



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, December 10, 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 December 10, 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 12:00 p.m.

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

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, and Utility Billing Manager Veronnica Hernandez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the November 12, 2024 Park Commission meeting

Mary Elizabeth Cofer moved to approve the meeting minutes. Victoria Johnson seconded the motion. The motion carried with 6 in favor and 0 against.

REGULAR AGENDA

3. Discussion regarding intent to continue serving on the Park Commission

City Administrator Ashley Wayman shared that Mary Elizabeth Cofer, Victoria Johnson, and Chad Smith have reached the end of their term of service on the Park Commission.

The Park Commission discussed meetings, meeting attendance, and term limits.

City Administrator Ashley Wayman stated that their request for reappointment will be considered at the next City Council meeting.

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

There was no update from Western Hills Little League.

5. Discussion regarding the December 9, 2024 RCDC meeting

Chair Melissa Morrow discussed the December 9, 2024 RCDC meeting and stated that the RCDC approved to fund the proposed tree planting project for \$50,000.

The Park Commission and City Administrator Ashley Wayman discussed how much staff time is dedicated to park maintenance.

Chair Melissa Morrow continued to discuss the December 9, 2024 RCDC meeting. She stated that the RCDC is interested in learning about other Park Commission projects to potentially fund.

The Park Commission and City Administrator Ashley Wayman discussed funding as well as the status of the retaining wall. Ms. Wayman continued to say that the retaining wall will go through the RFP process.

Chair Melissa Morrow clarified that the RCDC approved the tree planting project for \$50,000 and that they will need to stay within the budget. The Park Commission discussed funding, getting additional bids, and next steps for the project.

6. Discussion and possible action on next steps for the park tree planting project

Mary Elizabeth Cofer moved to have Melissa Morrow reach out to Maas Verde to reaffirm their bid and request a formal bid from them with the understanding that we have to get 3 bids. Victoria Johnson seconded the motion. The motion carried with 6 in favor and 0 against.

7. Discussion and possible action on enforcement of bikes and scooters on the trail in the park

Mary Elizabeth Cofer explained that there have been motorized bicycles and scooters present on the trail and in the park. She expressed her concerns and discussed enforcement.

City Administrator Ashley Wayman explained efforts being made by the Police Department and the City staff to address the issues as well as advised them to report violations as they occur.

The Park Commission and City Administrator Ashley Wayman discussed possible solutions to bring awareness that motorized bicycles and scooters were not allowed on the trail or in the park.

The Park Commission moved to item 9.

8. Discussion and possible action on fundraising ideas for the park

The Park Commission and City staff discussed adding a line item to the water bill for park donations. City Administrator Ashley Wayman stated that their recommendation would need to be approved by City Council. They continued to discuss the details of their recommendation to accept donations for the park.

Chair Melissa Morrow, Mary Elizabeth Cofer, and Diana Wallace agreed to be on the fundraising subcommittee and to write a description for park donations.

Laurie Mills moved to ask City Council if the Park Commission can create Friends of Rollingwood Park to raise money for park endeavors and to add a line item to the water bill. Diana Wallace seconded the motion. The motion carried with 6 in favor and 0 against

9. Discussion and possible action on a potential Eagle Scout project

Laurie Mills shared that an Eagle Scout was interested in pursuing a project to improve the park. She stated that his project will focus on trail improvements and that she would like to set up a meeting with Don Hudson and Public Works Director Izzy Parra to set up a plan. Laurie Mills continued to say that the Eagle Scout will attend the January Park Commission meeting.

The Park Commission moved to item 8.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:52 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary