



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

**Tuesday, April 14, 2026**

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 April 14, 2026. 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 12:03 p.m.**

**Present Members:** Chair Melissa Morrow, Mary Elizabeth Cofer, Sean Downing, Rhett Bennett, Victoria Johnson, and Diana Wallace

**Also Present:** City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Council Member Kevin Glasheen, and Council Member Kevin Schell

Laurie Mills joined the meeting at 12:05 p.m.

### **PUBLIC COMMENTS**

Commissioners introduced themselves to welcome new Commissioner Rhett Bennett.

There were no public comments.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the March 24, 2026 Special Park Commission meeting

**Commissioner Laurie Mills moved to approve the Consent Agenda. Commissioner Rhett Bennett seconded the motion. The motion carried with 7 in favor and 0 against.**

### **REGULAR AGENDA**

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

Steve Franke with the Western Hills Little League reported the league is mid-season, with approximately one month remaining. The weather has impacted game scheduling, and with softball attendance, there is potential for a softball all-star team this year.

4. Update from Western Hills Athletic Club

Chair Melissa Morrow updated the Commission that the Western Hills Athletic Club has scheduled its meeting for the same time as the Park Commission meeting, so the Commission will receive its updates a month later. She noted that their construction is ongoing, with the pool deck expected to be completed this week and full project completion anticipated in May, weather permitting.

Commissioner Sean Downing asked if there was still potential for coordination on perimeter fencing aesthetics and whether tree plantings were in the works. Commissioner Mary Elizabeth Cofer mentioned to remind WHAC to relocate the dumpster to their site.

5. Discussion, update, and possible action regarding the Rollingwood Park Design Group meeting

The Commission reviewed the history and current status of park improvement efforts, noting that completed projects include the retaining wall and recent playground improvements. Ongoing efforts continue to focus on parking redesign, tree planning, and the broader park layout, which has evolved into a more comprehensive planning effort.

Melissa Morrow, Chair of the Park Commission, provided additional context on the design process, explaining that the project has expanded beyond initial parking improvements to include a more holistic evaluation of park use and layout. She noted that multiple design iterations have been developed and refined through ongoing discussion and community input.

The Commission discussed three designs, Option A, B, and C, for potential off-leash areas, along with consideration of maintaining the current shared-use configuration. Members discussed how each option could impact park users, including youth sports organizations, dog park users, and general recreation. It was noted that feedback from Western Hills Little League has been limited despite outreach efforts, likely due to the timing of their active season.

Discussion also included the possibility of an Option D that would retain the current shared-use arrangement while making targeted improvements, including expanded green space. Members expressed interest in ensuring that any recommended option maintains flexibility and reflects the needs of the broader community.

The Commission also discussed potential changes to the parking area, including redesign concepts intended to improve organization and capacity, as well as the possibility of converting

portions of existing parking areas back into green space. Members acknowledged that decisions regarding parking layout are closely tied to broader park design considerations and will need to be coordinated carefully.

*Items 6 and 7 were brought forward.*

Additional conversation addressed construction sequencing and the importance of planning improvements in a way that avoids unnecessary rework or added costs. Material options for the parking surface—including asphalt, concrete, and permeable systems—were also discussed, with members noting differences in durability, maintenance, cost, and environmental impact. It was further noted that engineering analysis is still underway, particularly with respect to drainage requirements and regulatory considerations.

The Commission noted that, despite outreach efforts, limited feedback has been received from Western Hills Little League, likely due to the timing of their active season. Commissioners discussed the importance of balancing the needs of various user groups, including youth sports, dog park users, and general park visitors, while also expressing a shared desire to move the project forward in a timely manner.

**Commissioner Laurie Mills moved to send the parking lot design and versions A, B, and C of the off-leash area to the City Council for their review. Commissioner Victoria Johnson seconded the motion.**

**Commissioner Mary Elizabeth Coffey moved to amend the motion, adding an option D, leaving the fenceline as is, and having the soil and excavation done for the back part of the lot. Commissioner Diana Wallace seconded the amendment. Commissioner Rhett Bennett revised the amendment so that option D would also leave the outer fenceline as is and remove the inner fence noted in the options. The amendment carried with 7 in favor and 0 against.**

6. Discussion and possible action regarding recommendations to City Council for a dog off leash area

*This item was discussed with Item 5.*

7. Discussion and possible action on east driveway entrance improvements and parking area improvements in Rollingwood Park

*This item was discussed with Item 5.*

8. Discussion and possible action on treatment solutions for mosquitoes in the lower park area

Commissioner Sean Downing spoke to the commission regarding this item. Members of the community have expressed that mosquito control is needed in the lower park area.

Commissioner Mary Elizabeth Cofer expressed concern about mosquito treatments, as the pesticides may affect the pollinators of the Butterfly Garden. Commissioners discussed different companies that offer more natural solutions they personally encountered, as well as the water that puddles in the area, which, if mitigated, could help.

9. Discussion, and possible action to improve Friends of Rollingwood Park online presence and fundraising

*This item was not discussed.*

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 12:08 p.m.

Minutes adopted on the 12<sup>th</sup> day of May, 2026.



**Melissa Morrow, Chair**

**ATTEST:**



**Nikki Stautzenberger, Development Services Manager**

