



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

**Tuesday, November 18, 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 November 18, 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 12:00 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, Council Member Kevin Glasheen, and Council Member Phil McDuffee

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

Chair Melissa Morrow gave an overview of the Park Master Plan, the Park Commission's project priorities and process, and ongoing projects.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the October 14, 2025 Park Commission meeting

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

*Chair Melissa Morrow moved to item 5.*

## **REGULAR AGENDA**

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

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

4. Update from Western Hills Athletic Club

There was no update from Western Hills Athletic Club.

5. Discussion and possible action to make a recommendation to City Council on a request from Rollingwood Women's Club to display holiday lights in the park

Gigi Shaukat, resident at 3229 Park Hills Drive, presented a proposal on behalf of the Rollingwood Women's Club to host a tree lighting event on December 7, 2025. The proposal includes hiring a professional lighting company to install holiday lights on trees within the park for the duration of December. She shared additional proposal details and noted that the Police Department has already been informed.

Park Commission asked questions regarding the location of trees to have lights and power source for the lights.

**Mary Elizabeth Cofer moved to approve. Laurie Mills seconded the motion. The motion carried 7 in favor and 0 against.**

*Chair Melissa Morrow moved to item 7.*

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

This item was not discussed.

7. Discussion and possible action on a recommendation to City Council regarding a request from Western Hills Girls Softball for Field 2 improvements at Rollingwood Park exceeding \$1,000

Steve Franke of Western Hills Little League discussed that he would like to have infield dirt work done on field 2 at Rollingwood Park for \$4,925.

Don Hudson asked who would be funding the improvements. Steve Franke confirmed that Western Hills Girls Softball would be funding the infield work.

**Sean Downing moved to recommend approval of the infield work for \$4,925. Diana Wallace seconded the motion. The motion carried 7 in favor and 0 against.**

8. Discussion and possible action on a recommendation to City Council to amend the lease agreement with Western Hills Little League to modify the required approval amount for improvements

Steve Franke explained that he would like to amend the lease with the City to increase the required approval amount for improvements due to rising costs. He continued to say that Western Hills Little League will seek approval from the City Administrator if the costs fall below the threshold amount.

The Park Commission discussed the lease and proposed threshold amounts.

**Diana Wallace moved to recommend to City Council to raise the required approval amount to \$7,500 with administrative approval when the threshold is not met. Laurie Mills seconded the motion.**

The Park Commission and Steve Franke discussed the average cost of maintenance and the approval process per the lease with the City. Steve Franke stated that any changes to the lease would apply to Western Hills Little League baseball and Western Hills Girls Softball.

**Sean Downing moved to amend the motion to add that the \$7,500 threshold be designated for maintenance work and not improvements. Diana Wallace seconded the amendment to the motion. The amended motion carried with 7 in favor and 0 against.**

**The amended motion carried with 7 in favor and 0 against.**

The Park Commission discussed the applicability of the motion. City Administrator Alun Thomas stated that multiple recommendations could be made to City Council.

*Chair Melissa Morrow moved to 10.*

9. Discussion regarding proposed irrigation and sod improvements

*Item 9 was discussed in conjunction with item 10.*

10. Presentation, discussion, and possible action on the parking lot and entrance improvements

*Item 10 was discussed in conjunction with item 9.*

Chair Melissa Morrow discussed the condition of the parking lot and presented two proposed parking lot drawings created by Curt Arnette of Sitio Design.

Derek Shultz of Texas Eco Pavers shared information regarding proposed permeable products that could be used for the parking lot. Members of the Park Commission asked questions regarding durability and the scope of work.

The Park Commission gave their feedback on the proposed drawings presented. They discussed the permeable products, proposed drawings, and the possibility of a separate dog park.

Mary Marlow, resident at 2516 Timberline Drive, shared her experience playing softball on fields 3, 4, and 5 and expressed concerns regarding sharing the space with dogs.

Ronald Hasso, resident at 2810 Pickwick Lane, discussed the need for a separate dog park and requested to delay decisions regarding parking lot improvements until there is a solution for a dog park.

Justin Nolan, resident at 4812 Timberline Drive, shared his insight on children's interaction with dog waste on field 3, 4, and 5.

Thom Farrell, resident at 3223 Park Hills Drive, discussed that parking lot improvements should be delayed until there is a solution for a dog park. He continued to ask questions regarding the permeable products presented by Texas Eco Pavers.

David Smith, resident at 106 Laura Lane, emphasized that the park is above the Edwards Aquifer and that the Commission needs to consider the impacts on water quality and drainage. He also discussed the Comprehensive plan and recommended adding parking and pedestrian crossing along Rollingwood Drive.

Jeff Marx, resident at 2516 Timberline Drive, requested that the Park Commission consider a separate dog park, provided ideas to improve usability on fields 3, 4, and 5, and recommended that the City implement an annual donation day to benefit the park and programs.

The Park Commission discussed approving the drawings and next steps.

Alex Robinette, resident at 2500 Hatley Drive, discussed cost estimates from Texas Eco Pavers.

**Laurie Mills moved to move forward with L shape design parallel to Rollingwood Drive and parallel to the pool south and east, excluding the driveway and in the back lot for further consideration by City Council for approving the \$200,000 to move forward with the grid and gravel or whatever City Council decides on materials. Victoria Johnson seconded the motion. The motion carried with 7 in favor and 0 against.**

#### **ADJOURNMENT OF MEETING**

The meeting was adjourned at 1:11 p.m.

Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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**Melissa Morrow, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**