



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, December 09, 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 December 9, 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 12:02 p.m.

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

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Council Member Kevin Glasheen, and Council Member Phil McDuffee

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the November 18, 2025 Park Commission meeting

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

Chair Melissa Morrow moved to item 6.

REGULAR AGENDA

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

There were no updates from Western Hills Little League.

4. Update from Western Hills Athletic Club

There were no updates from Western Hills Athletic Club.

5. Discussion and possible action on Western Hills Athletic Club's proposal to replace the chain-link fence located along the Club's shared boundary with the park

Zach Elkins, 16 North Peak Road and President of Western Hills Athletic Club Board of Directors, discussed that two construction projects have begun for the Club and that they would like to replace the existing fence between the Club and the park due to deterioration and are open to design suggestions from the Park Commission.

Chair Melissa Morrow and Mr. Elkins discussed the details of the construction projects, timeline of completion, and forming a subcommittee to work with Western Hills Athletic Club on a fence design.

Chair Melissa Morrow moved to item 8.

6. Discussion and possible action to approve Boy Scout Troop 31's service project to clean up the wilderness area in the northeast corner of the upper park

Steve Marcie, resident at 3220 Park Hills Drive, discussed the condition of the native area between Rollingwood Park and Western Hills Athletic Club and expressed interest in having the Boy Scouts clean up the area as a service project. He stated that he will coordinate with the Public Works Department, confirmed that no power tools will be used, and that no tree trimming will be performed.

Members of the Park Commission asked questions regarding the method of clearing and removing dead vegetation in the native area.

Mary Elizabeth Cofer moved to approve the project by the Scouts. Diana Wallace seconded the motion. The motion carried with 7 in favor and 0 against.

Chair Melissa Morrow moved to item 5.

7. Discussion and possible action on park parking lot and park entrance improvements

Chair Melissa Morrow reiterated that in the last meeting, the Commission agreed on a "L" shape design for the parking lot that is parallel to Rollingwood Drive and parallel to Western Hills Athletic Club south and east, excluding the driveway in the back lot for further consideration from City Council. She continued to say that she will be meeting with landscape architect Curt Arnette to discuss tree critical root zones.

Chair Melissa Morrow moved to item 9.

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

Chair Melissa Morrow discussed the Park Walk Through report and noted that any changes will be communicated to Public Works Director Izzy Parra.

Chair Melissa Morrow moved to item 7.

9. Discussion and possible action to create a separate dedicated dog off leash area in the Rollingwood Park

Chair Melissa Morrow expressed appreciation in the feedback given regarding a dog off leash area and noted that the process in finalizing the layout, location, and size of the dog off leash area will not be rushed.

Thom Farrell, resident at 3223 Park Hills Drive, gave a brief history of the acquisition of Rollingwood Park and requested that the Commission continue to work with the little league to ensure spatial needs are met, advised against establishing the dog off leash area as a dog park, and to work with users and the Police Department to create rules for the dog off leash area.

Council Member Kevin Glasheen presented an idea for the dog off leash area to be approximately 26,000 square feet with grass. He discussed that his design would allow for four little league fields and multipurpose use. Mr. Glasheen also discussed establishing a dog park association in connection with the off leash area.

Arun Natesan, resident at 4917 Timberline Drive, asked the Park Commission to consider the sizing of the dog off leash area due to frequent usage and advised finding a solution by using community input, not large language models.

Laila Kiecke, resident at 102 Riley Road, discussed the importance of the current dog off leash area and requested that the space be no smaller than 0.6 acres of land.

Cynthia Venning, resident at 5005 Timberline Drive, stated that making the new dog off leash area any smaller than 0.6 acres of land would be insufficient.

Jeff Marx, resident at 2516 Timberline Drive, emphasized the importance of data and community input while serving on the CRCRC and urged the Park Commission to consider the data from a survey that he created and distributed to members of the community.

Mary Elizabeth Cofer stated that she did not get the survey distributed by Jeff Marx. Chair Melissa Morrow stated that Mr. Marx's data was not included as a supporting document for the discussion as the survey was not sponsored by the City.

Russell Hinds, resident at 4703 Timberline Drive, expressed support for the Park Master Plan and would like to come to a solution by gathering community input.

Ronald Hasso, resident at 2810 Pickwick Lane, stated that 0.6 acres for the dog off leash area is too large and that 0.4 acres is reasonable, as well as emphasized the importance of community feedback during this process.

GiGi Shaukat, resident at 3229 Park Hills Drive, discussed how the community could benefit from utilizing park space, including enhancing Rollingwood events and allowing for multipurpose use once the off leash dog area has been created.

Niccole Maurici, resident at 4906 Timberline Drive, shared her experience while serving on the Park Commission and her involvement with the Park Master Plan. She stated that she supports a dog off leash area and would like the Park Commission to not rush the process.

Wendi Hundley, resident at 401 Vale street, discussed her service on the Park Commission, creation of the Park Master Plan, and her involvement in the process. She stated that she supports the adopted Park Master Plan and a dog off leash area.

David Smith, resident at 106 Laura Lane, discussed spatial needs for girls' softball in Rollingwood Park and supports Council Member Kevin Glasheen's idea to establish a dog park association.

Alex Robinette, resident at 2500 Hatley Drive, presented an idea for the dog off leash area to be approximately 0.4 acres of land. The Park Commission discussed Ms. Robinette's idea as well as spatial needs for the parking lot.

Chair Melissa Morrow stated that a subcommittee including Sean Downing, Don Hudson, Laurie Milles, and Diana Wallace as an alternate will bring ideas for a dog off leash area to be discussed at the next meeting.

Diana Wallace discussed inconsistencies in the survey distributed by Jeff Marx. Members of the Park Commission agreed to work with the City to solicit feedback from the community regarding a dog off leash area.

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:24 p.m.

Minutes adopted on the _____ day of _____, 2026.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary