



## **CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES**

**Tuesday, April 23, 2024**

The 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 April 23, 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 12:02 p.m.**

**Present Members:** Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Laurie Mills, Chad Smith, and Diana Wallace

**Also Present:** City Administrator Ashley Wayman, Assistant City Administrator 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 March 19, 2024 Joint City Council and Park Commission Park Site Visit

**Mary Elizabeth Cofer moved to approved the minutes. Laurie Mills seconded the motion. The motion passed with 6 in favor and 0 against.**

3. Discussion and possible action on the minutes from the March 19, 2024 Park Commission meeting

Chair Melissa Morrow stated that she would like to make a correction to the minutes regarding field improvements. Assistant City Administrator Desiree Adair and Chair Melissa Morrow discussed these corrections.

**Diana Wallace moved to approve the minutes with the corrections. Don Hudson seconded the motion. The motion passed with 6 in favor and 0 against.**

## **REGULAR AGENDA**

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

Steve Franke of Western Hills Girls Softball discussed Western Hills Day. He stated that their practices will end the week of May 11<sup>th</sup> and also discussed field maintenance.

City Administrator Ashley Wayman explained when Public Works is performing field maintenance.

Steve Franke discussed drainage and explained that he met with Melissa Morrow and Council Member Kevin Glasheen to review bids on concrete to improve the dugouts on fields 1 and 2. He continued to discuss bids and improvements with the Park Commission.

Chair Melissa Morrow discussed next steps for drainage improvements.

*Chair Melissa Morrow moved to item 8.*

### 5. Discussion and possible action regarding prioritizing projects in the Park

Chair Melissa Morrow discussed the subcommittees that were formed after the last meeting. The Park Commission discussed membership on subcommittees. She listed the following subcommittees and assigned members who are on each subcommittee:

- Subcommittee to address erosion near the fieldhouse: Victoria Johnson, Chad Smith, and Diana Wallace
- Subcommittee to address erosion near the pavilion: Laurie Mills and Chair Melissa Morrow
- Subcommittee to repair and improve the walking trail: Mary Elizabeth Cofer, Don Hudson, and Laurie Mills
- Subcommittee to improve the safety and usability of the parking around the upper playing fields: Victoria Johnson, Chair Melissa Morrow, and Chad Smith
- Subcommittee for the addition of trees: Mary Elizabeth Cofer, Don Hudson, and Diana Wallace

Chair Melissa Morrow discussed the next steps for the pavilion erosion, the addition of trees, and the fieldhouse erosion subcommittees.

City Administrator Ashley Wayman and the Park Commission discussed a pending proposal from Maas Verde Landscape Restoration.

The Park Commission and City Administrator Ashley Wayman discussed next steps after the proposal from Maas Verde Landscape Restoration is received.

The Park Commission discussed next steps for the trail repair subcommittee.

The Park Commission asked questions regarding the upper parking lot. They discussed next steps for the upper park usability subcommittee.

6. Discussion and possible action regarding Park budget requests for the FY 2024-2025 Budget

*The Park Commission did not discuss this item.*

7. Discussion and possible action regarding limits on commercial field usage

City Administrator Ashley Wayman discussed City Council's request to get clarification from the Park Commission on participant maximums allowed per field when renting the fields for commercial usage.

The Park Commission and City Administrator Ashley Wayman discussed the current policy regarding maximums per field.

Diana Wallace, Steve Franke, and City Administrator Ashley Wayman discussed I9 and their field usage for clinics.

**Chad Smith moved to have a max of 30 participants for field 1, 30 participants for field 2, and 60 participants for fields 3, 4, and 5 without permission otherwise. Laurie Mills seconded the motion. The motion passed with 6 in favor and 0 against.**

Chair Melissa Morrow mentioned that she would like to have a discussion about other commercial uses in the next meeting.

*Chair Melissa Morrow moved back to item 5.*

8. Discussion and possible action regarding Park Commission meeting day and time

City staff and the Park Commission discussed meeting availability and meeting times. The Park Commission agreed to hold their meetings on the second Tuesday of each month at 12:00 p.m.

*Chair Melissa Morrow moved to item 7.*

## **ADJOURNMENT OF MEETING**

**The meeting adjourned at 1:00 p.m.**

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
**Melissa Morrow, Chair**

**ATTEST:**

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**Desiree Adair, City Secretary**