



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Monday, December 06, 2021

The Park Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on Monday, December 6, 2021 at 11:30 a.m. Members of the public and the Commission were permitted to participate in the meeting virtually, as long as a quorum of the Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public was permitted watch this meeting live and have the opportunity to comment via audio devices at the link below. The public was also permitted to 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

A video recording of the meeting was made and was posted to the City's website and is available to the public in accordance with the Texas Public Information Act upon written request.

CALL PARK COMMISSION MEETING TO ORDER

1. Roll Call

Acting Chair Chad Smith called the meeting to order at 11:40 a.m.

Present Members: Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Chad Smith, and Niccole Maurici.

Also Present: Assistant City Administrator Ashley Wayman and Public Works Operator Vicky Ballard.

PUBLIC COMMENTS

There were no 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 November 1, 2021 Park Commission Meeting

Melissa Morrow motioned to approve the consent agenda. Niccole Maurici seconded the motion.

The motion passed 5-0.

It was later determined that the minutes were not included in the packet due to a technical error. These minutes will be brought back for approval at the next Park Commission meeting.

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Park Commission

The Commission discussed the election of a Chair.

The Commission discussed item 10 in conjunction with this item.

Melissa Morrow, Niccole Maurici, Chad Smith, Mary Elizabeth Cofer, and Don Hudson expressed their intent to continue serving on the Park Commission.

Assistant City Administrator Ashley Wayman discussed that the Commission could wait until the Park Commission vacancy is filled before selecting a Chair.

The Commission decided to wait until the Park Commission vacancy is filled before selecting a Chair.

4. Discussion and possible action to adopt the Rental Fees and Payment Agreement and to make a recommendation to the City Council

Niccole Maurici discussed the work that the Commission has done on the commercial use and rental process up to this point. She discussed the proposal for pavilion rentals.

The Park Commission discussed the details and terms of the use of the pavilion rental process.

Mary Elizabeth Cofer motioned to approve the Rental Fees and Payment Agreement and to make a recommendation to the City Council. Chad Smith seconded the motion. The motion passed 5-0.

5. Discussion and possible action to update the Rollingwood Pavilion Reservation Requirements, Rules and Regulations and to make a recommendation to the City Council

Niccole Maurici discussed the proposed reservation requirements and rules and regulations document.

The Park Commission discussed the rules and regulations, including the pavilion capacity, playscape capacity, and the timeframe in which reservations can be made.

Chad Smith motioned that the amended rules and regulations be approved and a recommendation made to City Council. Melissa Morrow seconded the motion.

Mary Elizabeth Cofer discussed children playing unsupervised in the Park.

The Park Commission discussed this concern as well as messaging concerning the rules of the park.

The motion passed 5-0.

6. Discussion and possible action to create the Rollingwood Waiver and Release and to make a recommendation to the City Council

Niccole Maurici discussed the proposed waiver and how it relates to the rental process of any of the fields or pavilion.

Chad Smith motioned that the Commission submit the Rollingwood Waiver and Release to the City Council pending attorney approval. Don Hudson seconded the motion. The motion passed 5-0.

7. Discussion and possible action to create the Rollingwood COVID-19 Waiver and to make a recommendation to the City Council

Niccole Maurici discussed that similar rental facilities in the area are using a COVID-19 waiver and that they are proposing that these be used for park facility rentals.

The Park Commission further discussed the COVID-19 waiver.

Chad Smith motioned that the Commission submit the COVID-19 Waiver to the City Council, subject to attorney approval. Don Hudson seconded the motion. The motion passed 5-0.

8. Discussion and possible action to update the non-commercial and commercial rental process and to make a recommendation to the City Council

Niccole Maurici discussed the intent to have three links on the website under “Rollingwood Rentals,” one for commercial renters, one for non-commercial renters and one for pavilion renters.

Don Hudson discussed stated that he didn’t think that these documents were ready to go to City Council.

Niccole Maurici further discussed the information that would be collected for each of these types of rentals.

The Park Commission reviewed the three different applications proposed in the packet.

Chad Smith motioned to approve the pavilion, non-commercial and commercial rental applications and to make a recommendation to the City Council. Don Hudson seconded the motion.

The motion passed 5-0.

Don Hudson stated that he would like to print and review these documents and that the sub-committee should be able to make any necessary unsubstantial changes.

9. Discussion and possible action on the evaluation of the ideas presented in the Zilker Park Vision Plan community meeting number three for any impacts to Rollingwood Park

Melissa Morrow stated that the subcommittee did not have any updates at this time.

10. Discussion regarding intent to continue serving on the Park Commission

This item was covered under item 3.

11. Discussion and possible action regarding the selection of City Council board and commission liaisons

Assistant City Administrator Ashley Wayman discussed the process by which the Mayor and City Council designate board and commission liaisons.

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 Financials through October 2021

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:57 p.m.

Minutes Adopted on the _____ day of _____, 2022.

_____, **Chair**

ATTEST:

Ashley Wayman, Assistant City Administrator