



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, May 04, 2021

On Tuesday, May 4, 2021 at 9:30 a.m., the Park Commission of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/85305275812?pwd=M1ZOWnczWldUaEhCZ1VjcUVoM25XQT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 853 0527 5812

Passcode: 2021

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

CALL PARK COMMISSION MEETING TO ORDER

1. Roll Call

Chair Phil McDuffee called the meeting to order at 9:30 a.m.

Present Members: Chair Phil McDuffee, Mary Elizabeth Cofer, Niccole Maurici, Chad Smith, David Raymond, Don Hudson, and Laurie Mills.

Also Present: City Administrator Amber Lewis, Councilmember Wendi Hundley, Assistant City Administrator Ashley Wayman and Development Services Director Carrie Caylor.

PUBLIC COMMENTS

2. Public Comments

The following individuals spoke during public comment:

- Chair Phil McDuffee stated that there is a donor willing to buy and deliver weed and feed for fields 3, 4 and 5.
- Niccole Maurici stated that this could be brought to the next agenda.

- Mary Elizabeth Cofer discussed whether this product is environmentally friendly or whether it was what had been used on the field in the past.
- Barry Delcambre, President of the RCDC, addressed the Park Commission regarding discussions with Lance Thompson of Milk and Cookies about a project that would potentially be located in or near the park. He discussed a draft term sheet and the intent of this project.
- The Commission and Barry Delcambre discussed the proposed project.
- Brian Rider, past Park Commission Chair discussed this proposed project.
- Mayor Michael Dyson discussed this proposed project.
- Chair Phil McDuffee questioned the way the funds would be used.
- David Raymond discussed whether the existing field house had been considered for use.
- Diana Wallace had technical difficulties and was unable to speak during public comments.

Chair Phil McDuffee called up item 7 at this time.

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.

3. Discussion and possible action on the minutes from the April 6, 2021 Park Commission meeting

Niccole Maurici motioned to approve the consent agenda. Laurie Mills seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**
- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**
- **Laurie Mills – Yes**
- **David Raymond – Yes**

The motion passed 7-0.

REGULAR AGENDA

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

Steve Franke with Western Hills Girls Softball gave an update on the softball and baseball schedules. He also discussed the status of the fencing repairs.

5. Discussion and possible action on a presentation from Nudge Consulting to answer questions from the Park Commission and community regarding the Park Master Plan

Niccole Maurici discussed this item and asked the Commission whether they would like to see a presentation from Nudge Consulting in the future.

The Commission discussed a future presentation, the items in the master plan that they are currently looking at, and how to go about coming up with a list of questions regarding the park master plan to submit to Nudge. They discussed beginning to formulate questions but wait until the staff hears back from Nudge regarding how to proceed further.

6. Discussion and possible action on a license agreement with i9 Sports for use of the athletic fields

Justin Cannon, with i9 Sports, discussed that in the past they were an approved vendor to use the athletic fields under Girls Softball and that they were coming to seek approval to use the fields for camps again this year.

The Commission discussed which fields would be used and those that sign up for the camps.

Niccole Maurici motioned to allow the usage of all fields during the hours proposed. Laurie Mills seconded the motion.

- Chair Phil McDuffee – No
- Niccole Maurici – Yes
- Mary Elizabeth Cofer – No
- Don Hudson – No
- Chad Smith – Yes
- Laurie Mills – Yes

The motion failed 3-3.

City Administrator Amber Lewis stated that she is confirming with the City Attorney on what do if there is a tie.

The Commission moved on to item 8 at this time with intent to return to this item when the City Attorney advises on what to do in the event of a tie.

The Commission returned to this item at the conclusion of item 8.

City Administrator Amber Lewis stated that the City Attorney confirmed that the motion fails for lack of being affirmatively approved. She discussed the Commission's options for this recommendation.

Chair Phil McDuffee motioned to approve i9 for use of fields 1 and 2 for now only during the times that they are requesting. Mary Elizabeth Cofer seconded the motion.

- Chair Phil McDuffee – Yes
- Niccole Maurici – No
- Mary Elizabeth Cofer – Yes
- Don Hudson – Yes
- Chad Smith – Yes

The motion passed 4-1.

Councilmember Wendi Hundley clarified that this will now go to the City Council for their approval and that there would be another opportunity for public input.

The Commission moved to item 9 at this time.

7. Discussion and possible action on a request from Life Ki-do to update their schedule for commercial use of the park.

Jonathan Hewitt with Life Ki-Do discussed the proposed changes to his schedule.

Assistant City Administrator Ashley Wayman discussed the current schedule of commercial users of the park and explained why this was brought before the Commission.

The Commission discussed Life Ki-Do classes.

Mary Elizabeth Cofer motioned to approve the request from Life Ki-do to update their schedule for commercial use of the park. David Raymond seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**
- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**
- **Laurie Mills – Yes**
- **David Raymond – Yes**

The motion passed 7-0.

The Commission returned to the consent agenda at this time.

8. Discussion and possible action on a general park maintenance schedule, recommendation regarding maintenance of Water Wise garden and landscaping throughout the park.

Chair Phil McDuffee discussed that he is interested in tracking when we are watering, when it rains, when we are mowing, weeding, and pruning, and how we can best start rejuvenating the parkland.

Niccole Maurici discussed what they have worked on based on the park walk-through schedule.

The Commission discussed how to create a schedule that would be manageable for staff.

Niccole Maurici motioned that the Public Works Department has the authorization to remove anything that is dead from the landscaped garden areas and is approved to replace it with the same kind of plant that was there previously at the time of removal. Mary Elizabeth Cofer seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**

- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**

The motion passed 5-0.

The Commission further discussed the maintenance schedule and tracking of items.

Development Services Director Carrie Caylor discussed that we already have a maintenance schedule and explained that tracking these items would not be practical. She asked that the Commission give them a couple months to implement the action that has just been taken and work the current schedule.

The Commission returned to item 6 at this time.

9. Discussion and possible action to address erosion and maintenance issues on existing crushed granite trail in the park, to investigate possible stabilizing surfaces or materials, and to address a connection trail from the upper to the lower park

Don Hudson discussed the connection trail and conversations that have been had with Ric Thompson.

Mary Elizabeth Cofer stated that Tim Eischen would be available to come talk to the Commission about the trail.

The Commission discussed how to proceed with the connection trail discussion.

Niccole Maurici recommended that the connection trail be tabled until there are plans with city hall and separately address the stabilization of the current trail until more information is brought back to the Commission.

The Commission discussed inviting Tim Eischen to a park walkthrough to discuss the trail and Niccole Maurici was charged with setting up the walkthrough.

Niccole Maurici motioned to table the connectivity trail from the upper to the lower park as laid out in the master plan until we understand further what is happening with the city hall remodel or rebuild because of the drainage issues associated with the connectivity trail in that location. Don Hudson seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**
- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**

The motion passed 5-0.

Niccole Maurici stated that the next step is to further investigate the materials that could help stabilize the current existing upper and lower trail and that this would be a recurring item.

10. Discussion and possible action to make a recommendation to City Council regarding the parking along the east side of the ball fields and the relocation of boulders to allow for additional parking

Niccole Maurici discussed the current parking situation at the upper park and that the City Council would have to approve anything regarding parking in the park.

The Commission discussed parking safety concerns, ensuring EMS and Fire accessibility and ways to mark the parking spaces and provide more parking there.

Councilmember Wendi Hundley discussed parking options that have been discussed in the past and during the park master planning process.

The Commission further discussed elements of the park master plan and parking options.

Niccole Maurici motioned to table this item to the June Park Commission meeting. Don Hudson seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**
- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**

The motion passed 5-0.

11. Discussion and possible action to review private and commercial rate structures and rental fees for Rollingwood Park facilities and Hatley Fields and to make a recommendation to the City Council

Mary Elizabeth Cofer asked that this item be tabled to the next meeting.

The Commission discussed tabling the rest of the agenda items.

This item was tabled to the June meeting.

Chair Phil McDuffee asked that there still be discussion on the watering of the Butterfly Garden and called up item 13 at this time.

12. Discussion and possible action regarding reduction or removal of ligustrum tree invasive species in Rollingwood Park

This item was tabled to the June meeting.

13. Discussion regarding water accessibility for the butterfly garden.

Phil McDuffee discussed that the Public Works department has an idea to get water to the butterfly garden.

Mary Elizabeth Cofer motioned to send a request to City Council to investigate running a line from the fields to the butterfly garden for irrigation purposes. Niccole Maurici seconded the motion.

- **Chair Phil McDuffee – Yes**
- **Niccole Maurici – Yes**
- **Mary Elizabeth Cofer – Yes**
- **Don Hudson – Yes**
- **Chad Smith – Yes**

The motion passed 5-0.

Chair Phil McDuffee stated that the rest of the items, items 11, 12 and 14 be tabled until next meeting and that they would be covered at the top of the next agenda.

Don Hudson asked that the Commission review the spreadsheet included in the item regarding the fee schedule ahead of the next meeting.

14. Discussion and possible action on a paint palette recommendation for repairs made to paintable areas throughout the park

This item was tabled to the June meeting.

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.

15. Park Financials through March 2021

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:23 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Phil McDuffee, Chair

ATTEST:

Ashley Wayman, City Secretary

