



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

**Tuesday, April 06, 2021**

On Tuesday, April 6, 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/89685987268?pwd=ZIR2bUF5cW1obzNjemtjUFFETFZlUT09>

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

**Meeting ID:** 896 8598 7268

**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, Chad Smith, Niccole Maurici, Mary Elizabeth Cofer, and Don Hudson.

**Also Present:** City Administrator Amber Lewis, Council Member Wendi Hundley, Council Member Buck Shapiro, and Assistant City Administrator Ashley Wayman.

### **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

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.

3. Discussion and possible action on the minutes from the March 9, 2021 Park Commission meeting

**Niccole Maurici motioned to approve the consent agenda. Mary Elizabeth Cofer seconded the motion.**

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

**The motion passed 5-0.**

**REGULAR AGENDA**

4. Welcome Chad Smith to the Park Commission

Chair Phil McDuffee welcomed Chad Smith to the Park Commission.

5. Discussion and possible action on a Commercial Use Application from Kindred Heart Yoga

Andrea Barton discussed and answered questions from the Commission regarding her application for commercial use of the park and the classes that she would be offering.

**Mary Elizabeth Cofer motioned to approve a commercial use application by Kindred Heart Yoga. Don Hudson seconded the motion.**

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

**The motion passed 4-0 with one abstention.**

6. Discussion and review of the Open Meetings Act as it pertains to the Park Commission and City Council Liaisons

Assistant City Administrator Ashley Wayman discussed the Open Meetings Act as it pertains to the Park Commission and City Council Liaisons.

The Commission discussed the Open Meetings Act.

Mary Elizabeth Cofer stated that she would get back with the liaisons next week regarding whether she would like the attorneys to do a more in depth presentation.

7. 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

The commission discussed stabilizing materials to use on the park trail and the preliminary connection trail design. They also discussed appendix B to the Park Master Plan relating to the ADA Trail and It's My Park Day.

Niccole Maurici stated that she would work with staff to come up with a way to tackle this area with some consistent protocols and that she would bring something back at the next meeting.

8. 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

Niccole Maurici discussed the current rate structures.

**Niccole Maurici motioned to table this item until the next meeting. Don Hudson seconded the motion.**

**The motion passed 5-0.**

9. Discussion and possible action on a fundraising plan

Niccole Maurici discussed this item, which has been discussed at a prior Park Commission meeting.

**Niccole Maurici motioned to table this fundraising plan indefinitely item until the Commission comes up with a park initiative that requires funding. Mary Elizabeth Cofer seconded the motion.**

**The motion passed 5-0.**

10. Discussion on the playscape mulch

Niccole Maurici discussed this item, which has been discussed at a previous Park Commission meeting. She also discussed the need for a routine maintenance schedule.

City Administrator Amber Lewis stated that she would have the public works department evaluate the playscape mulch and that staff will keep up with the maintenance.

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

Niccole Maurici discussed this item, which has been discussed at a previous Park Commission meeting.

**Don Hudson motioned to table this item to the next meeting and to ask Public Works Operator Vicky Ballard to update the Commission on this effort. Mary Elizabeth Cofer seconded the motion.**

**The motion passed 5-0.**

12. Discussion and possible action to add the monthly park walk-through schedule with the scheduled participants to the Rollingwood Park Commission webpage

Niccole Maurici discussed the park walk through schedule and asked for feedback for which dates members can attend.

Assistant City Administrator Ashley Wayman stated that she would send the schedule link out to the Commission and post the schedule to the website at the end of the week.

## **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 - February 2021

## **ADJOURNMENT OF MEETING**

The meeting was adjourned at 11:21 a.m.

**Minutes Adopted on the 4<sup>th</sup> day of May, 2021.**

*Phillip McDuffee*  
Phillip McDuffee (May 11, 2021 13:49 CDT)

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**Phil McDuffee, Chair**

**ATTEST:**

*A Wayman*  
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**Ashley Wayman, City Secretary**





# 04-06-2021 PC Minutes

Final Audit Report

2021-05-11

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