



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

**Tuesday, March 24, 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 March 24, 2026, at 12:00 PM. 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, Victoria Johnson, Mary Elizabeth Cofer, Laurie Mills, and Diana Wallace

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

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the **February 10, 2026** Park Commission meeting

**Victoria Johnson moved to approve the Consent Agenda. Mary Elizabeth Cofer seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

3. Discussion and possible action to have two park commission members sign up to conduct the park walk-through on April 17<sup>th</sup>

Park Commission Members Mary Elizabeth Cofer and Diana Wallace signed up for the April 17, 2026, park walk-through.

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

Chair Melissa Morrow stated that practices and games are currently underway.

5. Discussion and possible action regarding trash cleanup concerns related to organized sporting activities at the park

The Commission discussed the importance of maintaining cleanliness in the area and encouraged members of the public to pick up litter when observed. Western Hills Girls Softball representative Steve Franke reported that coaches will be contacted and that improvements to cleanup practices will be implemented moving forward.

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

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

Curt Arnette of Sitio Design Austin presented three design options for the park. Version A proposes a 0.5-acre layout with a trail located along the north side. Version B expands the space to 0.55 acres and includes a trail on the north side, as well as an additional trail that separates the off-leash area from the fields. Version C outlines a 0.6-acre design featuring a trail on the north side and a walkway that runs through both the fields and the off-leash area.

Councilmember Glasheen said that, following the last meeting, he considered the proposal that had previously been discussed by the Park Commission to make the fence between Fields 1 & 2 and Fields 3 & 4. If that fence is moved in by 17 feet, it would add a lot of land (almost 1/10th of an acre) to Fields 3 & 4. He also noted that the 0.6-acre off-leash area would represent approximately 20% of the green space at the park.

Councilmember Schell agreed that the movable fence would add a lot of room for Fields 3 & 4, and he felt that the end users of the ball fields might not have their needs met by not being present at the meeting. He expressed his preference for not having a walking trail between the playing fields and the off-leash area.

Chairperson Melissa Morrow said that Steve Franke, from the Western Hills Little League, has provided the Park Commission with their practice and game schedule. That schedule shows that the current field usage of:

- Field 1 is being used 23.5 hours per week
- Field 2 is being used 16 hours per week
- Field 3 is being used 8 hours per week
- Field 4 is being used 13 hours per week
- Field 5 is being used 11 hours per week

Chairperson Morrow said based on the data, only three fields would accommodate the total number of hours of overall field usage, and said that the real discussion needs to be how big fields 3 & 4 would need to be following the addition of an off-leash area.

Chairperson Morrow summarized the item so far, noting that the Commission's consensus was not to include a walking trail between the playing fields and the off-leash area, and to incorporate trees into the design. Alex Robinette, resident at 2500 Hatley Drive, said that trees near the playing fields could pose a risk for baseball and softball players. Casey Hoffman, resident at 2800 Hatley Drive, said that he is a strong supporter of the 0.6-acre off-leash area, and asked what would happen to the dog memorial bricks that are currently present at the park. Mr. Arnette said that the bricks would be moved to a different location.

Commissioners Mary Elizabeth Cofer and Diana Wallis said that they could not see recommending an off-leash area of less than 0.6-acres, noting the current number of dogs at the park and the social aspect of many of the people using the off-leash area. The Commission discussed the impact of changing the off-leash area's size, and agreed with a recommendation from Councilmember Glasheen to consider forming an ad hoc subcommittee of current off-leash area users to obtain their input on the proposal. The Commission also discussed the possible formation of the "Rollingwood Canine Club", membership in which would be priced differently for Rollingwood residents and non-residents, and would grant access to the off-leash area. The members of the Commission generally agreed with the concept of the "Rollingwood Canine Club".

Mr. Franke said that he was opposed to having the fence between Fields 1 & 2 and Fields 3 & 4 moved 17 feet, saying that it would make the latter two fields unacceptably small, as proposed.

Alex Robinette lamented the slow pace of the Park's Commission formulation of a recommendation for City Council regarding the off-leash area, and encouraged the Commission to expedite its work so that Council can more quickly consider the recommendation or recommendations. Councilmember Glasheen agreed that a shorter timeframe would be helpful, but said that construction would likely take place in the fall. Chairperson Morrow said that she wanted to ensure that the process was open to the public, allow more public comment, and that any recommendation to Council was carefully thought-through and actually ready for Council to deliberate and take action on.

**Mary Elizabeth Cofer motioned to ask Curt Arnette to prepare, in time for City Council's April 15, 2026 meeting, the same three drawings as presented today (the 0.5-acre, 0.55-acre, and 0.6-acre designs), but to eliminate the trail that passes between the ballfields and the off-leash area, remove the trees from in the off-leash area near the ballfields (but note that they are possible items for inclusion), and to move the trees to the outside of the off-leash area, and to provide water fountains for the dogs. Diana Wallace seconded the motion. The motion carried with 5 in favor and 0 against.**

Ahead of the next Park Commission meeting, Chairperson Morrow said that she'd like to have a draft of the off-leash area user rules and a "Rollingwood Canine Club" framework. The Commission agreed that the drafts should not be assigned to staff, as the work might be too great of an administrative burden.

8. Discussion, update, and possible action on east driveway entrance improvements and parking area improvements in Rollingwood Park

Chair Melissa Morrow stated that she, Curt Arnette, and Robert Dial of Dial Development Services, Ltd., discussed potential pricing and next steps to move forward. Mr. Arnette presented his drawings, which included an embellished entry to the parking lot, along with greenery and fences.

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

This item was not discussed.

10. Discussion and possible action to suggest possible improvements to Friends of Rollingwood Park

The Park Commission discussed adding an online link to the City’s website to make it easier for residents to donate. Chair Melissa Morrow stated that she is meeting with Jeff Marx, resident at 2516 Timberline Drive, to discuss easier ways to donate.

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

This item was not discussed.

### **DEPARTMENT REPORTS**

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

12. Park Commission Financials through February 30, 2026

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 1:34 p.m.**

**Minutes adopted on the 14th day of April, 2026.**

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**Melissa Morrow, Chair**

**ATTEST:**

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**Lindsay Saenz, Assistant to the City Administrator**