



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, May 14, 2024

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 May 14, 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 12:00 p.m.

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

Also Present: 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 April 23, 2024 Park Commission meeting

Diana Wallace moved to approve the minutes. Laurie Mills seconded the motion. The motion passed with 7 in favor and 0 against.

REGULAR AGENDA

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

Chair Melissa Morrow shared that moving forward Western Hills Little League and Western Hills Girls Softball will be on the Park Commission meeting agenda as needed by Western Hills.

Laurie Mills asked questions regarding the lease with Western Hills. Chair Melissa Morrow requested city staff to provide information to ensure the lease requirements are being met in the next meeting.

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

The Park Commission discussed the park walk-through document with Assistant to the City Administrator Makayla Rodriguez. Laurie Mills gave additional clarity to items on the walk-through document.

5. Discussion and possible action regarding a trail rehabilitation demonstration project

The Park Commission discussed a proposal from Council Member Kevin Glasheen that will be on the next City Council agenda. Assistant City Administrator Desiree Adair provided details about the rehabilitation demonstration project that includes 20 feet of crushed granite on both sides of the trail. She continued to say that City Council would like a recommendation on the proposal from the Park Commission. Assistant City Administrator Desiree Adair shared the proposal document with the Park Commission to view.

Mary Elizabeth Cofer stated she set a meeting with Tim Eischen of Eischen General Contracting for a comprehensive site assessment for trail improvements. The Park Commission asked questions regarding his work on other trails. Chair Melissa Morrow asked questions regarding the meeting with Tim Eischen.

The Park Commission agreed that City Council should table the proposal until a comprehensive site assessment has been made for the trail.

Laurie Mills moved that the Park Commission's recommendation is for City Council to table this until we can provide our proposal from the expert. Don Hudson seconded the motion.

Laurie Mills thanked Public Works Director Izzy Parra for responding quickly to a safety issue on the stairs near City Hall.

The Park Commission discussed and asked questions regarding the meeting with Tim Eischen. Mary Elizabeth Cofer hopes to bring a comprehensive site assessment to the next meeting.

The motion passed with 6 in favor and 1 against. (Smith)

6. Update and discussion regarding the park drainage proposals from Maas Verde and Innovative Water Solutions and erosion near the pavilion

Assistant City Administrator Desiree Adair gave a recap on the Park Site Visit that took place in March with City Council and Park Commission meeting with Maas Verde Landscape Restoration to address drainage. City Staff expects to receive that proposal by the end of the month. She also gave a recap on a drainage improvement proposal from Innovative Water Solutions and expects to receive that proposal soon. She reminded Park Commission that RCDC has approved \$31,000 to fund the retaining wall improvements. Assistant City Administrator Desiree Adair continued to state that the Public Works department is planning to form and form concrete to address erosion in the pavilion by the end of June.

7. Discussion and possible action regarding the report from the Addition of Trees to the Park subcommittee

Don Hudson and Mary Elizabeth Cofer explained that they identified two potential sites in the park for planting trees. The first is the area near the fields 2, 3, 4, and 5 and the parking area and the second is the area between the butterfly garden and fields 3, 4, and 5. They would like to get a proposal from Maas Verde Landscape Restoration on a recommendation for location and types of trees. The Park Commission discussed recommendations and next steps.

Don Hudson moved to request Maas Verde Landscape Restoration to propose numbers of trees, types of trees, and location of trees in areas 1 and 2 shown on the map including costs and irrigation. Laurie Mills seconded the motion. The motion passed with 7 in favor and 0 against.

8. Discussion regarding the improvement of the walking trail

This item was discussed during item 5.

9. Discussion regarding the safety and usability of parking around the upper playing fields

Chair Melissa Morrow stated that she is planning to meet with the subcommittee within the next couple of weeks. She would like to work with city staff to find out who has previously paved the parking lot.

10. Discussion and possible action regarding prioritizing projects in the Park for potential budget requests

Assistant to the City Administrator Makayla Rodriguez provided a timeline for the Park Commission of when projects should be finalized for budget requests.

11. Discussion and possible action regarding filming of commercials and other commercial usages in the Park

Chair Melissa Morrow explained that a company approached city staff to film a commercial in the park but ended up not following through on the initial request. Chair Melissa Morrow will share a policy from the City of Austin pertaining to negotiating with companies who want to pursue filming in the city in the next meeting. Assistant to the City Administrator Makayla Rodriguez provided additional information about the experience with the company and explained that a process could be beneficial for city staff.

Victoria Johnson asked questions regarding special requests in the park.

Assistant City Administrator Desiree Adair explained that she wanted to clarify that the proposal for the trail rehabilitation demonstration project is for 200 feet of crushed granite on both sides of the trail and not 20 feet.

Mary Elizabeth Cofer stated that the trail subcommittee will meet with Tim Eischen of Eischen General Contracting on Friday, May 24th, at 11:00 a.m. Chair Melissa Morrow requested that the Assistant City Administrator post the park site visit as a meeting so all of the Park Commission members could walk the trail with Tim Eischen.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:47 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Desiree Adair, City Secretary