



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, March 25, 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 March 25, 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 Hudon, Victoria Johnson, and Diana Wallace

Also Present: City Administrator Alun Thomas and Interim City Secretary Makayla Rodriguez (Virtually)

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the February 11, 2025 Park Commission meeting

Diana Wallace 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 from Western Hills Little League and Western Hills Girls Softball

There was no update from Western Hills Little League.

4. Discussion and possible action on potential park projects to be funded by the RCDC

Interim City Secretary Makayla Rodriguez explained that a member from RCDC was unable to attend the meeting.

Chair Melissa Morrow moved to item 6.

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

The Park Commission and Andy Maas of Maas Verde Landscape Restoration reviewed and discussed a tree placement proposal for the Tree Planting Project. The members of the Park Commission provided feedback on the proposed locations and requested a revised proposal to be presented at the next meeting.

6. Discussion and possible action on an alternative plan to the currently proposed retaining wall on the east side of the park near the field house

Chair Melissa Morrow discussed an overview of the proposed retaining wall project in the park.

Alex Robinette, resident at 2500 Hatley Drive, shared the Rollingwood Women's Club's brainstorming process to enhance areas in Rollingwood as well as her alternative plan to the retaining wall and bids that were received.

The Park Commission discussed the alternative plan to the retaining wall as well as feedback. The Commission and Mrs. Robinette also discussed the potential impacts of the alternative plan.

Don Hudson moved to recommend replacing the retaining wall concept with a boulder-terraced area as described and pictured in the Park Commission packet. Mary Elizabeth Cofer seconded the motion. The motion carried with 5 in favor and 0 against.

Chair Melissa Morrow moved to item 8.

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

Don Hudson gave an overview of the subcommittee meeting with Diana Wallace and Interim City Secretary Makayla Rodriguez. He reviewed a description for the Friends of Rollingwood Park as well as stated that staff will create a Friends of Rollingwood page on the City website to share information about the donation opportunity. Mr. Hudson continued to say that staff will include a donation slip in the water bills on a quarterly basis.

The Park Commission discussed feedback, how to engage donors, usability of the city website, and notice to the community about the donation opportunity. Chair Melissa Morrow discussed next steps for the Friends of Rollingwood Park donation opportunity.

Chair Melissa Morrow moved to item 5.

8. Update and discussion on a proposed beautification project at the corner of Rollingwood Drive and Wallis Drive

Alex Robinette discussed previous conversations with Mayor Gavin Massingill to beautify and improve the corner of Rollingwood Drive and Wallis Drive.

The Park Commission discussed and shared positive feedback regarding the beautification project.

Chair Melissa Morrow moved to item 7.

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:05 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary