



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