will be allowed and the time slots will remain the same.

**The motion carried with 7 in favor and 0 against.**

6. Discussion regarding holding Park Commission meetings in the summer months

Mary Elizabeth Cofer brought up the idea of not having meetings in the summer months.

The Park Commission discussed the number of agenda items in summer months and which months to not hold Park Commission meetings.

**Mary Elizabeth Cofer moved to adapt the schedule for Park Commission meetings to not have a July meeting and change the date of the August meeting to coincide with the Eanes School schedule unless there is an emergency. Laurie Mills seconded the motion.**

Don Hudson proposed not having the August meeting because it conflicts with back to school time.

**Mary Elizabeth Cofer withdrew her motion.**

**Mary Elizabeth Cofer moved to have the June meeting, no meeting in July or August and hold the September meeting except if there is an emergency. Laurie Mills seconded.**

**The motion carried with 7 in favor and 0 against.**

7. Discussion and possible action on the regular Park Commission meeting day

Laurie Mills proposed moving the meeting to another weekday because Mondays are difficult for her to meet. The Park Commission discussed other possible meeting dates and times.

Mary Elizabeth Cofer discussed leaving the meeting date and time as it is and review it again at the next meeting.

*This item was tabled until the next meeting.*

8. Discussion and possible action to request City Council to revisit the procedure and process to replace Board and Commission members

Niccole Maurici discussed the process for applying for Boards and Commissions. She proposed a new procedure for this process.

The Park Commission discussed the process, the informing of commissions and residents of an opening, the needs of the commissions, and onboarding of new commission members.

Melissa Morrow discussed the City Council process in the past for appointing board and commission members.

The Commission further discussed ways to improve the appointment process.

Council Member Alec Robinson discussed bringing this topic to the City Council and addressing this item with the newly elected council in November.

**Niccole Maurici moved to request the City Council revisit the procedure and the process to replace Board and Commission members when it works with their agenda. Melissa Morrow seconded the motion.**

**The motion carried with 7 in favor and 0 against.**

*Victoria Johnson left the meeting at this time.*

9. Update from Park Amenities Subcommittee

*This item was tabled to the next meeting.*

10. Discussion and possible action to recommend RCDC Park Event Amenities and Promotion project

The Park Commission discussed whether there was action at the last meeting and where this item would need to go after recommendation from the Park Commission.

City Secretary Desiree Adair read the motion from the last meeting regarding the Park Amenities and Promotion project.

Mary Elizabeth Cofer stated she would work with Victoria Johnson and Brian Rider.

*This item was tabled to the next meeting.*

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:40 p.m.**

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

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**Chad Smith, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**