



**CITY OF ROLLINGWOOD  
PARK COMMISSION MEETING  
MINUTES**

**Tuesday, June 11, 2024**

**CALL PARK COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Melissa Morrow called the meeting to order at 12:02 p.m.**

**Present Members:** Chair Melissa Morrow, Mary Elizabeth Cofer (Virtually), Don Hudson, Victoria Johnson, Laurie Mills, and Diana Wallace

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

**PUBLIC COMMENTS**

There were no public comments.

**CONSENT AGENDA**

2. Discussion and possible action on the minutes from the May 14, 2024 Park Commission meeting

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

3. Discussion and possible action on the minutes from the May 24, 2024 Park Site Visit

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

**REGULAR AGENDA**

4. Discussion and possible action regarding Park drainage proposals

*The Park Commission moved to item 7 at this time.*

Chair Melissa Morrow stated that the Park Commission received proposals to improve drainage in the park. City Administrator Ashley Wayman shared that Innovative Water Solutions, Maas Verde Landscape Restoration, and K Friese and Associates were all present on Zoom and in person to discuss their proposals and answer questions.

Abe Salinas of K Friese and Associates gave an overview on current drainage and flooding concerns around the park and discussed adding retention ponds to improve the areas. Chair Melissa Morrow stated that she would like to focus on improving areas within the park and that any drainage improvements considered by City Council should not affect their efforts. The Park Commission asked questions of Mr. Salinas regarding areas in the park, cost, and solutions. They Thanked Abe Salinas for his work.

Chris Maxwell-Gaines of Innovative Water Solutions discussed erosion at the upper park and presented a design for a retaining wall. The Park Commission asked questions regarding the retaining wall and next steps. Mr. Maxwell-Gaines stated the next steps. Chair Melissa Morrow assigned a subcommittee to meet with Chris Maxwell-Gaines for next steps.

Ted Maas of Maas Verde Landscape Solutions discussed his proposal that included a full drainage analysis of the park, cost estimates for alternatives, and coordinating with other projects.

5. Discussion and possible action regarding trail rehabilitation project

Tim Eischen of Eischen General Contracting gave an overview of his trail rehabilitation proposal. He went into the detail on his recommendations for improvement as well as the cost estimate. The Park Commission asked questions of Mr. Eischen regarding the proposal, maintenance, materials, separating the project into phases, and coordinating with contractors.

Chair Melissa Morrow asked City Administrator Ashley Wayman how to proceed with the trail improvement proposal. City Administrator Ashley Wayman stated that the Park Commission can make a list of request for City Council to incorporate projects in the budget by their July meeting.

The Park Commission and Tim Eischen discussed the project and alternative materials. The Park Commission requested Mr. Eischen to bring back a modified estimate that does not include a trail border. They thanked Tim Eischen for his work.

6. Update, discussion and possible action regarding tree proposal

Ted Maas of Maas Verde Landscape Solutions shared a proposal to add trees on the east side of the baseball fields on the upper park. He went into detail on the proposal and also discussed cost, placement of trees, and maintenance.

Chair Melissa Morrow thanked all the contractors for their presentations. She would like the subcommittees to reach out to the contractors to get more information so the Park Commission can make formal recommendations in the next meeting.

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

City Administrator Ashley Wayman discussed the lease the City has with Western Hills Little League and confirmed that Western Hills is responsible for field and equipment maintenance. City Administrator Ashley Wayman and Chair Melissa Morrow discussed field maintenance. Colby Louis of Western Hills Little League stated that he received communication from staff regarding maintenance and that he is in the process of addressing it.

8. Update regarding maximum number of field participants

Assistant to the City Administrator Makayla Rodriguez gave the Park Commission a recap of their recommendation that was sent to City Council regarding participant maximums on the upper park fields. She stated that City Council passed their recommendation of a participant maximum of 30 on field 1, a participant maximum of 30 on field 2, and a participant maximum of 60 combined on fields 3, 4, and 5 with a clarification that the participants include coaches, staff, and parents.

*The Park Commission moved item 4.*

9. Discussion regarding potential Park Commission budget requests

*The Park Commission did not discuss this item.*

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 1:26 p.m.

Minutes adopted on the 9th day of July, 2024.



Melissa Morrow, Chair

ATTEST:



Ashley Wayman, City Administrator