



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, September 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 August 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 12:00 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, 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 July 8, 2025 Park Commission meeting
3. Discussion and possible action on the minutes from the August 19, 2025 Park Commission meeting

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

REGULAR AGENDA

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

There was no update from Western Hills Little League.

Chair Melissa Morrow requested staff to put up signs on fields 3, 4, and 5 regarding

Chair Melissa Morrow moved to item 7.

5. Update, discussion, and possible action on the Friends of Rollingwood Park donation opportunity

Chair Melissa Morrow gave an overview of the Friends of Rollingwood Park donation opportunity

City Secretary Makayla Rodriguez explained that a quarterly bill message regarding the donation opportunity will be sent through the utility bills, a webpage will be available on the website and in the park, and that donations can be accepted by check only at this time.

Members of Park Commission asked questions of Ms. Rodriguez regarding how residents can donate.

Don Hudson moved to relaunch the Friends of Rollingwood Park fundraising effort as shown. Mary Elizabeth Cofer seconded the motion. The motion carried with 7 in favor and 0 against.

6. Discussion and possible action on a recommendation to City Council regarding a proposed project to improve the playscape at Rollingwood Park

Victoria Johnson proposed to replace the current playscape border with a natural border consistent with the aesthetic of the recently completed alternative plan for the retaining wall area.

Members of the Park Commission asked questions regarding the proposed playscape project, funding options, and next steps.

Victoria Johnson moved to recommend approving \$12,000 towards improvements in the upper park as per the drawing, illustration, and bid with potential for some of the bid to be amended depending on what the city can provide and also to make a big point that we saved money. Laurie Mills seconded the motion. The motion carried with 7 in favor and 0 against.

Chair Melissa Morrow moved to item 5.

7. Update, discussion, and possible action on a recommendation to City Council to hire a landscape designer to create a plan and construction documents for upper park parking, fence adjustments, tree placement, and entrance improvements to Rollingwood Park

Chair Melissa Morrow explained that RCDC approved \$17,000 to hire a landscape architect and to get a topographical survey of the park. She stated that she would like to form a subcommittee with Park Commission members, a representative from RCDC, a representative from City Council, a representative from staff, and a community member. The Park Commission agreed that Don Hudson, Laurie Mills, Victoria Johnson will be on the subcommittee.

Chair Melissa Morrow discussed the parking lot, possible use of a gate, and next steps.

Chair Melissa Morrow moved to item 6.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:48 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary