



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Monday, February 07, 2022

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, February 7, 2022 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=QmNUbmZBQ1lwUINjNmK5RnJreIRFUT09>

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 11:30 a.m.

Present Members: Chad Smith, Niccole Maurici, Melissa Morrow, Don Hudson, Mary Elizabeth Cofer, Laurie Mills and Jennifer Meyer

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

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.

2. Public Comments

The following individuals spoke during public comments:

- Mayor Gavin Massingill introduced himself to the Park Commission and discussed that, on behalf of staff, he wants to make sure that there are clear goals and policies for the staff to carry out. He also discussed that he has been approached by a gentleman who would like to make a donation to the Park in honor of his mother, long-time resident.
- Niccole Maurici, 4906 Timberline, discussed that the Park Commission has not been able to put together an It's My Park Day event in the past years for various reasons and discussed another opportunity to potentially get a donation of mulch.
- Mary Elizabeth Cofer asked the Park Commission if they would be open to moving the next Park Commission meeting to 9:30 am on Monday, March 7.
- Steve Franke, with Western Hills Girls Softball, discussed that the fencing was finished last week and he will be doing a final walk-through with them this week. He also discussed that the season has now begun and that the first week of games is Saturday, February 26.
- Chad Smith stated that baseball will have tryouts on February 12 and 13.
- Steve Franke and the Commission discussed notification to residents that the season is starting.

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 January 3, 2022 Park Commission Meeting

Chad Smith motioned to approve the consent agenda. Jennifer Meyer seconded the motion. The motion passed 7-0.

REGULAR AGENDA

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

Melissa Morrow motioned to elect Chad Smith as the Chair of the Park Commission. Mary Elizabeth Cofer seconded the motion. The motion passed 7-0.

5. Discussion concerning the park deed regarding youth sports

Laurie Mills discussed that she wanted to clarify a comment made at the last meeting regarding the enforceability of the park deed.

Interim City Administrator Ashley Wayman discussed that after reviewing the meeting video in question it was determined that that statement was not made by the City Attorney but rather an elected official. She also explained that typically a request like this that includes getting

information or an opinion by the City Attorney would come from the City Council or an elected official.

The Park Commission further discussed the City Council meeting in which this topic came up, the language of the park deed and its enforceability.

6. Discussion and possible action concerning the development of guidelines for staff on the ideal number of days, and hours of scheduled activities in the park

Melissa Morrow discussed why she put this item on the agenda and her recommendations for closing fields at certain times to allow for better growth.

The Commission further discussed the potential of closing fields at certain times to allow for better growth and how to best take care of the city's fields and residents.

Melissa Morrow discussed the ways to improve and repair the city's fields and suggested allowing fields 1 and 2 to be used when fields 3,4 and 5 are closed.

The Commission and Public Works Operator Vicky Ballard further discussed field maintenance, including the potential of putting new sod on the fields.

The Commission asked staff to come back with a quote to re-sod the fields.

Melissa Morrow discussed she also intended for this item to address how much of the time the park should be allowed for rentals and how much it should be open for free use.

7. Discussion and possible action on guidelines for staff on field rentals, including which fields to rent first to maximize use for a variety of park users, and providing guidance on priorities and setting minimum and maximum number of participants per area

Melissa Morrow discussed that she would like to discuss guidance about when and by what groups the fields can be rented.

The Park Commission discussed the prioritization of use of the fields.

Mayor Gavin Massingill discussed that he would work with staff to review the current reservation requests for the fields, take everything the Park Commission has discussed into consideration, and approve requests accordingly.

The Park Commission discussed building in time for setup and breakdown into reservations, having a dedicated contact for vendors, and that there was another group using the fields that had not gone through the reservation process.

The Commission discussed reaching out to Neighborhood Sports to let them know that Hatley Fields are only available for rent through the city's process.

8. Discussion and possible action item to recommend a Rollingwood Park Comment/Concern/Complaint google form, which will be identified and accessed by QR code, to be posted throughout Rollingwood Park, locations and number of signs will be determined by the Park Commission, with the recommendation to have the QR code posted on the

Rollingwood website, WHLL website and distributed electronically to WHLL and WHGS database

Chair Chad Smith called up item 12 to be discussed in conjunction with this item.

Chad Smith discussed the idea of the QR code signs presented here and explained the ways these signs will be used.

The Park Commission discussed whether there were financial transactions involved in any of the web addresses that are on the signs and Public Works Operator Vicky Ballard discussed that there were no financial transactions involved.

Chad Smith motioned to post a few of these QR Code signs on a trial basis to see how they work. Mary Elizabeth Cofer seconded the motion.

Don Hudson discussed what pages these QR codes will lead to.

The motion passed 7-0.

9. Discussion and possible action regarding expanding the existing butterfly garden on the west side of the Rollingwood park

Mary Elizabeth Cofer discussed that she would like to expand the butterfly garden to double its size. She also mentioned that the Rollingwood Women's Club would possibly be interested in funding it.

The Commission discussed a previous butterfly garden grant and that the existing garden was funded with donations.

Mary Elizabeth Cofer motioned to expand the existing butterfly garden and add a trellis and bench, and to apply for a grant to the Rollingwood Women's Club.

Chad Smith discussed that the Commission would like to see a depiction of it once it was organized.

Mary Elizabeth Cofer stated that she would like help drawing the depiction.

Laurie Mills seconded the motion. The motion passed 7-0.

Chad Smith stated that subject to a final review by the Commission they are in favor of expanding the garden and moving forward with the Women's Club.

10. Discussion and possible action to install a motion sensor light(s) on the east side of the Field House

Chad Smith called up item 11 to be discussed in conjunction with this item.

Niccole Maurici discussed adding a motion sensor light to the field house.

The Commission discussed the lighting in the park, park hours, and the placement of the light.

The Commission discussed tabling these items to the next meeting. They also discussed the security camera currently located in the park.

Niccole Maurici discussed that she would bring back quotes for this and item 11 to the next meeting.

Items 10 and 11 were tabled to the next meeting.

11. Discussion and possible action to install outdoor security cameras throughout Hatley Fields, Pavilion, upper and lower playscapes

This item was discussed in conjunction with item 10.

12. Discussion and possible action to recommend a Rollingwood Park QR code to access park reservations and park space availability, to be posted throughout Rollingwood Park, locations can include but are not limited to Hatley Fields 1/2/3/4/5, as well as the pavilion, the number of signs to be determined by the Park Commission

This item was discussed in conjunction with item 8.

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.

13. Park Financials through December 2021

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:01 p.m.

Minutes Adopted on the 7th day of March, 2022.

Chad Smith, Chair

ATTEST:

Ashley Wayman, Interim City Administrator