



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, May 13, 2025

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 May 13, 2025. 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 called the meeting to order at 12:00 p.m.

Present Members: Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Victoria Johnson, and Laurie Mills

Also Present: City Administrator Alun Thomas and City Secretary Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the April 8, 2025 Park Commission meeting

Mary Elizabeth Cofer moved to approve the meeting minutes. Don Hudson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

3. Update and discussion on an Eagle Scout Project

Weston Bain, resident at 400 Vale Street, shared the progress of his eagle scout project to improve the walking trail in Rollingwood Park. He continued to thanked the Park Commission and the Public Works Department for their guidance and assistance. Mr. Bain explained that he raised money throughout his project for supplies and stated that he wishes to donate the excess amount to the park.

The Park Commission complimented Mr. Bain's work and thanked him for his efforts.

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

Steve Franke of Western Hills Little League shared that the softball season will be completed by the end of May as well as requested to be in the discussion for possible improvements to the fieldhouse.

Chair *Melissa Morrow moved to item 8.*

5. Discussion and possible action on potential improvements to the parking lot

Chair Melissa Morrow displayed concepts created by Alex Robinette to improve the parking lot and stated that the objective would be to improve safety and create parking spaces while maintaining green spaces. She continued to explain the need for a survey of the park to assist with this effort.

The Park Commission discussed the use of a survey and deliberated areas in the park that should be surveyed.

Alex Robinette discussed the possible use of a landscape architecture plan or architect's plan.

Laurie Mills moved to request City Council to get a survey of the upper park. Victoria Johnson seconded the motion.

City Administrator Alun Thomas confirmed that the City has a civil engineer and that it would likely be more cost efficient to get a surveyor to conduct the survey rather than an engineer.

The Park Commission and continued discussion of areas in the park that should be surveyed.

The motion carried with 5 in favor and 0 against.

6. Update, discussion, and possible action on the Friends of Rollingwood Park Donation Opportunity

The Park Commission asked questions regarding the status of the donation opportunity and previous park donation efforts.

Don Hudson explained the progress made with the donation opportunity and the Park Commission discussed possible ways residents could donate and the Friends of Rollingwood Park verbiage.

7. Discussion and possible action on next steps for the Rollingwood Park Tree Planting Project

This item was not discussed.

8. Discussion and possible action on a recommendation on proposals received for the alternative plan to the retaining wall project

Chair Melissa Morrow gave an overview of the alternative plan to the retaining wall and reviewed the proposals received. The Park Commission provided feedback and inquired about the scope of work outlined in the submitted proposals.

Alex Robinette, resident at 2500 Hatley Drive, explained that she met with Maas Verde Landscape restoration and Gomez Construction Service LLC to allow them to get a full understanding of the project's scope of work. She continued to say that a resident donated boulders for the project and that Gomez Construction Service LLC will use the materials for the project.

Mary Elizabeth Cofer discussed the pricing differences amongst the proposals. Alex Robinette stated that Gomez Construction Service LLC was aware of the boulder donation and removed some of the cost of the materials from the proposal submitted.

City Administrator Alun Thomas expressed concerns about the donated rocks to Gomez Construction LLC and improperly awarding the project due of inconsistencies proposals received.

The Park Commission continued discussion on the donated boulders and Alex Robinette stated that the boulders were not donated to Gomez Construction Service LLC.

Laurie Mills moved to award the bid to Gomez Construction Service LLC. Victoria Johnson seconded the motion.

Mary Elizabeth Cofer expressed concerns about potential preferential treatment related to the donated boulders. Alex Robinette explained that she informed Maas Verde Landscape Restoration as well as Gomez Construction Service LLC about the donated boulders.

The motion carried with 5 in favor and 0 against.

Chair Melissa Morrow moved to item 5.


ADJOURNMENT OF MEETING

The meeting was adjourned at 1:02 p.m.

Minutes adopted on the 24 day of June, 2025.


Melissa Morrow, Chair

ATTEST:


Makayla Rodriguez, City Secretary