



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, January 13, 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 January 13, 2026. 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 12:15 p.m.

Present Members: Chair Melissa Morrow, Sean Downing, Don Hudson, Laurie Mills, and Diana Wallace

Also Present: City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, 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 December 9, 2025 Park Commission meeting

Members of the Park Commission spoke in support of the minutes from the previous meeting.

REGULAR AGENDA

3. Discussion and possible action to elect a Chair of the Park Commission

Members of the Park Commission spoke in support of Melissa Morrow continuing to serve as Chair.

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

Steve Franke of Western Hills Girls Softball discussed that they will begin their season in early February and will go through May. Mr. Franke and the Park Commission also discussed registration levels and access to the field house at the upper park.

5. Update from Western Hills Athletic Club

Chair Melissa Morrow discussed ongoing construction at Western Hills Athletic Club.

6. Discussion and possible action on a recommendation to City Council to approve the Rollingwood Women's Club 5K run and event on March 29, 2026

Scottee Downing, resident at 4820 Rollingwood Drive, discussed that the Rollingwood Women's Club is requesting approval to hold a 5K run on March 29, 2026. She shared that the event is scheduled from 8:00 a.m. to 11:00 a.m. and is using the same race route as last year. She also stated that the Women's Club is coordinating with the Rollingwood Police Department and the City of West Lake Hills regarding staffing and required permits.

The Park Commission spoke in support of the Rollingwood Women's Club 5K run event.

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

Chair Melissa Morrow moved to item 8.

Item 7 was discussed in conjunction with item 8.

8. Discussion, update, and possible action on east driveway entrance improvements and parking area improvements in Rollingwood Park

Landscape Designer Curt Arnette of Sitio Design Austin discussed the proposed parking lot design and protection of existing trees in the upper park area. He also discussed parking lot materials, landscaping, the inclusion of handicapped parking, and moving the fence line on fields 3, 4, and 5.

Laurie Mills asked questions regarding how much the fence line would be moved and the proposed materials. She expressed concern regarding maintenance on the proposed landscape as well as additional costs.

Members of the Park Commission and Curt Arnette discussed how the existing walking trail would be maintained and impact on the existing back stop on fields 3, 4, and 5. They agreed that they would like to see a visual representation of the proposed field impacts.

Chair Melissa Morrow discussed item 7 and 8 in conjunction.

The Park Commission discussed that there is general consensus on a parking lot design with the exception of simplifying landscaping and other materials. They continued to discuss spatial needs for Western Hills Little League.

Chair Melissa Morrow stated that she would like to pause progress on the parking lot design to develop ideas for the off leash dog area for the next couple of months as well as avoid conflicting with ongoing construction at Western Hills Athletic Club. She continued to discuss coordination of projects and funding.

Sean Downing stated that subcommittee would like guidance from legal counsel regarding lease obligations and meet with Western Hills to get their feedback. He also discussed the possible use of a survey to get feedback from the community.

Chair Melissa Morrow reiterated that she would like to meet with legal counsel.

The Park Commission discussed getting an estimate for off leash dog area designs for 0.4 acres and 0.6 acres from Landscape Designer Curt Arnette.

Laurie Mills moved to request Curt Arnette to provide a cost estimate of how much it would cost to get a design for a 0.4 acre and a 0.6 acre dog park. Sean Downing seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Kevin Schell and the Park Commission discussed the possible use of surveys, previously distributed surveys, associated costs, and next steps.

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:23 p.m.

Minutes adopted on the _____ day of _____, 2026.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary