



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, June 24, 2025

Notice is hereby given that the Park Commission of the City of Rollingwood, Texas will hold a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on June 24, 2025 at 12:00 PM. Members of the public and the Park Commission may participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. The public may watch this meeting live and have the opportunity to comment via audio devices at the link below. The public may also participate in this meeting by dialing one of the toll-free numbers below and entering the meeting ID and Passcode.

Link: <https://us02web.zoom.us/j/5307372193?pwd=QmNUbmZBQ1lwUINjNmK5RnJreIRFUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 530 737 2193

Password: 9fryms

The public will be permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. If a member of the public is having difficulties accessing the public meeting, they can contact the city at mrodriguez@rollingwoodtx.gov. Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be 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

PUBLIC COMMENTS

Citizens wishing to address the Park Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Park Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Park Commission with regard to matters on the agenda will be received at the time the item is considered.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

2. Discussion and possible action on the minutes from the May 13, 2025 Park Commission meeting

REGULAR AGENDA

3. Discussion and possible action on a proposed Girl Scouts Project
4. Update from Western Hills Little League and Western Hills Girls Softball
5. Update, discussion, and possible action on the Friends of Rollingwood Park donation opportunity

DEPARTMENT REPORTS

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

6. Park Commission Financials through May 2025

ADJOURNMENT OF MEETING

CERTIFICATION OF POSTING

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at www.rollingwoodtx.gov prior to 5:00 p.m. on June 20, 2025.

Makayla Rodríguez

Makayla Rodriguez, City Secretary

NOTICE -

The City of Rollingwood is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please contact the City Secretary, at (512) 327-1838 for information. Hearing-impaired or speech-disabled persons equipped with telecommunication devices for the deaf may call (512) 272-9116 or may utilize the stateside Relay Texas Program at 1-800-735-2988.

The Park Commission will announce that it will go into executive session, if necessary, to deliberate any matter listed on this agenda for which an exception to open meetings requirements permits such closed deliberation, including but not limited to consultation with the city's attorney(s) pursuant to Texas Government Code section 551.071, as announced at the time of the closed session.

Consultation with legal counsel pursuant to section 551.071 of the Texas Government Code;
discussion of personnel matters pursuant to section 551.074 of the Texas Government Code;
real estate acquisition pursuant to section 551.072 of the Texas Government Code;
prospective gifts pursuant to section 551.073 of the Texas Government Code;
security personnel and device pursuant to section 551.076 of the Texas Government Code;
and/or economic development pursuant to section 551.087 of the Texas Government Code.
Action, if any, will be taken in open session.



CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES

Tuesday, May 13, 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 May 13, 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, Don Hudson, Victoria Johnson, and Laurie Mills

Also Present: City Administrator Alun Thomas and City Secretary Makayla Rodriguez

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the April 8, 2025 Park Commission meeting

Mary Elizabeth Cofer moved to approve the meeting minutes. Don Hudson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

3. Update and discussion on an Eagle Scout Project

Weston Bain, resident at 400 Vale Street, shared the progress of his eagle scout project to improve the walking trail in Rollingwood Park. He continued to thanked the Park Commission and the Public Works Department for their guidance and assistance. Mr. Bain explained that he raised money throughout his project for supplies and stated that he wishes to donate the excess amount to the park.

The Park Commission complimented Mr. Bain's work and thanked him for his efforts.

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

Steve Franke of Western Hills Little League shared that the softball season will be completed by the end of May as well as requested to be in the discussion for possible improvements to the fieldhouse.

Chair Melissa Morrow moved to item 8.

5. Discussion and possible action on potential improvements to the parking lot

Chair Melissa Morrow displayed concepts created by Alex Robinette to improve the parking lot and stated that the objective would be to improve safety and create parking spaces while maintaining green spaces. She continued to explain the need for a survey of the park to assist with this effort.

The Park Commission discussed the use of a survey and deliberated areas in the park that should be surveyed.

Alex Robinette discussed the possible use of a landscape architecture plan or architect's plan.

Laurie Mills moved to request City Council to get a survey of the upper park. Victoria Johnson seconded the motion.

City Administrator Alun Thomas confirmed that the City has a civil engineer and that it would likely be more cost efficient to get a surveyor to conduct the survey rather than an engineer.

The Park Commission and continued discussion of areas in the park that should be surveyed.

The motion carried with 5 in favor and 0 against.

6. Update, discussion, and possible action on the Friends of Rollingwood Park Donation Opportunity

The Park Commission asked questions regarding the status of the donation opportunity and previous park donation efforts.

Don Hudson explained the progress made with the donation opportunity and the Park Commission discussed possible ways residents could donate and the Friends of Rollingwood Park verbiage.

7. Discussion and possible action on next steps for the Rollingwood Park Tree Planting Project

This item was not discussed.

8. Discussion and possible action on a recommendation on proposals received for the alternative plan to the retaining wall project

Chair Melissa Morrow gave an overview of the alternative plan to the retaining wall and reviewed the proposals received. The Park Commission provided feedback and inquired about the scope of work outlined in the submitted proposals.

Alex Robinette, resident at 2500 Hatley Drive, explained that she met with Maas Verde Landscape restoration and Gomez Construction Service LLC to allow them to get a full understanding of the project's scope of work. She continued to say that a resident donated boulders for the project and that Gomez Construction Service LLC will use the materials for the project.

Mary Elizabeth Cofer discussed the pricing differences amongst the proposals. Alex Robinette stated that Gomez Construction Service LLC was aware of the boulder donation and removed some of the cost of the materials from the proposal submitted.

City Administrator Alun Thomas expressed concerns about the donated rocks to Gomez Construction LLC and improperly awarding the project due of inconsistencies proposals received.

The Park Commission continued discussion on the donated boulders and Alex Robinette stated that the boulders were not donated to Gomez Construction Service LLC.

Laurie Mills moved to award the bid to Gomez Construction Service LLC. Victoria Johnson seconded the motion.

Mary Elizabeth Cofer expressed concerns about potential preferential treatment related to the donated boulders. Alex Robinette explained that she informed Maas Verde Landscape Restoration as well as Gomez Construction Service LLC about the donated boulders.

The motion carried with 5 in favor and 0 against.

Chair Melissa Morrow moved to item 5.

ADJOURNMENT OF MEETING

The meeting was adjourned at 1:02 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary

girl scouts

Your Name: Ellie Meakin

NOTE: BEFORE COMPLETING THIS FORM, CHECK WITH YOUR COUNCIL TO DETERMINE IF THEY REQUIRE GOLD AWARD TRAINING AND/OR ONLY ACCEPT APPLICATIONS ONLINE. IF YOUR APPLICATION MUST BE SUBMITTED ONLINE, PLEASE GO TO: [HTTPS://GOGOLD.GIRLSCOUTS.ORG](https://gogold.girlscouts.org).

Prior to starting your project, submit this proposal to:

Council Name: Central TexasStreet Address: 12012 Park 35 CircleCity: AustinState: TXZip Code: 78753Email: MyGoldAward@gsctx.orgPhone: (512)453-7391

NOTE: BE SURE TO SUBMIT YOUR PROPOSAL BY THE DATE ESTABLISHED BY YOUR COUNCIL

Your Name: Ellie MeakinCountry: United StatesStreet Address: 310 Nixon Dr.City: AustinState: TXZip Code: 78746Email: em89349@eanesisd.netPhone: (512)217-1399Age: 17Grad Year: 2026School: Westlake High SchoolTroop/Group Number: 844Troop/Group Volunteer: Carolyn MeakinTroop/Group Volunteer's Phone: (512)663-7132Email: oliveme10@yahoo.comGirl Scout Gold Award Project Advisor: Erin CordProject Advisor's Organization: Bat Conservation InternationalProject Advisor's Phone: (512)327-9721Email: ecord@batcon.org

girl scouts

Your Name: Ellie Meakin

Prerequisites: You must have either completed A) the Girl Scout Silver Award and one Senior or Ambassador Journey, or B) two Journeys. Please list the prerequisites you completed below and obtain your troop/group volunteer's signature.

Senior/Ambassador Journey	Date Completed	Troop/Group Leader Approval Date
1. Mission Sisterhood (English)	3/2023	<i>Carolyn Meakin</i> 8/12/2024

Girl Scout Silver Award Completion Date	6/1/2022
Council Where You Earned The Award	Central Texas
Troop/Group Leader Approval Date	<i>Carolyn Meakin</i> 8/12/2024

Your Team: List the names of individuals and organizations you plan to work with on your Gold Award project. This is a preliminary list that may grow over the course of your project.

Individual (if applicable)	Organization	How my team will help
Mindy Vesscovo	Austin Bat enthusiast	Consult - Information/education
Carolyn Meakin	Family	Plot installation/social media campaign
Christopher Meakin	Family	Plot installation, purchasing consult
Evie Ching	Girl Scouts	Garden implementation & co-shopper
Emily Smith	Girl Scouts	Garden implementation - dig-out and prep
Paisley Mathis	Girl Scouts	Garden implementation - sod prep & rocks

girl scouts

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Vivy Stillman	Girl Scouts	Garden implementation - planting & fertilizer
Violet Martin Baker	Girl Scouts	Garden implementation - watering and weeding
Andrea Sparks	Rollingwood Educational Garden	Implement online education campaigns
Kelly Menking	Girl Scouts of Westlake - Quartermaster	Oversee garden badge program for Service Unit
Molly Llama	Master Gardener	Garden

Proposed Project Description

Gold Award Title: Bat Habitat Community Education

Proposed Start Date: 4/30/2025

Proposed Completion Date: 4/1/2026

The theme(s) my Gold Award will address is/are:

- ☒ Animals
- ☒ Environment & Sustainability
- ☒ Outdoors

My Gold Award aims to address this issue:

My Gold Award project will address the issue of decreasing native bat populations in Austin and around the country.

According to the National Parks Service (nps.gov) bats face a variety of different threats in many areas across the country. The devastating disease called white-nose syndrome, windmill turbines, habitat loss, and climate change have caused large numbers of bats to die. The number of safe places for bats to live and forage for food is decreasing.

What can we do? Improving bat habitats is essential for their survival. My Gold Award partner, Bat Conservation International suggests there are many steps people can take to help improve bat habitats:


girl scoutsYour Name: Ellie Meakin

build appropriate bat houses for roosting, preserve natural habitats, reduce light pollution, avoid pesticides, plant native plants to encourage insects to breed (which is a vital food source for many bat species) and lastly educate the community.

For my Gold project, I've decided to focus on the issue to improving the rapidly decreasing food sources available to bats which causes the decrease of bat populations.

The reason I selected my issue are:

Bats are an integral part of the Austin ecological landscape.

Through research, I have learned that bats need abundant food sources to survive and re-populate.

I've been interested in learning more about bats after living in Austin my whole life.

Root Cause**The root cause of my issue is:**

As mentioned before, according to the National Parks Service (nps.gov) bats face a variety of different threats such as the devastating white-nose syndrome disease, windmill turbines, habitat loss and climate change all of which lead to declining bat populations across the world.

Specifically in Austin, the issue of urbanization makes it harder for bats to find shelter and food and as a result their numbers are declining. As our city grows the opportunity to feed in safe green spaces that are attractive to bugs that bats eat decline. Bats mainly eat winged bugs, which not all garden plants attract, so its important for us to build safe green spaces and plant the right plant varieties to help improve the food supply thus helping the bat population to increase.

Declining bat populations are a significant corner, yet community awareness about this issue often falls short. Educating the community about the importance of having a reliable food source for bats can help inspire people to build their own bat garden.

The overall goal of this project is to improve the environment for bats and the Austin Community who I need to reach to improve their knowledge and attitudes surrounding bats and what they can do to help our community.

I will address the root cause by:

First, I plan on developing educational campaigns that will increase my communities awareness of the

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struggles bats face in our area due to decreasing food supplies and offer information about how they can help.

1. At Rollingwood community events such as the yearly Rollingwood 5k, Easter Egg Hunt and 4th of July park celebrations (and more) I will host a table and provide information regarding how bat gardens can help bats survive as well as how they benefit our environment. I'll point them to where the garden is or will be planted and encourage them to take a look or request their help in volunteering to help support the Rollingwood Education Garden.
2. The Rollingwood Educational Garden has agreed to provide funding for signage around the bat garden. The signage will include a QR code that takes visitors to a survey and feedback form. Over time the number of completed surveys can give insights into visitor counts. The survey can also direct visitors to Bat Conservation International's web page about importance of bat gardens and how to build bat gardens in their own back yard.
3. I will create an Instagram and NextDoor page that will promote the bat garden to members of the community as well as educate how people could potentially plant their own bat garden in their backyard. Links to Bat Conservation International's website for their newsletters and community events will also be made available. The Rollingwood Facebook page will be updated to include similar posts to reach the Rollingwood audience.
4. A bat patch program will be utilized to encourage younger scouts to learn more about native bats in Austin and what they can do to help the bats.

Addressing root cause is continued on document uploaded...

Target Audience

The target audience(s) for my Gold Award project is/are:

Area Girl Scouts who are looking to learn more about bats and our ecosystems

Austin Community. More specifically, the residents of Rollingwood, TX where my bat garden will live

The skills, knowledge, and/or attitudes my target audience will gain are:

Bats will thrive with the food provided by gardens we implement ensuring their future is safe

Bats are important part of the ecology of Austin and can have positive impact on our environment

How to create a bat garden in their own backyard, as well as how to care for the garden over time.

I will know that my audience has gained the desired skills/knowledge because:

My project will include an educational component that will allow the community to join me to visit the



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garden (or go on their own) and learn about the positive impact of bats living in our environment. The goal is to teach people why we should be concerned about the decreasing bat population and what it means to our community to increase our bat population.

I know that my audience has gained the desired skills and knowledge because I will include a survey during community garden tours to assist with the measurement of their understanding as well as for program improvement. During community events, we will survey those who join the garden tour. We will include a QR code on signage that visitors can use to access more information and stop them with a link to a survey.

Lastly, I will announce the garden on Instagram and Next Door providing information about both the garden as well as links to Bat Conversation International's web page for educational purposes. There too can be a survey "tell us what you think" plus a counter of likes and comments.

Proposed Impact-National and/or Global Link

My Gold Awards's national and/or global link is:

According to Bat Conservation International's web site, bats are an unlikely hero with global impact. With over 1,400 species, bats are the 2nd largest order of mammals and are widely dispersed across 6 continents. Globally, bats provide vital ecosystem services in the form of insect pest consumption, plant pollination and seed dispersal, making them essential to the health of the global ecosystems.

I believe if we all do a small act like building a bat garden, together we can contribute to maintaining healthy ecosystems, which will have a ripple effect on a larger scale.

Proposed Impact-Measurable Goals

Measurement of my project's success:

What my audience will learn/gain	How I will measure impact	When I will measure impact
They will learn the importance of keeping a reliable food source for the bats	Survey	At the end of the community garden tour and activity
The scouts will learn the importance of bats to our community	Number of patches awarded	At the end of my project and then yearly by the service unit.



girl scouts

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Education about the importance of bats in our community via Instagram	Followers/interactions with posts	Throughout project
How to make a garden in their own backyard	Views on YouTube video linked from QR Code at garden sign	Throughout project
Visits to the garden	QR code on signage (not allowed: cameras, mobile tracking, motion sensors or drones)	Throughout my project then ongoing by Rollingwood Com Gardens

My Gold Award project goals are:

My Gold Award project goals are:

1. To ensure a safe and reliable food source for the Austin bat community through the build of a bat garden to the recommended specifications provided by Bat Conservation International. Once the Rollingwood Community Garden has approved my garden I will be complete with that portion of the project **Completion Date April 15, 2026**
2. Community education - Events. I plan on participating in City of Rollingwood community events where citizens can join me to observe the bat garden and discuss the purpose of the garden and how they to can start their own garden or volunteer to maintain mine. I will provide hard copy surveys to participants and also ask them to sign up to volunteer - **completion date between May 2025 - June 2026**
3. Community education - Social Media. I will introduce / announce to my community the opening of the new bat garden in Rollingwood Park inviting them to come and admire and learn more about the benefits of gardening for bats. I will measure interest through the interactions (likes & comments) left by community members. I will partner with Rollingwood Education Garden to ensure their Facebook page includes information about the new garden, how to build a similar garden and upcoming events promoting the garden. I will also develop both Next Door and Instagram posts that introduce the community to the project and continually post updates, share pictures & videos as well as educational articles regarding bats. **Completion Date - April 2026**
4. Implementation of a bat patch program for young Girl Scouts. I will provide the Westlake Service Unit the programming and initial patches along with a fun survey girls can fill out at the end of the patch program. **Completion Date - May 2026**

Proposed Impact-Sustainability



girl scouts

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My Gold Award will be sustained beyond my involvement by:

Sustaining the Educational Programs

-Rollingwood Events - I will provide the Rollingwood Education Garden with brochures, photos, bat garden instructions and signage (also available through QR codes) to share at all community events to help spread the idea of bat conservation.

-Bat garden signage - Implement a permanent sign in the garden containing a QR code leading visitors to Bat Conservation International's Web pages about bats and the benefit of inviting bats to your yard and gardens.

-Social media - I will turn-over the social media plans to Rollingwood Education Garden so they can continue to promote the bat garden to our communities.

-Girl Scout patch program will be sustainable through the work of the Westlake Service Unit's Outdoor Quartermaster who will provide the bat patch program ongoing for all young scouts for years to come.

Sustaining The Garden

My plan for maintaining the bat garden and education programs after implementation involves a partnership with the City of Rollingwood's Community Education Garden. The Rollingwood Community Garden has been place for over 10 years and provides resources, tools, water and volunteers who maintain and care several garden plots. My bat garden will be added to this Community Garden in the coming months.

It also requires me to share several key practices involved in bat garden maintenance. These practices are recommended by Bat Conservation International, my advisor, and they are below:

1. Regular Monitoring: **Inspect** the garden periodically. Check for signs of wear, damage, or overgrowth.
 2. **Monitor** bat activity—observe roosting, feeding, and flight patterns.
 3. Habitat Maintenance: **Prune** plants as needed to maintain roosting spaces and clear flight paths.
 4. **Replace** dead or diseased plants promptly.
 5. Water Sources: Ensure **consistent water availability** for both plants and bats.
 6. **Clean and refill** water source.
 7. Insect-Friendly Plants: **Plant native species** that attract insects. Bats rely on these insects for food.
- Avoid pesti

Create Your Plan

I will put my plan into action by:

Your Name: Ellie Meakin

Date	Activity	Teammate(s) Needed	Resources Needed	Hours of Work
3/1/2024	Research Issue	Erin Cord, Bat Conservation International	Computer, in person meeting	3.00
4/1/2024	Research Solutions	Erin Cord, Bat Conservation International	In person meeting. Online resources to investigate	3.00
5/1/2024	Discuss with Rollingwood Education Garden	Andrea Sparks	Phone & in-person meeting	2.00
5/1/2024	Discuss Garden needs	Garden Managers at various locations	Phone, in person meetings	2.00
10/1/2024	Work on Proposal	None	Computer	4.00
4/1/2025	Edit Proposal	None	None	3.00
5/1/2025	Develop Materials for Educational Components	Volunteers - Erin Cord (BCI)	Educational materials	6.00
5/1/2025	Garden Design - work with designer	Molly Llama	Garden Design Software	2.00
6/1/2025	Plan Bat Patch Program w/ SU	Westlake SU Quartermaster	NA	3.00
6/1/2025	Survey Development	NA	Computer	2.00
6/1/2025	Develop Garden Sustainability Plan	Eric Cord	Computer	2.00
7/1/2025	Lead education posts via Rollingwood Community garden FB page	Andrea Sparks	None	3.00
7/1/2025	Raising Money	None	None	4.00

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7/1/2025	Implementation - Community Event Planning	Rollingwood Women's Club	NA	5.00
2/1/2026	Implementation - Garden Supplies Procurement	Evie Ching and Christopher Meakin	Truck	3.00
2/1/2026	Implementation - Garden Preparation	Molly Llama, Carolyn Meakin, Paisley Mathis and Emily Smith	Garden tools (provided by Rollingwood Education Garden)	4.00
2/1/2026	Organization of volunteers - volunteer project plan	All	Computer, timelines, responsibility list	4.00
3/1/2026	Implementation - Planting	Vivy Stilman, Violet Martin-Baker, Carolyn Meakin	Garden tools	5.00
3/1/2026	Implementation - Initial Maintenance	Andrea Sparks and Carolyn Meakin	Garden tools	5.00
3/1/2026	Educational Videos	Carolyn Meakin/ Andrea Sparks	Camera	5.00
4/1/2026	Measure Community Engagement at Events	Erin Cord, Andrea Sparks	None	2.00
4/1/2026	Bat Patch Program transfer to service unit leaders	Kelly Menking	None	3.00

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4/1/2026	Bat Garden sustainability plan transfer to Rollingwood,	Andrea Sparks	None	2.00
4/1/2026	Social Media Announcements and education (ongoing throughout project)	Andrea Sparks	Phone, computer	5.00
4/1/2026	Measure Social Media Engagement	Andrea Sparks	None	3.00
4/1/2026	Implement badge patch program with Girl Scouts	SU Quarter Master	Badges	4.00
4/1/2026	Survey measurement analysis	Andrea Sparks	Computer	2.00
4/1/2026	Educating Community via neighborhood events (4 events) - over several months	Erin Cord/ Evie Ching/ Vivy Stillman	None	8.00

Total Hours: 99.00

Estimate your project expenses and how you plan to meet those costs (e.g., donations, cookie proceeds, money-earning project):

Item	Source of Funding	Amount
Plants	Donations	\$200.00
Plants	Donations	\$200.00
Plants	Donations	\$200.00
bat patch	Donations	\$75.00
Mulch	Donations	\$0.00

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Sign	Donations	\$45.00
Tools	Donations	\$0.00
Paint	Donations	\$0.00
Shading	Donations	\$90.00
Rock Edge	Donations	\$55.00
Soil	Donations	\$100.00

Total Expenses: \$965.00**The strengths, talents and skills I currently have and will put into action are:**

- ☒ Innovation
- ☒ Empathy
- ☒ Project Management
- ☒ Budgeting
- ☒ Confidence
- ☒ Community Building
- ☒ Problem Solving
- ☒ Implementation
- ☒ Character

The skills I plan to develop as I work towards earning my Gold Award are:

Time Management: learning to work within deadlines and other priorities

Your Name: Ellie Meakin

Organization: learning to work with many different organizations/people

Patience: learning to understand and work within others people schedules

Communication: learning to reach out whenever needed with proper communication styles.

Leadership: learning to create a group and have to direct them

Goal Setting: learning to set small steps to reach big goals.

Tell the World!

I will let others know about my Gold Award (the impact of my project, what the Gold Award is, and what I learned in earning it) by promoting via :

Note: This is NOT about your Gold Award's sustainability.

☒ Website

☒ Social Media

☒ Articles

☒ Public Demonstrations

Project Advisor Name: Erin Cord

Date of Validation: 8/12/2024

Date of Proposal Submission: 4/23/2025

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 24, 2025

Submitted By:

Staff

Agenda Item:

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

Description:

On June 17, 2025, City staff met with Diana Wallace and Don Hudson to review the Friends of Rollingwood Park donation opportunity. They agreed on verbiage for the bill message that would inform the community about the donation opportunity once approved. After the initial launch of the donation opportunity, the bill message would appear on the utility statements on a quarterly basis unless there are other bill messages that require priority. The link included on the bill message would take you to a webpage on the city website that will be dedicated to the Friends of Rollingwood Park.

Don Hudson created a flyer with information that detailed the donation opportunity as well as ways to donate. The information detailed in the flyer would mirror what will be on the Friends of Rollingwood Park page.

Action Requested:

To discuss and consider the Friends of Rollingwood Park bill message and informational document.

Fiscal Impacts:

No fiscal impacts anticipated.

Attachments:

- Friends of Rollingwood Park Bill Sample
- Don Hudson - Friends of Rollingwood Park

The bill message would be included on the utility statement once approved, then occur on the bill on a quarterly basis (unless other important notifications need to be pushed). Please note that the link used is a sample link and not the actual link to the Friends of Rollingwood Park web page.

ACCOUNTNUMBER	CURRENT SERVICE PERIOD	BILLING DATE
LAST PAYMENT	DATE/AMOUNT	SERVICE ADDRESS



METER #	CURRENT	PREVIOUS	USAGE	SERVICE DESCRIPTION	AMOUNT
				WATER RESIDENTIAL	
				SEWER RESIDENTIAL	
				WTR BAS 1 "	
				SEWER RES BASE	
THE ROLLINGWOOD PARK COMMISSION FORMED					
THE FRIENDS OF ROLLINGWOOD PARK TO RAISE FUNDS					
TO BEAUTIFY AND PRESERVE THIS BELOVED GEM.					
MORE INFO: https://bit.ly/3SXOINI					



Original language:

- The Rollingwood Park Commission formed the Friends of Rollingwood park to raise funds exclusively for beautifying and preserving this beloved gem. More info: <https://bit.ly/3SXOINI> (sample link)

CONTRIBUTIONS TO FRIENDS OF ROLLINGWOOD COMMUNITY PARK

The Rollingwood Park Commission and many citizens want the Park to be more user friendly, inviting, and beautiful. The Park could become a place with an attractive entrance, beautifully designed gardens, and trees to create spaces around the park that are shady and welcoming. Towards this goal, FRIENDS OF ROLLINGWOOD PARK has been created to collect contributions from the community.

Contributions would be used for restoration, revitalization, and work on areas of the Park that need attention, including trails, gardens, and areas of the Park that have become worn, dysfunctional or unattractive

All contributions to Friends of Rollingwood Park will be used exclusively for the Park.

Two methods exist to contribute to Friends of Rollingwood Park.

1. A recurring monthly contribution can be set up.
 - The contributor decides on an amount and communicates the amount to Veronica at City Hall using the form that can be found on the City website.
 - A line item will be added to your water bill. The water amount and contribution can be paid with a single payment.
2. A non-recurring contribution to the Friends of Rollingwood Park can also be made.
 - Non-recurring payments are paid separately from the water bill with a separate check or other payment, and a payment coupon must accompany the contribution. (See payment coupon below)
 - NOTE: If a non-recurring payment is not paid separately from water bill payment, eg: paid with the water bill as a single check or other method, the amount will be credited to the water bill rather than to Friends of Rollingwood Community Park.

Contributions of any size will be welcomed and all are deeply appreciated.

CITY OF ROLLINGWOOD

DONATIONS: FRIENDS OF ROLLINGWOOD COMMUNITY PARK

TYPE OF PAYMENT ☐ RECURRING, TO BE PAID WITH WATER BILL EACH MONTH
 ☐ NON-RECURRING

NAME _____ ACCT # _____

SERVICE ADDRESS _____

DATE _____ AMOUNT _____ . _____

PAYMENT METHOD ☐ CHECK ☐ CRED CARD ☐ BANK DRAFT

Thank you very much for your donation.



CONTRIBUTIONS TO FRIENDS OF ROLLINGWOOD PARK

The Rollingwood Park Commission and many citizens want the Park to be more user friendly, inviting, and beautiful. The Park could become a place with an attractive entrance, beautifully designed gardens, and trees to create spaces around the park that are shady and welcoming. Towards this goal, FRIENDS OF ROLLINGWOOD PARK has been created to collect contributions from the community.

Contributions would be used for restoration, revitalization, beautification and work on areas of the Park that need attention.

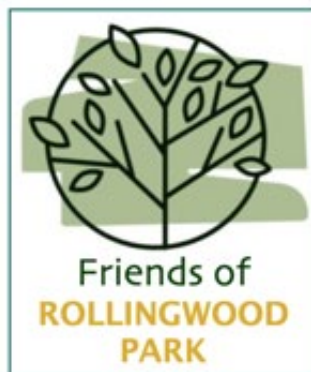
All contributions to Friends of Rollingwood Park will be used exclusively for the Park.

Two methods exist to contribute to Friends of Rollingwood Park.

1. A recurring monthly contribution can be set up.
 - The contributor decides on an amount and communicates the amount to Veronica at City Hall using the form that can be found on the City website.
 - A line item will be added to your water bill. The water amount and contribution can be paid with a single payment.
2. A non-recurring contribution to the Friends of Rollingwood Park can also be made.
 - Non-recurring payments are paid separately from the water bill with a separate check or other payment, and a payment coupon must accompany the contribution. (See payment coupon below)
 - NOTE: If a non-recurring payment is not paid separately from water bill payment, eg: paid with the water bill as a single check or other method, the amount will be credited to the water bill rather than to Friends of Rollingwood Community Park.

Contributions of any size will be welcomed and all are deeply appreciated.

CITY OF ROLLINGWOOD			
DONATIONS: FRIENDS OF ROLLINGWOOD COMMUNITY PARK			
TYPE OF PAYMENT	<input type="checkbox"/> RECURRING, TO BE PAID WITH WATER BILL EACH MONTH <input type="checkbox"/> NON-RECURRING		
NAME			ACCT # _____
SERVICE ADDRESS	_____		
DATE	_____	AMOUNT	_____ . _____
PAYMENT METHOD	<input type="checkbox"/> CHECK	<input type="checkbox"/> CRED CARD	<input type="checkbox"/> BANK DRAFT
<i>Thank you very much for your donation.</i>			



100-G
PARK DEPARTMENT

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6.

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONNEL</u>					
100-5-55-5000 SALARY	40,849.00	2,395.80	19,901.08	48.72	20,947.92
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00
100-5-55-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00	0.00
100-5-55-5007 STIPENDS/CERTIFICATIONS	1,300.00	45.64	379.26	29.17	920.74
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	2,800.00	0.00	303.23	10.83	2,496.77
100-5-55-5020 HEALTH INSURANCE	3,200.00	704.12	1,978.70	61.83	1,221.30
100-5-55-5030 WORKERS COMP INSURANCE	950.00	0.00	860.44	90.57	89.56
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,224.00	186.77	1,551.45	48.12	1,672.55
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.84	39.70	84.47	7.30
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,585.00	345.95	2,765.36	49.51	2,819.64
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	57,955.00	3,679.12	27,779.22	47.93	30,175.78
<u>SUPPLIES & OPERATION EXP</u>					
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	250.00	0.00	0.00	0.00	250.00
100-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00	0.00
100-5-55-5114 COVID-19	0.00	0.00	0.00	0.00	0.00
100-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00	0.00
100-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	12,000.00	1,366.47	10,515.88	87.63	1,484.12
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	2,385.83	238.58 (1,385.83)
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	87.57	644.19	322.10 (444.19)
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	0.00	0.00	500.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	714.68	47.65	785.32
100-5-55-5171 EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	263.15	87.72	36.85
100-5-55-5190 MATERIALS	10,500.00	529.08	3,555.37	33.86	6,944.63
100-5-55-5191 MAINTENANCE	6,000.00	365.87	4,820.18	80.34	1,179.82
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	194.41	1,355.42	45.18	1,644.58
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,000.00	0.00	1,019.31	101.93 (19.31)
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	525.47	3,546.95	39.41	5,453.05
TOTAL SUPPLIES & OPERATION EXP	48,250.00	3,068.87	28,820.96	59.73	19,429.04
<u>CONTRACTUAL SERVICES</u>					
100-5-55-5255 VEHICLE INSURANCE	500.00	0.00	472.22	94.44	27.78
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	1,290.00	0.00 (1,290.00)
TOTAL CONTRACTUAL SERVICES	500.00	0.00	1,762.22	352.44 (1,262.22)
<u>MISCELLANEOUS OTHER EXP</u>					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,215.00	81.82	559.02	46.01	655.98
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	950.00	666.91	1,793.97	188.84 (843.97)
TOTAL MISCELLANEOUS OTHER EXP	2,165.00	748.73	2,352.99	108.68 (187.99)

66.67% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL OUTLAY</u>					
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00	500.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00 (250.00)	0.00	0.00	5,000.00
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	0.00	0.00	2,000.00
100-5-55-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	0.00	0.00	0.00	2,445.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	9,945.00 (250.00)	0.00	0.00	9,945.00
<u>OTHER NON-DEPARTMENTAL</u>					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	0.00	0.00	0.00	8,000.00
100-5-55-5515 MAINTENANCE BUILDING	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	0.00	0.00	0.00	8,000.00
TOTAL PARK DEPARTMENT	126,815.00	7,246.72	60,715.39	47.88	66,099.61