



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, June 09, 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 June 09, 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 has been made and is 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 12:01 p.m.

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

Also present: Councilmember Kevin Schell, City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, and Utility Billing Manager Veronica Hernandez

PUBLIC COMMENTS

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 May 12, 2026 Park Commission meeting

Laurie Mills moved to approve the consent agenda. Sean Downing 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

There was no update from Western Hills Little League and Western Hills Girls Softball

4. Update from Western Hills Athletic Club

The Park Commission asked Development Services Manager Nikki Stautzenberger questions regarding construction trucks driving through the upper park parking lot to access their projects. Nikki stated that she insisted on giving the City a 48-hour notice before using the City property. She spoke with the contractor who is working on the tennis courts, and he apologized for the miscommunication that was happening.

5. Update on recommendations to City Council for an off-leash area

Chair Melissa Morrow stated that items 5 and 6 would be discussed conjointly.

Nikki Stautzenberger stated that City Council approved the .59-acre option and a concrete parking lot. She stated that city staff have been in contact with Curt Arnette of Sitio Designs and Robert Dial of Dial Development Services Ltd. She hopes that at the next park commission meeting, there will be pricing and a potential engineer to move the project along.

6. Update on east driveway entrance improvements and parking area improvements in Rollingwood Park

This item was discussed conjointly with item 5.

7. Discussion and possible action on treatment solutions for mosquitos in the lower park area

Commission member Sean Downing revealed that he and others came to the conclusion that there is no nontoxic way to prevent mosquitoes in the park. However, Mary Elizabeth Cofer suggested planting lemon grass and eucalyptus in the lower park to help. She also asked city staff if they could send out a flyer in the water bill, suggesting ways to help prevent mosquitoes throughout Rollingwood.

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

The commission discussed using the new park project as a way to help build funds. Assistant to the City Administrator Lindsay Saenz assured the commission that there are flyers located in the upper and lower park with QR codes to donate. City Administrator Alun Thomas stated that the Friends of Rollingwood Park has \$1,715.00 in its fund. The commission discussed having two members meet and brainstorm ideas for the next meeting. Diana Wallace and Rhett Bennett volunteered to meet in their own time.

9. Discussion regarding the purpose and roles of the Park Commission

This item was not discussed.

10. Discussion and possible action to create a list of proposed capital improvement projects to submit to the city for consideration during the budget process per Sec. 20-27(e) of the Rollingwood Code of Ordinances

The commission discussed its major project regarding the off-leash area and parking lot improvements. They discussed erosion problems in which City Administrator Alun Thomas stated that the Public Works Director Izzy Parra would lay decomposed granite in those areas. Discussion on improving the lower park was tabled due to the potential construction of the new City Hall.

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

Commission members Rhett Bennett and Sean Downing volunteered to undertake the next Park Walk Through on July 24, 2026.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:43 p.m.

The minutes were adopted on the 14th day of July, 2026.

Melissa Morrow, Chair

ATTEST:

Lindsay Saenz, Assistant to the City Administrator