



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Wednesday, September 06, 2023

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 September 6, 2023. 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 Chad Smith called the meeting to order at 11:32 a.m.

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

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

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the August 15, 2023 Park Commission meeting

Melissa Morrow moved to approve the minutes from the August 15th Park Commission Meeting. Laurie Mills Seconded the motion. The motion passed with 6 in favor and 0 against.

REGULAR AGENDA

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

Steve Franke of Western Hills stated that softball has completed registration for the fall season and the first game will begin on September 23rd. Mr. Franke mentioned that practice will take place on Monday evenings on fields 3, 4, 5 and Thursday evenings on field 2.

The Park Commission asked questions regarding the fall season.

Steve Franke plans to work on field maintenance and will coordinate with the city and Council Member Kevin Glasheen for access to the irrigation system.

Melissa Morrow requested to add a quarterly police report to the agenda that involves activity in the park.

4. Discussion and possible action to hire a landscape architect to formulate a plan to address erosion and drainage issues in the Park and stabilize trail to prevent erosion

This item was tabled by Chair Chad Smith.

5. Discussion and possible action on a plan to address erosion and drainage between the upper and lower park areas

Mary Elizabeth Cofer discussed erosion and drainage concerns and would like to formulate a plan to have a professional inspect the park and advise on improvements. Mary Elizabeth Cofer also discussed areas with erosion issues and potential landscape architect firms.

City Administrator Ashley Wayman provided feedback to the Park Commission on steps that would need to take place in order move forward with a landscape architect.

6. Discussion and possible action on a Capital Improvement solution to address erosion due to drainage by field house in the park

Council Member Kevin Glasheen agreed with Mary Elizabeth Cofer that there are many areas of concern at the park that have not been addressed. He suggested that the best approach for park improvements would be to bring focus to one at a time rather than doing them all at once. Mr. Glasheen explained his plan to improve the erosion near the field house that includes a french drain and a retaining wall. The project will be on the next RCDC agenda.

The Park Commission asked questions of Council Member Kevin Glasheen regarding the project.

Melissa Morrow questioned the process of how projects are created and prioritized as well as their purpose as a commission.

Mary Elizabeth Cofer moved to seek council approval to interview and recommend a landscape architect firm for an initial assessment of drainage and the trail condition. The motion failed for lack of a second.

The Park Commission discussed funding for projects and additional areas of concern.

Mary Elizabeth Cofer restated her motion to seek council approval to interview and recommend a landscape architect firm for an initial assessment of drainage and the trail condition. Melissa Morrow seconded the motion.

Melissa Morrow would like to have a process for addressing and completing projects. She proposed a procedure to address problem areas in the park. The Park Commission would hire a landscape architect to access the park and provide an estimate for improvements, then the Park Commission would seek funding from the RCDC.

Council Member Kevin Glasheen clarified that the Park Commission is an advisory board. He also explained that he has mentioned a landscape architect to both RCDC and City Council. Mr. Glasheen stated that they both had little interest, therefore he believes that hiring a landscape architect would not be useful at this time. Council Member Kevin Glasheen would like to move forward with the improvements with support from Park Commission.

Chair Chad Smith spoke in support for the project.

The Park Commission discussed the park's drainage, funding, processes, the Park Master plan, and disbanding the Park Commission due to lack of decision making.

Melissa Morrow left the meeting at 12:21 p.m.

Mary Elizabeth Cofer left the meeting at 12:22 p.m.

The Park Commission continued discussion about the project and the Park Master plan. The Park Commission would like to move forward with the project, then do a full drainage study of the park for future projects.

The motion failed with 0 in favor and 4 against.

Chair Chad Smith moved to approve the drainage plan with the French drain and recommend moving forward with the plan using funding from the RCDC. Laurie Mills seconded the motion.

Don Hudson believes the project is a good idea. The Park Commission agreed that addressing drainage and erosion is a step in the right direction.

The motion passed with 4 in favor and 0 against.

Victoria Johnson moved to recommend a full drainage study between the upper and lower park by a civil engineer with the help of RCDC. Laurie Mills seconded the motion. The motion passed with 4 in favor and 0 against.

ADJOURNMENT OF MEETING

Chair Chad Smith adjourned the meeting at 12:31 p.m.

Minutes Adopted on the _____ day of _____, 2023.

Chad Smith, Chair

ATTEST:

Desiree Adair, City Secretary