



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

**Tuesday, February 06, 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 February 6, 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 Melissa Morrow welcomed Diana Wallace as the newest member of the Park Commission.

**Chair Melissa Morrow called the meeting to order at 12:01 p.m.**

**Present Members:** Chair Melissa Morrow, Don Hudson, Mary Elizabeth Cofer, Victoria Johnson, and Diana Wallace

**Also Present:** City Administrator Ashley Wayman, Assistant City Administrator Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

Melissa Morrow, 2502 Timberline Drive, announced that the Rollingwood Women's Club is looking to fund projects to beautify the community and is requesting proposals from the Park Commission.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the January 9, 2024 Park Commission meeting

**Victoria Johnson moved to approve the meeting minutes. Don Hudson seconded the motion. The motion passed with 5 in favor and 0 against.**

## **REGULAR AGENDA**

### 3. Update from Western Hills Little League and Western Hills Girls Softball

Steve Franke of Western Hills Girls Softball stated that registration has finished for softball and games will begin in March. He stated that they will be off for spring break and Easter weekend, and that Western Hills Day will be on April 20<sup>th</sup>. Steve Franke discussed improvements made on the field and concerns from parents regarding the restrooms.

Chair Melissa Morrow asked City Administrator Ashley Wayman about signage on fields 3, 4, and 5 for the season. City Administrator Ashley Wayman confirmed that signs were put on the entrances of fields 3, 4, and 5 notifying residents about the upcoming season. Steve Franke stated that he is still finalizing the schedule for softball for city staff.

Steve Franke discussed drainage on field 2.

Victoria Johnson asked City Administrator Ashley Wayman if the drainage on field 2 was considered when creating the retaining wall project. City Administrator Ashley Wayman stated that the drainage on field 2 is separate from retaining wall project.

The Park Commission and Steve Franke discussed the drainage on the fields.

### 4. Discussion regarding Quarterly Park Walk Through report

City Administrator Ashley Wayman explained the format and process of the quarterly park walk-through document.

### 5. Update on outstanding projects and City Council items including Memorial Tree project and Park drainage

Assistant City Administrator Desiree Adair explained that City Council was in favor of the project but would like to have more details such as estimate of cost and location before moving forward. She also mentioned that City Council would like to reserve the trees for residents with a history of community involvement or service to the community.

Chair Melissa Morrow stated that Mary Elizabeth Cofer, Don Hudson, and Laurie Mills will work as a subcommittee to finalize these details and provide more information at the next meeting.

City Administrator Ashley Wayman updated the Park Commission about two proposals from the recent City Council meeting. One proposal regarding an engineer to address drainage near the retaining wall at the upper park and the other addressing drainage on the corner of Gentry Drive and Nixon Drive. She reported that the proposals are approved and in progress.

City Administrator Ashley Wayman and the Park Commission discussed drainage near City Hall and the upper park.

### 6. Discussion and possible action on Park priorities

Chair Melissa Morrow discussed that she would like to review and consolidate each member's priority list with the commission to build consensus and prioritize items as a group. Chair

Melissa Morrow explained that RCDC approved to fund the retaining wall in the park and that there will be \$19,000 remaining for the Park Commission for other projects.

The Park Commission went through each list of items and organized them to a consolidated list. They discussed drainage in the lower and upper park, beautification in the park, the field house, trail repair, parking, trees, and field maintenance.

Chair Melissa Morrow stated that she will submit the consolidated priority list to City Administrator Ashley Wayman and Assistant City Administrator Desiree Adair. She would like to rank each item on the list in the next meeting.

The Park Commission discussed funding and the budget process. Chair Melissa Morrow reminded Park Commission that the Rollingwood Women’s Club are wanting to fund beautification projects.

The Park Commission discussed changing the meeting date in March.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:45 p.m.**

Minutes adopted on the 19<sup>th</sup> day of March, 2024.

  
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Melissa Morrow, Chair

**ATTEST:**

  
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Desiree Adair, City Secretary