



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, October 14, 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 October 14, 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 Commission 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 September 9, 2025 Park Commission meeting

REGULAR AGENDA

3. Update from Western Hills Little League and Western Hills Girls Softball
4. Update from Western Hills Athletic Club
5. Discussion and update on a recommendation from the Park Commission to appropriate remaining funds from the alternative plan to the retaining wall project to improve the playscape at Rollingwood Park
6. Discussion and update a recommendation from the Park Commission to hire a landscape architect to design and define parking areas, plant trees, and landscape locations for park improvements for up to \$17,000 to be funded by RCDC
7. Discussion and possible action on process of prioritizing and timing of park projects
8. Discussion and possible action on irrigation and turf replacement on the fields at 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.

9. Quarterly Rollingwood Police Department Park Report
- [10.](#) Park Commission Financials through September 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 October 7, 2025.

Makayla Rodríguez

Makayla Rodriguez, City Secretary

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, 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

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

100-GENERAL FUND
PARK DEPARTMENT

100.00% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
100-5-55-5000 SALARY	40,849.00	2,851.79	32,238.31	78.92	8,610.69
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	663.77	51.06	636.23
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	2,964.62	92.64	235.38
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	211.90	2,504.76	77.69	719.24
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.00	42.34	90.09	4.66
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	5,585.00	414.83	4,553.86	81.54	1,031.14
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	57,955.00	3,826.82	46,626.33	80.45	11,328.67
SUPPLIES & OPERATION EXP					
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	2,882.42	20,748.10	172.90	8,748.10
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	3.05	921.46	460.73	721.46
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	227.47	5,687.49	54.17	4,812.51
100-5-55-5191 MAINTENANCE	6,000.00	503.86	5,887.74	98.13	112.26
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	141.11	2,153.65	71.79	846.35
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	5,226.95	58.08	3,773.05
TOTAL SUPPLIES & OPERATION EXP	48,250.00	4,177.91	45,088.14	93.45	3,161.86
CONTRACTUAL SERVICES					
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
MISCELLANEOUS OTHER EXP					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,215.00	10.52	747.74	61.54	467.26
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	950.00	34.04	1,783.06	187.69	833.06
TOTAL MISCELLANEOUS OTHER EXP	2,165.00	44.56	2,530.80	116.90	365.80

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

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10.

100 GENERAL FUND
PARK DEPARTMENT

100.00% 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	4,713.97	4,713.97	0.00 (4,713.97
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	19,868.25	19,868.25	0.00 (19,868.25
TOTAL CAPITAL OUTLAY	9,945.00	24,582.22	26,067.43	262.12 (16,122.43
<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	32,631.51	122,074.92	96.26	4,740.08