



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, February 11, 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 February 11, 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, Don Hudson, Victoria Johnson, Chad Smith, and Diana Wallace (Virtually)

Also Present: Interim City Secretary Makayla Rodriguez, Public Works Director Izzy Parra, and Utility Billing Manager Veronica Hernandez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the January 14, 2025 Park Commission meeting

Chad Smith 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

Chad Smith stated that there was no update. Chair Melissa Morrow discussed repairs needed on the baseball fields.

4. Discussion regarding Quarterly Park Walk Through report from Public Works

Public Works Director Izzy Parra discussed the Quarterly Park Walk Through Report with the Park Commission.

Item 7 was discussed in conjunction with item 4.

Mr. Parra shared that the Eagle Scout project will begin at the end of the month. The Park Commission discussed and asked questions regarding the eagle Scout project and next steps.

5. Update, discussion, and possible action regarding a recommendation to accept donations for Rollingwood Park

Interim City Secretary Makayla Rodriguez explained that City Council approved the Park Commission's recommendation to accept donations for the park at their December meeting. She continued to discuss the City Council approved wording for the donation opportunity to be added to the utility bill message.

City staff and the Park Commission reviewed and discussed the proposed wording, changes to the wording, and recurrence of the bill message. The Commission also discussed website use, pushing out information about the donation opportunity, and next steps.

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

Interim City Secretary Makayla Rodriguez stated that city staff reached out to contractors to request proposals as well as reaffirmed the proposal from Maas Verde Landscape Restoration for the Rollingwood Park Tree Planting project.

The Park Commission and City staff discussed the proposals received for the project.

Don Hudson moved to accept Maas Verde's proposal by their most recent quoted number and recommend that City Council to review and approve. Diana Wallace seconded the motion. The motion carried with 5 in favor and 0 against.

7. Update from City staff regarding the status of outstanding park projects

Item 7 was discussed in conjunction with item 4.

8. Discussion and possible action on identifying and prioritizing projects for 2025

Chair Melissa Morrow stated that she would like to postpone discussion until the next meeting when all members are present.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:38 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary