



## **CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA**

**Tuesday, September 09, 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 September 09, 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](mailto: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 July 8, 2025 Park Commission meeting
- [3.](#) Discussion and possible action on the minutes from the August 19, 2025 Park Commission meeting

### **REGULAR AGENDA**

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
- [6.](#) Discussion and possible action on a recommendation to City Council regarding a proposed project to improve the playscape at Rollingwood Park
- [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

### **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.

- [8.](#) Park Commission Financials through August 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](http://www.rollingwoodtx.gov) prior to 5:00 p.m. on September 3, 2025.

*Makayla Rodríguez*

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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, July 08, 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 July 8, 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 12:01 p.m.**

**Present Members:** Chair Melissa Morrow, Mary Elizabeth Cofer, Victoria Johnson, Laurie Mills, 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 June 24, 2025 Park Commission meeting**

**Diana Wallace moved to approve the meeting minutes. Melissa Morrow seconded the motion. The motion carried with 5 in favor and 0 against.**

### **REGULAR AGENDA**

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

Chair Melissa Morrow briefly discussed Western Hills Little League's and Western Hills Girls Softball's seasons.

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

City Secretary Makayla Rodriguez discussed that she created a draft webpage and produced a modified flyer with a donation slip from the previous meeting that could be inserted on a quarterly basis for the Friends of Rollingwood Park donation opportunity.

The Park Commission and City Secretary Makayla Rodriguez discussed the potential use of a QR code, how residents could make a donation through the city website, utilizing utility bill messages, and bringing awareness to the Friends of Rollingwood Park.

5. Discussion and update on the park survey for Rollingwood Park

Chair Melissa Morrow stated that they received the partial park survey and discussed how it will be used as a guide for the parking lot improvement as well as tree planting placement.

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:19 p.m.**

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

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**Melissa Morrow, Chair**

**ATTEST:**

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**Makayla Rodriguez, City Secretary**



## **CITY OF ROLLINGWOOD PARK COMMISSION MEETING MINUTES**

**Tuesday, August 19, 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 19, 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, Laurie Mills, and Diana Wallace

**Also Present:** 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 June 24, 2025 Park Commission meeting

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

### **REGULAR AGENDA**

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

There was no update from Western Hills.

4. Discussion regarding Quarterly Park Walk Through report

The Park Commission and City Secretary Makayla Rodriguez discussed the Quarterly Park Walk Through report.

5. Discussion and possible action on hiring a landscape architect to design and define parking areas, fence lines, tree and landscaping locations for improvement in the park

*Items 5 and 6 were discussed in conjunction.*

Chair Melissa Morrow provided an overview of the Park Commission's project priorities, including completion of the alternative plan for the retaining wall and erosion control near the pavilion. She stated that she would like to hire a landscape architect to coordinate and provide recommendations for parking lot improvements and the addition of trees at the upper park.

The Park Commission discussed possible solutions for parking lot improvements. Chair Melissa Morrow stated that she received quotes for the proposed scope of work and stated that she would like to request funding from RCDC.

**Mary Elizabeth Cofer moved to hire landscape architect to design and define parking areas, plant trees, and landscape locations for improvements of the park and to send it to RCDC for funding up to \$15,000. Diana Wallace seconded the motion. The motion carried with 4 in favor and 0 against.**

Chair Melissa Morrow asked questions of City Secretary Makayla Rodriguez regarding next steps for requesting bids.

Chair Melissa Morrow continued to review the Park Commission's project priority list. The Park Commission discussed the bulletin board at the upper park, improving the playscape, and the addition of a water station near fields 3, 4, and 5, as well as improving the fieldhouse.

6. Discussion and possible action on listing and prioritizing future park projects  
Move

*Item 6 was discussed in conjunction with item 5.*

### **ADJOURNMENT OF MEETING**

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

**Minutes adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.**

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**Melissa Morrow, Chair**

**ATTEST:**

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**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)



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**

-



# 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.

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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!

## Friends of Rollingwood Park Donation Slip

### Donation Type (please check one):

☐ One-Time Donation    ☐ Recurring Donation

Donation Amount: \$ \_\_\_\_\_

### Donor Information:

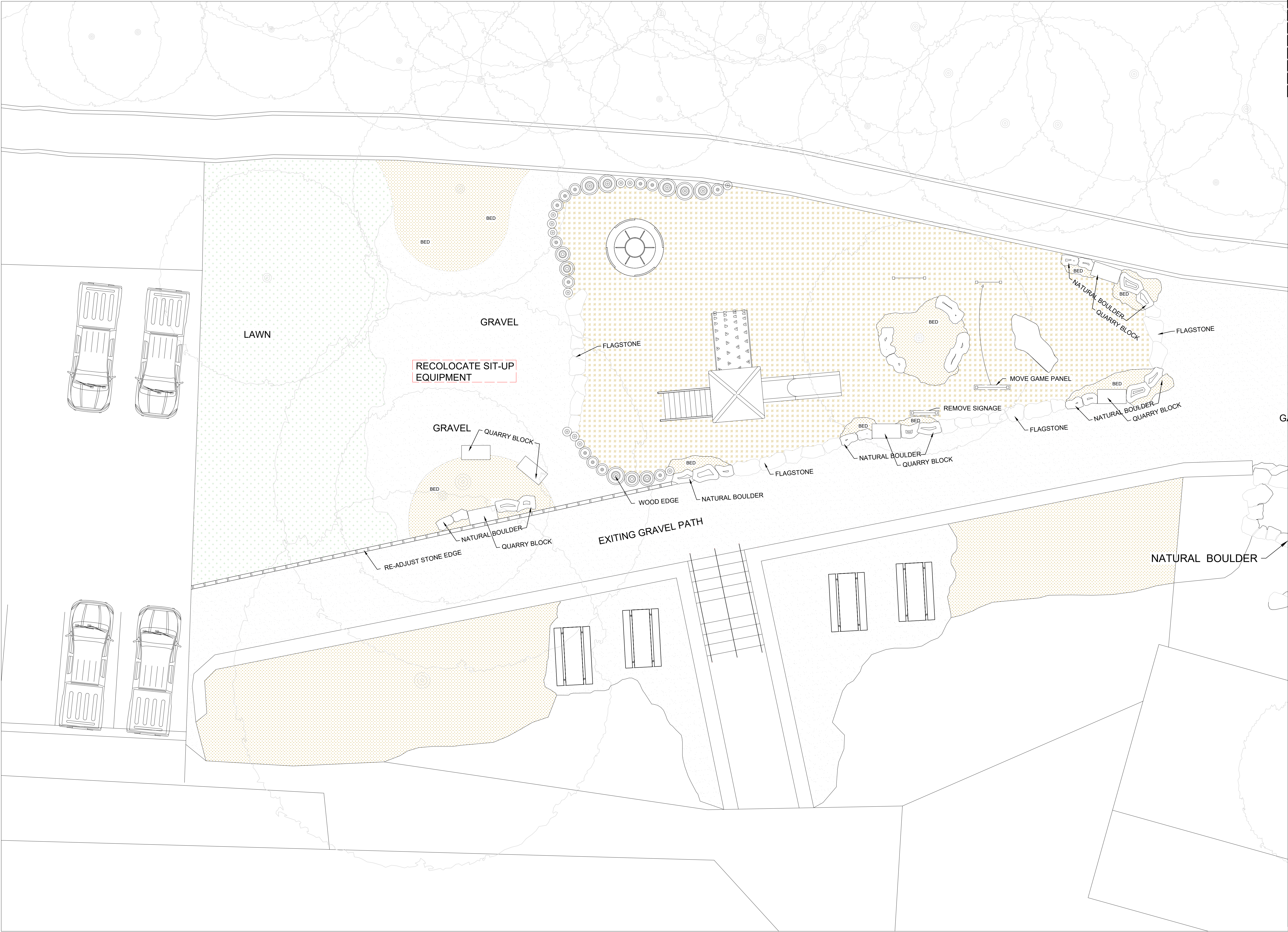
Full Name: \_\_\_\_\_

Utility Account Number or Service Address: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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





ROLLINGWOOD  
ROLLINGWOOD PARK

Issue Date
07/21/2025
Revision.
07/21/2025
07/23/2025

Scale

Landscape Plan

1



**GOMEZ CONSTRUCTION SERVICE LLC.**

8700 Evelyn Rd, Buda, Tx, 78610

(512) 551- 2262

e-mail: gomezconstruction806@gmail.com

**BUDGET****285****BUDGET**

Attention: Rollingwood Park  
 Rollingwood Park  
 Rollingwood, TX 78746

Date: 07/30/2025

Project Title: Phase 2

Agent: Hector Garcia

**REF: GCS-285-005**

IRRIGATION, DRAINAGE & LIGHTNING					
ITEM	DESCRIPTION	QTY	UOM	PRICE	AMOUNT
Plant Irrigation	Allowance	1	Unit	\$1,500	\$1,500
Drainage 4"	Allowance	1	Unit	\$1,000	\$1,000
<b>TOTAL</b>				<b>\$2,500</b>	

LUEDELS AND WALLS					
ITEM	DESCRIPTION	QTY	UOM	PRICE	AMOUNT
Mulch	Mulch Refresh	1	Unit	\$500	\$500
Native Boulder	(This Includes Material And labor, May Change Depending On Heights)	1	Unit	\$5,000	\$5,000
Flagstone		1	Unit	\$1,000	\$1,000
Trees Stumps	This price includes the concrete base for the tree stumps	30	Unit	\$50	\$1,500
<b>TOTAL</b>				<b>\$8,000</b>	

<b>TOTAL COST:</b>	<b>\$10,500</b>
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This quote is valid for 30 days, Prices may change for the material.

The first day of work a deposit will be requested.

Allowance Prices or quantities may change, depending on the work. It can increase or decrease.

\_\_\_\_\_  
 Client Signature

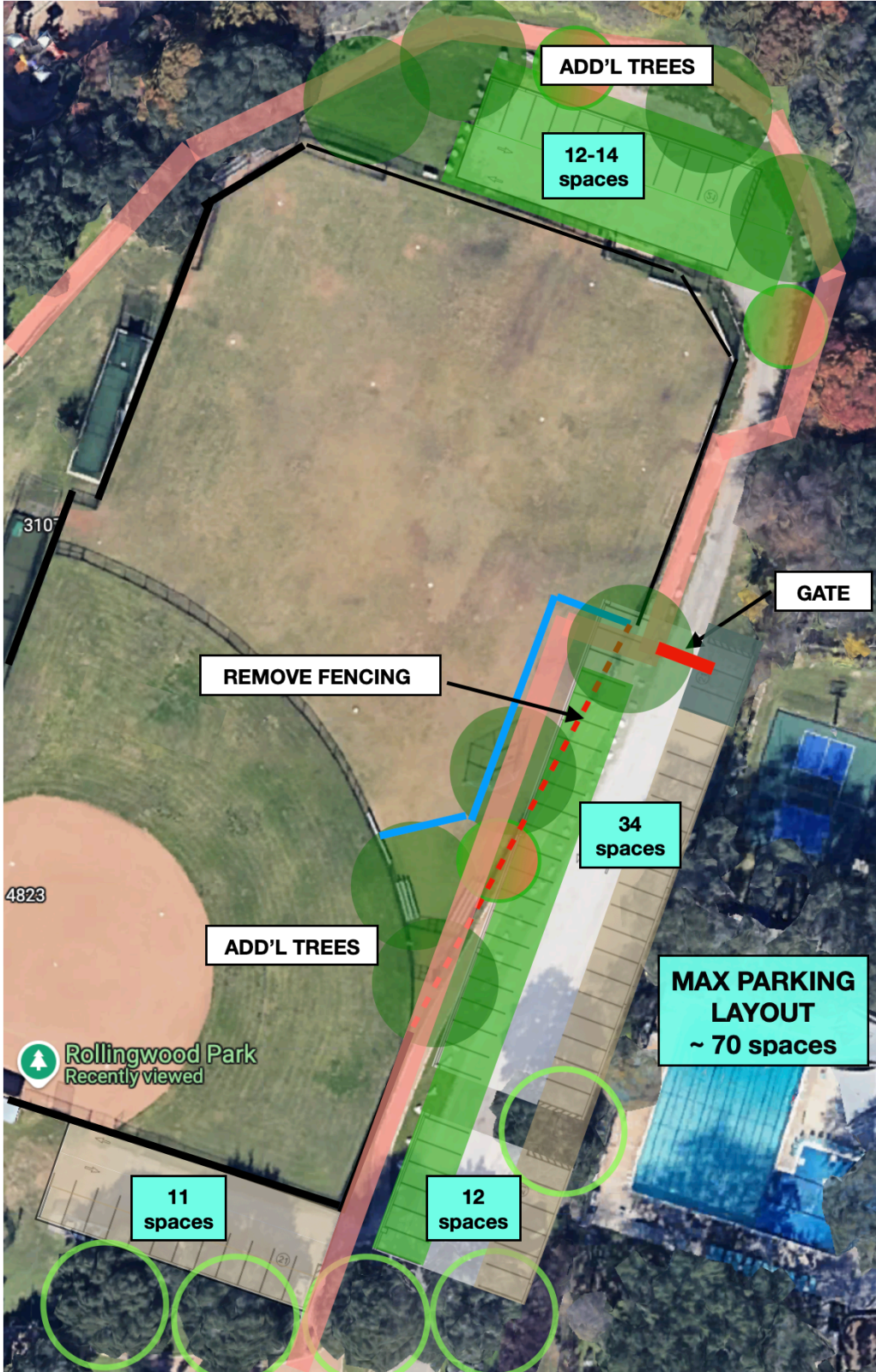
\_\_\_\_\_  
 Date

ADDITIONALES					
ITEM	DESCRIPTION	QTY	UOM	PRICE	AMOUNT
Quarry Block	(Allowance)The price may change depending on the final amount placed	1	Unit	\$1,700	\$1,700
<b>Note: These items are not included in the original price.</b>					
<b>TOTAL</b>				<b>\$1,700</b>	









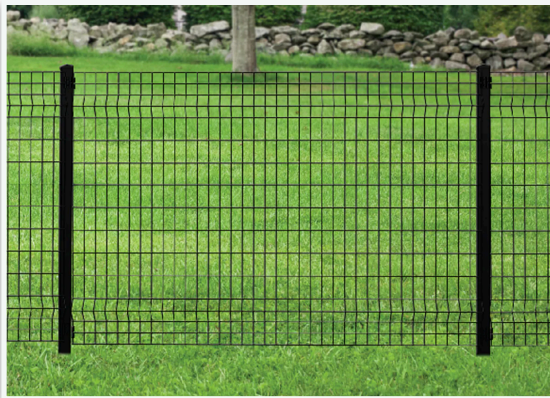












Transparent fencing



Nature Play



Picnic areas

100-G  
PARK DEPARTMENT

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8.

91.67% 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	2,877.96	29,386.52	71.94	11,462.48
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	75.76	588.01	45.23	711.99
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	2,798.23	99.94	1.77
100-5-55-5020 HEALTH INSURANCE	3,200.00	272.54	2,692.08	84.13	507.92
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	225.76	2,292.86	71.12	931.14
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.47	42.34	90.09	4.66
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,585.00	418.54	4,139.03	74.11	1,445.97
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	57,955.00	3,871.03	42,799.51	73.85	15,155.49
<u>SUPPLIES &amp; 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	0.00	15,138.00	126.15 (	3,138.00)
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	1,000.00	100.00	0.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	0.00	918.41	459.21 (	718.41)
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	1,016.74	67.78	483.26
100-5-55-5171 EQUIPMENT	3,000.00	0.00	1,150.26	38.34	1,849.74
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	276.44	92.15	23.56
100-5-55-5190 MATERIALS	10,500.00	534.23	5,460.02	52.00	5,039.98
100-5-55-5191 MAINTENANCE	6,000.00	563.70	5,383.88	89.73	616.12
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	271.53	2,012.54	67.08	987.46
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	420.00	4,806.95	53.41	4,193.05
TOTAL SUPPLIES & OPERATION EXP	48,250.00	1,789.46	38,182.55	79.13	10,067.45
<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	51.33	737.22	60.68	477.78
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	950.00	181.67	1,749.02	184.11 (	799.02)
TOTAL MISCELLANEOUS OTHER EXP	2,165.00	233.00	2,486.24	114.84 (	321.24)

100-G  
PARK DEPARTMENT

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91.67% 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	0.00	0.00	0.00	5,000.00
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	700.21	35.01	1,299.79
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	785.00	32.11	1,660.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	9,945.00	0.00	1,485.21	14.93	8,459.79
<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	5,893.49	86,715.73	68.38	40,099.27