



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, August 19, 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 August 19, 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, Laurie Mills, and Diana Wallace

Also Present: City Secretary Makayla Rodriguez and Assistant to the City Administrator Lindsay Saenz

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the June 24, 2025 Park Commission meeting

Laurie Mills moved to approve the meeting minutes. Diana Wallace seconded the motion. The motion carried with 4 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.

4. Discussion regarding Quarterly Park Walk Through report

The Park Commission and City Secretary Makayla Rodriguez discussed the Quarterly Park Walk Through report.

5. Discussion and possible action on hiring a landscape architect to design and define parking areas, fence lines, tree and landscaping locations for improvement in the park

Items 5 and 6 were discussed in conjunction.

Chair Melissa Morrow provided an overview of the Park Commission's project priorities, including completion of the alternative plan for the retaining wall and erosion control near the pavilion. She stated that she would like to hire a landscape architect to coordinate and provide recommendations for parking lot improvements and the addition of trees at the upper park.

The Park Commission discussed possible solutions for parking lot improvements. Chair Melissa Morrow stated that she received quotes for the proposed scope of work and stated that she would like to request funding from RCDC.

Mary Elizabeth Cofer moved to hire landscape architect to design and define parking areas, plant trees, and landscape locations for improvements of the park and to send it to RCDC for funding up to \$15,000. Diana Wallace seconded the motion. The motion carried with 4 in favor and 0 against.

Chair Melissa Morrow asked questions of City Secretary Makayla Rodriguez regarding next steps for requesting bids.

Chair Melissa Morrow continued to review the Park Commission's project priority list. The Park Commission discussed the bulletin board at the upper park, improving the playscape, and the addition of a water station near fields 3, 4, and 5, as well as improving the fieldhouse.

6. Discussion and possible action on listing and prioritizing future park projects
Move

Item 6 was discussed in conjunction with item 5.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:48 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary