



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, October 14, 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 October 14, 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, Sean Downing, Don Hudson, and Diana Wallace

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, and Assistant to the City Administrator Lindsay Saenz

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the September 9, 2025 Park Commission meeting

Chair Melissa Morrow discussed edits to the meeting minutes.

Diana Wallace moved to approve the meeting minutes. Don Hudson seconded the motion. The motion carried with 4 in favor and 0 against.

Mary Elizabeth Cofer joined the meeting at 12:02 p.m.

REGULAR AGENDA

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

Steve Franke of Western Hills Girls Softball stated that their season is halfway done and will go through mid-November. He explained that he would like to have dirt work and repairs completed on the fields and asked for guidance from the Park Commission regarding how he should proceed per the City's lease with Western Hill's Little League. The Park Commission and Mr. Franke discussed the scope of the proposed work, the project approval process, and possibly increasing the project limit amount per the lease with the City.

Steve Franke stated that he will provide information regarding the proposed work to City Staff for the next meeting.

4. Update from Western Hills Athletic Club

Chair Melissa Morrow stated that in an effort to improve communication between the City and Western Hills Athletic Club, she would like to add a reoccurring item to discuss informational updates from the Club's board meetings. She noted that the formation of a new year-round swim team is expected to increase traffic in the area and also discussed the Western Hills Athletic Club's tennis court's construction timeline.

Mary Elizabeth Cofer suggested that a representative from Western Hills Athletic Club should attend the meeting once construction of the courts have begun.

5. Discussion and update on a recommendation from the Park Commission to appropriate remaining funds from the alternative plan to the retaining wall project to improve the playscape at Rollingwood Park

Chair Melissa Morrow shared that City Council approved their recommendation for the proposed playscape project and that RCDC would be funding the project. She continued to say that Gomez Construction Service LLC will begin the work next week.

6. Discussion and update a recommendation from the Park Commission to hire a landscape architect to design and define parking areas, plant trees, and landscape locations for park improvements for up to \$17,000 to be funded by RCDC

Chair Melissa Morrow stated that City Council and RCDC approved the Park Commission's recommendation to hire a landscape architect. She continued to say that landscape architect will provide design options by the end of the month as well as discussed next steps.

The Park Commission discussed the parking lot and tree planting.

7. Discussion and possible action on process of prioritizing and timing of park projects

Item 8 was discussed in conjunction with item 7.

Chair Melissa Morrow stated that Council Member Kevin Glasheen proposed a project to improve irrigation and replace turf at the upper park fields. She noted that the project was not originally included on the Park Commission's property list, but that the RCDC has the ability to fund the effort. City Administrator Alun Thomas stated that RCDC has \$775,000.

The Park Commission discussed ongoing projects, the details of Council Member Kevin Glasheen's proposed project, and feedback regarding the proposed project. They also discussed field improvement, usage, and the lease with Western Hills Little League.

Chair Melissa Morrow and City Administrator Alun Thomas discussed the estimate received for the scope of work is \$12,000 with a possible \$2,000 construction administration fee.

Council Member Phil McDuffee stated that City Council is seeking support from the Park Commission regarding the proposed project.

Don Hudson moved to approve spending by City Council for up to \$14,500 to get design specification for underlaying, dirt improvement, re-sodding, a new sprinkler system, and soil testing for the ball fields. Diana Wallace Seconded the motion. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action on irrigation and turf replacement on the fields at Rollingwood Park

Item 8 was discussed in conjunction with item 7.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:46 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary