



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, July 09, 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 July 9, 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 called the meeting to order at 12:01 p.m.

Present Members: Chair Melissa Morrow, May Elizabeth Cofer, Don Hudson, Victoria Johnson, Chad Smith, and Diana Wallace

Also Present: City Administrator Ashley Wayman and Assistant to the City Administrator Makayla Rodriguez

PUBLIC COMMENTS

Assistant to the City Administrator Makayla Rodriguez read an email sent from Park Commission member Laurie Mills who was unable to attend the meeting.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the June 11, 2024 Park Commission meeting

Chad Smith moved to approve the minutes. Don Hudson seconded the motion. The motion passed with 6 favor and 0 against.

REGULAR AGENDA

3. Discussion and possible action regarding Park drainage proposals

Victoria Johnson discussed an updated drainage design from last month from Chris Maxwell-Gaines of Innovative Water Solutions for the fieldhouse area at the upper park that did not make it on the agenda. The Park Commission discussed the drainage proposal design.

Chair Melissa Morrow requested that the erosion subcommittee move forward with the drainage proposal from Maas Verde Landscape Restoration. The Park Commission discussed the design from Innovative Water Solutions and Maas Verde Landscape Restoration as well as drainage solutions for the fieldhouse area.

City Administrator Ashley Wayman explained that City Council reviewed the proposal from Innovative Water Solution from last month and requested more detail. She continued to say that the proposal was in the process of being reviewed by the city engineers. Ms. Wayman said that the proposal may not be ready in time for the next City Council meeting. She discussed next steps, the bidding process, landscaping, and the retaining wall with the Park Commission.

City Administrator Ashley Wayman stated that no action is needed from the Park Commission in regards to the retaining wall at this time.

4. Discussion and possible action regarding trail rehabilitation project

Mary Elizabeth Cofer met with the trail subcommittee to discuss the proposal from Eischen General Contracting. She stated that it is difficult for her to make a recommendation because she does not have feedback from City Council. Don Hudson agreed and discussed the current trail condition as well as improvements. Mr. Hudson mentioned a conversation he had with Council member Kevin Glasheen in regards to trail improvements.

Mary Elizabeth Cofer discussed ways to reduce cost to move forward with the Eischen General Contracting proposal. She stated she would like to have a sustainable solution.

Victoria Johnson would like Tim Eischen to come back out and advise on areas of the trail that need to be improved if there is not enough funds to fix the entire trail. The Park Commission discussed erosion areas on the trail and materials that could reduce erosion.

Diana Wallace stated she would like to accomplish smaller projects before taking on bigger projects.

Chair Melissa Morrow asked questions of City Administrator Ashley Wayman in regards to next steps for a recommendation. City Administrator Ashley Wayman recommended sending an exceptional item to City Council. She stated that the park budget is \$118,000.

Don Hudson stated that Council Member Kevin Glasheen said he could get funds from City Council and RCDC for trail improvements.

The Park Commission and City Administrator Ashley Wayman discussed the trail proposals and getting an additional bid from Tim Eischen. The trail subcommittee will request additional budgetary estimates to improve the trail from Eischen General Contracting.

Mary Elizabeth Cofer moved for City Council to consider the proposal from Eischen General Contracting for the Rollingwood Park trail reconstruction and know that the Park Commission can come up with less expensive alternatives if needed in the form of an exceptional item. Chair Melissa Morrow seconded the motion.

Chair Melissa Morrow restated the motion.

The motion failed with 1 in favor and 3 against with 2 abstentions (Morrow and Johnson).

Victoria Johnson moved to get 2 or 3 trail alternatives from Tim Eischen to take to City Council. Diana Wallace. The motion passed with 6 in favor and 0 against.

5. Update, discussion and possible action regarding tree proposal

Mary Elizabeth Cofer stated that the tree subcommittee received an updated proposal from Maas Verde Landscape Restoration to plant trees in the upper park. The Park Commission discussed the location of trees to be planted, types of trees, and the cost of the proposal. Chad Smith recommended getting a second opinion to compare the price.

Chad Smith left the meeting at 1:03 p.m.

The Park Commission continued to discuss the proposal and maintenance.

Victoria Johnson asked City Administrator Ashley Wayman if the tree proposal could be an exceptional item. Ms. Wayman said it's possible if the Park Commission communicates with their City Council liaisons. City Administrator Ashley Wayman and the Park Commission also discussed the bidding process.

Don Hudson moved to approve the quotation from Maas Verde for adding trees and irrigation per his estimate for \$48,940.87 in the form of an exceptional item for the budget process. Diana Wallace seconded the motion. The motion passed with 5 in favor and 0 against.

Victoria Johnson asked questions in regards to allocating donations for the project if funding is not available.

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

City Administrator Ashley Wayman stated that there was not an update.

7. Discussion regarding potential Park Commission budget requests

This item was discussed in item 3 and 4.

DEPARTMENT REPORTS

8. Quarterly Rollingwood Police Department Park Report - July 2024

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:13 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Ashley Wayman, City Administrator