



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, July 08, 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 July 08, 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 June 24, 2025 Park Commission meeting

REGULAR AGENDA

3. Update from Western Hills Little League and Western Hills Girls Softball
- [4.](#) Update, discussion, and possible action on the Friends of Rollingwood Park donation opportunity
- [5.](#) Discussion and update on the park survey for Rollingwood Park

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.](#) Quarterly Rollingwood Police Department Park Report

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 July 3, 2025.

Makayla Rodriguez

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, June 24, 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 June 24, 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 12:03 p.m.

Present Members: Chair Melissa Morrow, Don Hudson, Victoria Johnson, Laurie Mills, and Diana Wallace

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 May 13, 2025 Park Commission meeting

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

REGULAR AGENDA

3. Discussion and possible action on a proposed Girl Scouts Project

Ellie Meakin, resident of 310 Nixon Drive and member of Girl Scouts Troop 844, presented her proposed Gold Award project to enhance the education garden located in the lower park. She explained that her initiative focuses on planting native plants to combat the decreasing bat population due to urbanization and habitat loss. Ms. Meakin continued to say that she plans to

raise awareness on the matter by sharing educational information in the garden and engaging with residents through her participation in City events.

The Park Commission asked questions regarding Ms. Meakin's proposed project.

Diana Wallace moved to approve the project. Don Hudson seconded the motion. The motion carried with 5 in favor and 0 against.

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

Steve Franke discussed field maintenance and that the season for baseball and softball has concluded.

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

Don Hudson gave an overview of the progress made with the Friends of Rollingwood Park donation opportunity. The Park Commission and City staff discussed the donation process, verbiage for a utility bill insert, and web page configuration for the Friends of Rollingwood Park.

The Park Commission continued discussion on logos for the Friends of Rollingwood Park and the use of social media to engage the community. They agreed to bring the item back next month for progress on the web page and bill insert.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:41 p.m.

Minutes adopted on the _____ day of _____, 2025.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary

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 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>					



Contributions to the Friends of Rollingwood Park



The City of Rollingwood Park Commission, alongside passionate citizens, envision Rollingwood Park to be more welcoming, enjoyable, and beautiful for everyone. To help bring this vision to life, the Park Commission is proud to introduce the Friends of Rollingwood Park initiative. This community-driven effort invites donations that will be exclusively dedicated to the restoration, revitalization, and beautification of Rollingwood Park.

There are two options to contribute to the Friends of Rollingwood Park:

1. Give a Single Contribution

Single contributions may be delivered in person or mailed to City Hall located at 403 Nixon Drive, Rollingwood, Texas 78746, at any time. Please ensure that all contributions are made as a separate payment from utility payments.

All single contributions must be made by check, payable to “City of Rollingwood”, with “Friends of Rollingwood Park” noted in the memo line.

2. Set Up a Recurring Monthly Contribution

The contributor determines an amount and communicates this to the City by using a donation slip or the Friends of Rollingwood Park web page form. With this option, a line item will be added to the resident’s monthly utility statement reflecting the desired recurring contribution. To make changes to your recurring contribution amount, please contact City Hall at (512) 327-1838.

A donation slip is provided at the bottom of this flyer for your convenience. Any amount is welcome, and all contributions to the Friends of Rollingwood Park are appreciated. Thank you for your support!

Friend of Rollingwood Park Donation Slip

Donation Type (please check one):

☐ One-Time Donation ☐ Recurring Donation

Donation Amount: \$ _____

Donor Information:

Full Name: _____

Utility Account Number or Service Address: _____

Date: ____ / ____ / ____

Thank you for your generous contribution to the Friends of Rollingwood Park!

UNPUBLISHED

The City of Rollingwood Park Commission, alongside passionate citizens, envision Rollingwood Park to be more welcoming, enjoyable, and beautiful for everyone. To help bring this vision to life, the Park Commission is proud to introduce the Friends of Rollingwood Park initiative. This community-driven effort invites donations that will be exclusively dedicated to the restoration, revitalization, and beautification of the Rollingwood Park.

There are two options to contribute to the Friends of Rollingwood Park:

1. Give a Single Contribution

Single contributions may be delivered in person or mailed to the City Hall located at 403 Nixon Drive, Rollingwood, Texas 78746, at any time. Please ensure that all contributions are made as a separate payment from utility payments.

All single contributions must be made by check, payable to “City of Rollingwood”, with “Friends of Rollingwood Park” noted in the memo line.

2. Set Up a Recurring Monthly Contribution

The contributor determines an amount and communicates this to the City by using a donation slip or the Friends of Rollingwood Park Contribution Form below. With this option, a line item will be added to the resident's monthly utility statement reflecting the desired recurring contribution. To make changes to your recurring contribution amount, please contact the City at (512) 327-1838.

Any amount is welcome, and all contributions to the Friends of Rollingwood Park are appreciated. Thank you for your support!

If you're interested in donating to the Friends of Rollingwood Park, please click [\[here\]](#).

Ongoing Projects

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AGENDA ITEM SUMMARY SHEET
City of Rollingwood Park Commission
Meeting Date: July 8, 2025

Submitted By:

Staff

Agenda Item:

Discussion and update on the requested partial survey of the upper park

Description:

During its May 13, 2025 meeting, the Park Commission requested that City Council approve the commissioning of a partial survey of the upper park. On May 21, 2025, City Council authorized the hiring of ATS Engineers to conduct a half park survey (\$3,500) in addition to a tree survey of the same area (\$15 per tree). ATS Engineers conducted the survey in early June, and the City has received the completed work product, as attached.

This partial survey can now be used by the Park Commission and other branches of the City Government as needed.

Action Requested:

No action is needed on this item.

Fiscal Impacts:

No further fiscal impacts are anticipated.

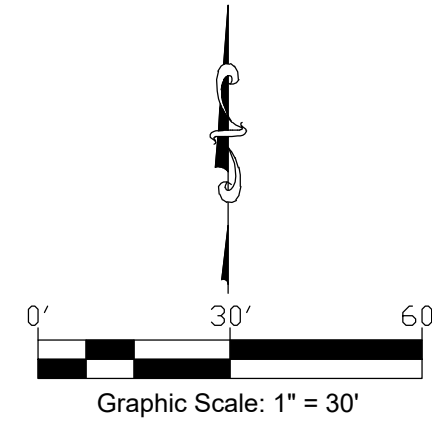
Attachments:

- Partial Survey of the Upper Park

PARTIAL AS-BUILT AND TREE SURVEY

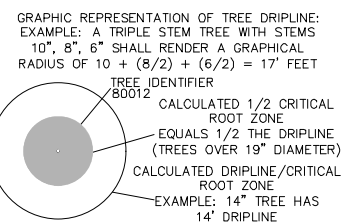
Reference: City of Rollingwood, Address: 3107 Gentry Drive, Rollingwood, Texas
Lot 1, HATLEY PARK SUBDIVISION as recorded in Book 91, Pages 373 & 374, Plat Records, Travis County, Texas.

LEGEND	
●	1" IRON ROD FOUND (OR AS NOTED)
○	2" IRON PIPE FOUND (OR AS NOTED)
⦿	3" IRON ROD FOUND W/CAP (AS NOTED)
△	CALCULATED POINT
⦿	EDGE NAIL FOUND
—	IRON
—	IRROGATION CONTROL VALVE
—	WATER VALVE
—	BUILDING SETBACK
—	EASEMENT
—	POWER LINE
—	CHAIN LINK FENCE
—	WOOD FENCE
—	PUBLIC UTILITY EASEMENT
—	R.O.W. RIGHT OF WAY
—	PLAT RECORDS TRAVIS COUNTY, TEXAS
()	RECORD INFORMATION



- Notes:
- 1) Surveyor makes no expressed or implied warranties as to the correctness of the property shown.
 - 2) Directional control is based on the Texas State Plane Coordinate System, Central Zone 4203.
 - 3) This survey was performed without the benefit of a title commitment. Therefore, agreements, easements and restrictions may exist that are not shown herein.

Tree Table in Inches		
Tag	Trunk	Comment
5745	12	LIVE OAK
5752	14	MONTGOMERY OAK
5764	23	LIVE OAK
5755	29	LIVE OAK (19-19)
5756	25	LIVE OAK
5757	25	LIVE OAK
5758	25	LIVE OAK
5759	13	PECAN
5760	23	LIVE OAK
5761	16	CEDAR (11-11-9)
5762	12	SHADU BLOOM
5763	15	BLACK WALNUT
5764	15	BLACK WALNUT
5765	18	LIVE OAK
5766	19	LIVE OAK
5767	16	LIVE OAK



SURVEYORS CERTIFICATION:
I, Andrew Jimenez, HEREBY CERTIFY that a survey was made on the ground of the property shown hereon; that there are no visible discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, easements or right-of-way, except as shown; that said property has access to and from a public roadway; and that this plat is an accurate representation of the property to the best of my knowledge.

ANDREW JIMENEZ
Registered Professional Land Surveyor
No. 6270 - State of Texas
Client: City of Rollingwood
Date of Field Work: 06/04/2025, 06/06/2025, 06/09/2025, 06/10/2025 & 06/17/2025
Field: Ribbons & Malboro
Tech: Macaroni
Date Drawn: 06/18/2025, 06/18/2025 & 06/19/2025
Path: SERVER6\Surveying\Projects\..... BULK\Municipalities\City_of_Rollingwood\GentryDr3107-CityPark-250529002s.dwg



ROLLINGWOOD DRIVE
(VARIABLE WIDTH R.O.W. - PER PLAT)



Quarterly Park Report **April 1, 2025-June 30, 2025**

May 4, 2025, -0908 hours. While patrolling the city the officer passed by the city office and observed a company setting up a bounce house for a birthday party. The officer was unsure if bounce houses were allowed at the city park. The officer texted Makayla at 0908 if she had a minute, she replied at 1113 "Not today, if this can wait, we can connect tomorrow". The party was over, but the bounce house was still there. The officers' only concern was the bounce house was left there all day. When the officer returned to the office for his end of shift report at 1900 the company was picking up the bounce house, the officer asked the employee if he knew the name of the person who rented, he replied no and he was only there to pick it up.

May 15, 2025, 0330 hours. Officer observed (4) minors (not juveniles) in the park with alcohol. The subjects were cited and escorted home. 5 citations (See Case R2505-00008)

May 15, 2025, the officer received a call regarding an unhoused male sleeping in the upper park. The subject was located and lives out of his van in Zilker park. The subject was harmless, working at HEB and trying to get back on his feet. He left the area without incident.

June 4, 2025, -1933 hours. Follow Up Investigation-3107 Gentry Field #2. At the request from City Administrator Alun, the officer stopped by Field #2 and spoke with Alejandro Martinez (737) 222-0357 with the Canes Baseball Organization. The officer informed him the City of Rollingwood has several contracts with other baseball organizations and use them on certain times and dates. The officer told him someone from the city would be contacting him to further explain the process on how to reserve fields or perhaps submit a contract with the City of Rollingwood. The officer did allow him to finish using the field but advised him next time they would have to leave if another organization was on the calendar. Email sent to Makayla, Alun and Chief Munoz.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

403 Nixon Drive, Rollingwood, TX 78746-5512

www.rollingwoodtx.gov