



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, September 08, 2026

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 08, 2026, 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=QmNUbmZBQ1lwUjNjNmM5RnJrelRFUT09>

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 citysecretary@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 14, 2026, Park Commission meeting

PUBLIC HEARING

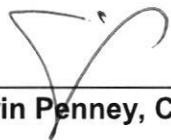
REGULAR AGENDA

3. Update from Western Hills Little League and Western Hills Girls Softball
4. Update from Rollingwood Athletic Club
5. Discussion and possible action on volunteering to take part in the October Park Walk Through
6. Discussion regarding Quarterly Park Walk Through report from Public Works – July
7. Discussion and possible action on approving Eanes Elementary Movie Night at the Lower Park on November 1, 2026, at 5:30 PM
8. Discussion and possible action regarding a request for the installation and operation of privately owned, for-profit vending machines at Rollingwood Park
9. Discussion and possible action on improving the parking area around the ball fields and creating separate off leash area

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 PM on September 1, 2026.



Erin Penney, 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 14, 2026

The Park Commission of the City of Rollingwood, Texas, held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on July 14, 2026 at 12:00 PM. 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 has been made and is 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

Laurie Mills called the meeting to order at 12:00 p.m.

Present Members: Laurie Mills, Rhett Bennett, Mary Elizabeth Cofer, and Victoria Johnson.
Chair Melissa Morrow joined the meeting at 12:13 p.m.

Also present: Councilmember Kevin Schell, City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Director of Community Development Nikki Stautzenberger, and Director of Communications and Public Affairs Mackenzie Akin

PUBLIC COMMENTS

There were no public comments

CONSENT AGENDA

2. Discussion and possible action on the minutes from the June 9, 2026 Park Commission meeting

Victoria Johnson moved to approve the consent agenda. Laurie Mills seconded the motion. The motion carried with 4 in favor and 0 opposed.

REGULAR AGENDA

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

There was no update from Western Hills Little League and Western Hills Girls Softball

4. Update from the Western Hills Athletic Club

Laurie Mills updated the Commission that Western Hills Athletic Center has been renamed Rollingwood Athletic Center. Ms. Mills then moved on to note some topics the memo provided, such as new committees the center has created; RAC is evaluating the Austin Country Club's request to integrate some of its swimmers while their pool is under construction; and substantial completion of the RAC courts is estimated for late August.

5. Update on current park projects progress including the new proposed parking lot, separate off leash area, trees and plantings

Victoria Johnson updated the Commission that she, Public Works Director Izzy Parra, Park Commission Chair Melissa Morrow, and Curt Arnette met to ensure the park design provided adequate access for mowing and maintenance equipment. Curt Arnette agreed to ensure this was implemented in any subsequent drawings.

Director of Community Development Nikki Stautzenberger briefed the Commission on the status of the parking lot project. In mid-June, Ms. Stautzenberger met with Curt Arnette and Robert Dial to compile rough estimates for materials and construction of the parking lot and off-leash area, and Lochner, the City Engineer, is determining a cost estimate for drainage options for the project. The project can't really move forward without knowing which drainage aspects will be required, so project cost estimates remain unknown. Once a drainage estimate is received, it will be presented to RCDC for its decision on how much to budget for the contribution.

Laurie Mills asked about the plantings to be integrated into the parking lot project, and Ms. Stautzenberger noted that it was raised that the sprinkler and plants could be handled as a separate project, since the timelines between construction and beautification were on opposite ends of the overall project.

6. Discussion and possible action to develop a "style guide" for the park

Council Member Kevin Schell wanted to let the commission know that the park parking lot project would be a good opportunity to create a 'style guide' to ensure consistency in the look and feel throughout the city. He is hoping to go to the City Council to get funding for it and to create a group of volunteers to gather ideas.

7. Discussion of long term strategies around fundraising, website, and marketing of Friends of Rollingwood Park

Rhett Bennett, Diana Wallace, and Melissa Morrow met to discuss high-level strategies for the community to participate in donations to the park and be more visible. They would like to tap into some of the other community activities to get the word out. They hope this will be in place before the new park opens, and since there isn't a sense of urgency, they can come up with more ideas.

Chair Melissa Morrow joined the meeting at 12:13 p.m.

Laurie Mills asked if Chair Melissa Morrow had anything she would like to add to the items the commission had already gone over.

Chair Melissa Morrow recognized Steve Marcie, who gave further updates regarding the Rollingwood Athletic Club. Mr. Marcie also informed the Commission that court completion dates

are constantly changing due to weather constraints, so they have stopped conveying that to their members. Since there was no liaison among the City, the Park Commission, and the Rollingwood Athletic Club, they have asked that Melissa Morrow serve as that connection among the entities. The RAC plans to present fencing options to the Park Commission once they have been discussed with its members, so the City and RAC can work together. The RAC identified a tree on the City's portion of the fence line. Per the code for a perimeter around a pool, there cannot be something 'climbable' like a tree within 36' of the fence. The RAC would like to see if it could be pushed out to the city park side to comply with the code, as the fence cannot be moved in because it abuts the pool equipment. The RAC would like to collaborate with the City and the Park Commission to address that. Chair Melissa Morrow suggested that the fence could be set back into the city park, and Mr. Marcie noted that the RAC would defer any options to the city and Park Commission.

Mary Elizabeth Cofer mentioned that 'It's My Park Day' is on Saturday, November 7, 2026, and would like something planned for that day.

8. Discussion and possible action regarding erosion control measures resulting from rainfall at the newly constructed area west of the concession stand on the upper field at Rollingwood Park

Chair Melissa Morrow recognized Victoria Johnson regarding the new parking lot plans. She reiterated that she would like the City Council to ensure that the Public Works Director, Izzy Parra, is involved as the project moves closer to the accessibility portion.

Chair Melissa Morrow mentioned that it would be good to let Public Works Director Izzy Parra know that, during the park walk-through, more decomposed granite (DG) should be placed where it has eroded due to the rain. Mary Elizabeth Cofer stated that putting more gravel down will not fix erosion, and that it may take the engineers to do that. This should be considered in the context of the whole parking lot/off-leash park project, as it is designed for drainage. She also mentioned that terracing with larger stones could help reduce erosion. Laurie Mills said that going back to Gomez to help with this would be a good idea.

City Administrator Alun Thomas confirmed that larger DGs were already placed in areas of erosion concern during the previous drainage/boulder wall project.

9. Discussion regarding Quarterly Park Walk Through report from Public Works – April

Melissa Morrow confirmed when the next walk-through is, and Lindsay Saenz, Assistant to the City Administrator, said that Rhett Bennett and Sean Downing were signed up and that they can schedule the walk at any time. Rhett Bennett mentioned that Sean Downing may have already done a walk-through, and that he would do one on his own. Mr. Bennett also asked if what was in the packet was a template that the city uses. Ms. Saenz said that the template is what the city uses, and whatever is noted during the walk-through will be added to the template and given to Public Works Director Izzy Parra.

Melissa Morrow recognized two additional people in the audience, who were introduced as Maria, an Outdoor Chair for Boy Scout Troop 31, and Emilio, a Boy Scout in Troop 31 working on his Communication Badge. Boy Scout Emilio informed the Commission of a few tasks the Troop volunteers will be helping with on Rollingwood Night Out.

Mackenzie Akin, Director of Communications and Public Affairs, confirmed that Rollingwood Night Out will be held on Tuesday, September 1, 2026.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:29 p.m.

The minutes were adopted on the 8th day of September 2026.

Melissa Morrow, Chair

ATTEST:

Erin Penney, City Secretary

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 8, 2026

Submitted By:

Staff

Agenda Item:

Update from Western Hills Little League and Western Hills Girls Softball

Description:

This agenda item is included on the Park Commission's agenda for informational purposes only. It allows both Western Hills Little League and Western Hills Girls Softball to provide the Commission with updates on their activities.

Action Requested:

No action.

Fiscal Impacts:

n/a

Attachments:

n/a

AGENDA ITEM SUMMARY SHEET
City of Rollingwood
Meeting Date: September 8, 2026

Submitted By:

Staff

Agenda Item:

Update from Rollingwood Athletic Club

Description:

This agenda item is included on the Park Commission's agenda to allow Rollingwoods Athletic Club to provide the Commission with updates on its activities, if it so chooses.

Action Requested:

No action is requested or permitted for this item

Fiscal Impacts:

No fiscal impact is expected from this item

Attachments:

None

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 14, 2026

Submitted By:

Staff

Agenda Item:

Update on current park projects progress including the new proposed parking lot, separate off leash area, trees and plantings

Description:

During its **May 13, 2026, meeting, City Council** approved moving forward with using concrete for the parking lot, and proceeding with "Plan 16", a .59-acre off-leash area at Rollingwood Park. Below is the language from the motions:

Councilmember Kevin Glasheen moved to approve "Plan 16" as the general design and layout for the park improvement project, including the revised parking lot layout, removal of the north parking lot area, irrigation improvements, and other conceptual elements discussed during the meeting, while recognizing that specific details such as fencing would return for further review. The motion was seconded by Councilmember Kevin Schell. The motion carried with 5 in favor and 0 opposed.

During its **June 8, 2026 meeting, the RCDC board** reaffirmed its intention to fund all or some of the proposed park improvements, subject to available funds and the total project cost.

At the **June 17, 2026 City Council meeting**, Mayor Gavin Massingill introduced the item and suggested preparing the bid for the off-leash area and the parking lot improvements as a single project. Councilmember Kevin Glasheen stated that he would like Robert Dial of Dial Development Services to review the bid drawings and requested that the sodding not be included in the scope of work. Mr. Glasheen suggested a community planting of the sod in the north end of the park. Council stated that they wanted drawings for a bid package.

Councilmember Brook Brown moved to authorize the Mayor to develop a bid package for the planned off-leash area and parking lot improvements, with the directive to present the final package to the Council for further consideration. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

To create a "bid package" as directed by City Council, staff is currently coordinating with Sitio Designs, Robert Dial, and the City Engineer, Lochner, to develop rough cost estimates for drainage design options, including stormwater runoff engineering analysis, as well as materials and labor for the parking lot and off-leash area.

Action Requested:

None

Fiscal Impacts:

None noted at this time

Attachments

None

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 8, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action on volunteering to take part in the October Park Walk Through

Description:

This agenda item allows the Park Commission to volunteer and take part in the Quarterly Park Walk-Through report. So far, Melissa Morrow is signed up for October.

Action Requested:

To have one Park Commission Member volunteer to do a Park Walk-Through with Chair Melissa Morrow.

Fiscal Impacts:

No fiscal impact.

Attachments:

- Quarterly Park Walk-Through Sign-Up Sheet

Park Walk Through Sign Up Sheet

- April ~~17~~th
16th

Mary Elizabeth
Diana Wallace

- July 24th

Sean Downing
Rnett Bennett

- October 16th

Melissa Morrow

- January 22nd



AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: September 8, 2026

Submitted By:

Staff

Agenda Item:

Discussion regarding Quarterly Park Walk Through report from Public Works – July

Description:

This item provides the Park Commission an opportunity to review and discuss the deficiencies and maintenance needs identified during the July walk through of the park, along with staff's responses to each item. Staff will provide information regarding issues that have already been addressed, work that is currently underway, and plans and anticipated timelines for correcting remaining deficiencies.

The quarterly walk-through process supports proactive maintenance of the park, helps identify issues before they become more significant, and provides the Commission with regular updates regarding the condition and upkeep of park facilities.

Action Requested:

No action is requested for this item

Fiscal Impacts:

No fiscal impact is expected from this item

Attachments:

- Quarterly Park Walk-Through Master Document

July 24, 2026, Park Walk through
Rhett Bennett and Sean Downing

New Items Identified:

Upper Park

1. New parking lines on the parking lot closest to the playground
Public Works is currently working on an exceptional item for City Council to approve funds for striping in the City. If approved, this item can be added.
2. Overgrown path with stones
This is an ongoing Public Works Task.
3. Recycling bins located in the parking lot closest to Gentry Drive
Public Works needs direction on this.
4. Bleachers next to Field 1 need replacement
Western Hills Little League is responsible for the bleachers at the upper park.
5. Grass and weed growth encroaching into the walking trail
This is an ongoing Public Works Task.
6. Missing edge stone behind bleachers near picnic table closest to field 1
Public Works will address this in the upcoming months.
7. Weeds are growing between the engraved donor bricks near the fieldhouse
This is an ongoing Public Works Task.
8. Erosion near the fieldhouse electrical box
Public Works will look into this matter.
9. Playgrounds are in need of mulch
This is scheduled to be completed at the end of summer
10. Near Rollingwood Drive and Gentry Drive, several trees have trunk sprouts or runners that need to be pruned
Public Works will address this in the fall.

Lower Park

1. Faded signs in the community garden
The Rollingwood Community Education Garden is responsible for this.
2. Sod is needed near the community garden
Public Works will address this at the end of summer.
3. Playscapes need mulch to help cover exposed black plastic
Public Works will address this at the end of summer.
4. New grippers for stairs from the upper parking lot going down to City Hall
Area will be addressed in Fiscal Year 2026-2027.
5. Areas of lawn between the pavilion and City Hall are unsightly and may need landscaping or turf improvements
This is an ongoing Public Works Task.
6. A playscape element on the west end of the older-children's play area is missing parts and should be inspected and repaired
Parts have been ordered and will be taken care of.



Update/Comments to Current Items



Previous Completed Items

7. The library kiosk needs a new doorknob
Public Works has taken care of this item.
8. Animal droppings were inside the library kiosk and should be removed
Public Works has taken care of this item.



April 16, 2026, Park Walk Through
Mary Elizabeth Cofer & Diana Wallace

New Items Identified:

Upper Park:

1. Mimosa tree (especially dead branches) needs more trimming. **This has been taken care of**
2. Driveway on the east side is not meant for commercial parking. **PW does not have jurisdiction over this matter**
3. Main concern is erosion on the west side of the trail. It looks worse without filler brush, or is more erosion occurring? **This has been taken care of**
4. Landscape rocks & stones at Field House/ “retaining wall” are missing. Trail stones have been pried up & moved. **This is an ongoing matter; PW regularly looks into this. PW plans to work on this on Friday (7/3)**
5. In general, mulch is placed too close to tree trunks. It needs to be pulled away from the bases of the trees in both the upper & lower parks. **This has been taken care of**

Lower Park:

1. The community garden has come a long way. Nice work to the volunteers & Public Works.



October 21, 2025 Park Walk Through
Mary Elizabeth Cofer and Lindsay Saenz

New Items Identified:

Upper Park:

- 1. The Buckeye tree that is located near the entrance of the Upper Park needs to be trimmed back. PW will address this in the fall.
- 2. The path from the upper parking lot to City Hall needs to be cleaned up or restored. PW will address this in the spring.
- 3. The stairs that connect the upper parking lot to City Hall need to be replaced. PW will address this in the spring.
- 4. The water fountain appears to be disabled on the East side of the
- 5. The gate by the water fountain is locked, and it is unclear as to wh
- 6. The new rocks for seating in the upper playground are a potential

Ismael Parra

2026-03-04 13:15:04

Ismael Parra

2026-03-04 13:17:05

Ismael Parra

2026-03-04 13:18:42

Field house restroom was being worked on.

safety hazard.

Lower Park:

- 1. The circular rock formation in front of City Hall needs to be cleaned up. There are smaller rocks that need to be moved. PW will address this in the fall.
- 2. Before entering the Pavilion, there is a dirt patch that needs some type of material to cover it (grass, rocks, etc.) PW will address this in the spring.
- 3. The dog on leash sign that is located next to the Pavilion is old and bent, which makes it hard to read. PW will address this in the spring. PW will address this in the fall.



August 12, 2025 Park Walk Through**Melissa Morrow****New Items Identified:****Upper park**

1. Can you give us some history on the dumpster at the entrance to the park near the pool gate. Does it belong to the City or the Pool? As one of the first things you see on entering the park we would like to look at moving it to another location, let us know what the parameters are. If it needs to stay, let's make a plan to hide it better.

Staff confirmed that the dumpster belongs to Western Hills Little League as well as confirmed that it is on Park Land.

2. There are still several bleacher end caps that need replacement. Please send another note to WHLL about the need to get these fixed as we have had at least one injury as a result of these sharp edges. City staff will reach out to Western Hills Little League.

Lower Park

1. The fence around the outdoor storage area next to the lower park is falling apart. Can we get bids to replace it.

Action will be delayed due to discussions of a new City Hall. Otherwise, it can be resolved internally.

Public Works can work on this project if needed in the spring.

2. It appears an animal or child has been digging out under the large boulders in the lower park back field. Concern that one could roll onto a child playing.
Public Works have taken care of this issue. Large Boulders were moved and filled with fresh dirt and small rocks; boulders were then moved back into place.
3. Irrigation pipe sticking up between the playground curb and the bench near the swirling slide.
Public Works took care of the issue by moving the irrigation head so the tree can get sufficient water.
4. It looks like someone is regularly driving from the sidewalk through the back grass area and creating a rutted area in the middle of the grass. Can they vary their route so it does not ruin the grass?
Public Works will vary routes when performing work.

Carry Over from Previous Walk Throughs:

1. Suggest adding a finished surface between the new lower pavilion steps and the sidewalk. A strip of artificial turf might work well there.

City staff will review this proposed improvement and carry it out as time and workload permit.

**Update/Comments to Current Items****Previous Completed Items**

January 21, 2025 Park Walk Through**Melissa Morrow and Mary Elizabeth Cofer****Carry Over from Previous Walk Throughs:**

1. **1 Painting maintenance needed at lower park benches.**
Rotted wood has been replaced and painted on the picnic tables, the benches will be grinded and receive a fresh coat of paint in the spring.
2. **Railroad ties at parking lot bordering field 2 are misaligned and several show extensive rot.**
Public Works will work on this the week of January 13, 2025.

**Update/Comments to Current Items****Previous Completed Items**

October 15, 2024 Park Walk Through**Mary Elizabeth Cofer and Diana Wallace****New Items Identified:****Upper Park**

1. **Ongoing Erosion Issues**
Pending capital project. No action from staff at this time.
2. **Sprinkler system at Butterfly Garden needs work.**
Public Works worked on this item on November 8, 2024.

Lower Park

3. **Lower Park Library needs waterproofing.**
Public Works repaired library.

Carry Over from Previous Walk Throughs:

4. **Ongoing erosion west of field house.**
Received proposal for retaining wall. No action from staff.
5. **Driveway area and parking needs work. Could this be redone with layer of road base, then covered with hard gravel? Parking could be delineated in the gravel with border stones set with about 1" above the surface of the gravel.**
Pending capital project. No action from staff.



July 17, 2024 Park Walk Through

Don Hudson and Diana Wallace

New Items Identified:

Upper Park

1. **Misaligned stones, west of field house, at water crossing paved with border stones.**
Pending further direction on trail maintenance and improvement from Park Commission.
2. **QUESTION: How much effort is required of Izzy and staff to maintain trail? Is it a large amount of time?**
Public Works weed eats the trail weekly. As for any other maintenance, Public Works maintains the trail as needed, such as trail border alignment and refreshing decomposed granite. See item #2.
3. **Multiple areas on trail between field house and cliff show granite surface washing over border stones, covering them up.**
Trail related – addressed in item #2.
4. **Water crossing at north trail shows erosion, the outer run of border stones covered with DG**
Trail related – addressed in item #2.
5. **Near northeast corner of trail, many loose border stones.**
Trail related – addressed in item #2.
6. **Grass Burrs (aka “goatheads”) noticed along north portion of trail.**
Trail related – addressed in item #2.
7. **Northeast corner water crossing needs work.**
Trail related – addressed in item #2.
8. **What are loose border stones behind backstop at field 4 to be used for. It appears they may be staged there for erosion control behind backstop.**
It looks like the stones were being used for erosion control. Public Works re-stacked them, but I'm not sure when they were placed there.
9. **QUESTION: Where is east border between WHAC Pool and Rollingwood park?**
Here is a link to the property on TCAD: <https://travis.prodigycad.com/property-detail/107303>. If you go to the map view you can turn on the aerial map and it shows the property outline. This should be accurate within about 2 feet.
10. **Parts of border buried with decomposed granite at south trail along Rollingwood Drive at field 2**
Trail related – addressed in item #2.



Update/Comments to Current Items



Previous Completed Items

11. QUESTION: If City Council passes the proposed tree project, could we request donations for same from residents of Rollingwood?

Yes.

12. Loose border stones, trail head at parking lot near Gentry Dr.

Trail related – addressed in item #2.

13. Bermuda grass or other invasive grass showing up at trail head at parking near Gentry Dr

Grass area has been treated.

14. Cracked irrigation valve cover at entry to parking lot near Gentry.

Irrigation valve cover was replaced.

Lower Park

15. North of playscape, missing border stones, erosion

Trail related – addressed in item #2.

16. Some beautification needed at new slab, west side of Pavilion. Could be plants to soften appearance and soften sharp edges for walkers and others.

New plants and gravel will be added in spring.

17. Regarding large trees between City Hall and Pavilion; is it OK for mulch to contact base of tree. The amount and depth of mulch looks good at 1" to 1-1/2".

Public Works has addressed this.

18. COMMENT: The application of mulch in the beds at city hall looks GREAT!

No action from staff.

19. Nut Sedge and other unwelcome grasses are coming up in beds at city hall.

Public Works has added this to routine maintenance.

20. Misaligned border stones at path from city hall to parking near Gentry.

Trail related – addressed in item #2.

Carry Over from Previous Walk Throughs:

21. Erosion exists in many places along the walking trail. In some places it is more pronounced than others. In some places, it has washed out part of the trail. Trail border stones seriously misaligned along the trail near the field house.

Trail related – addressed in item #2. .



22. Parts of the trail border missing east of the playscape. This could be intentional to allow mowing equipment access to lawn.

Trail related – addressed in item #2.

April 15, 2024 Park Walk Through

Laurie Mills and Chad Smith

New Items Identified:

1. Reinforce stairs from upper park parking lot to City Hall and trim landscape that is overgrown along stairs.

This has been completed.

2. Drainage in lower park just past the swing toward the back field.

Public Works has cancelled out some of the irrigation heads in the area, this will alleviate some of the water build up. We are looking into adding decomposed granite to stop.

3. Redistribute gravel along the back walking trail at lower park where there are holes and weed control along trail (upper and lower).

Public Works will keep addressing these issues as part of regular maintenance.

Carry Over from Previous Walk Throughs:

23. The drainage areas on the north and west sides of the lower park pavilion, including the area on the west side of the sidewalk.

Drainage assessment in progress from by Maas Verde Landscape.

24. Some tree pruning needed near the butterfly garden. Some trees are contacting plants in the garden.

Will be maintained as needed.



January 16, 2024 Park Walk Through**Melissa Morrow & Mary Elizabeth Cofer****New Items Identified:**

1. We should host a community garden clean-up before Spring plantings?
No action by staff at this time.
2. Remove tree debris from the garden bed on Rollingwood Drive
Completed and will be maintained as needed.
3. Upper playground mulch is low.
This has been completed.
4. Straighten stones along the granite trail just west of the upper playground.
This has been completed.
5. Bury wire between trail and restrooms just north of the upper playground.
This has been completed.

Carry Over from Previous Walk Throughs:

1. Hose reel at butterfly garden needs to be anchored to the tree or the ground. If not feasible, it should be replaced with a better solution.
This has been completed.
2. There is a large stand of a thorny shrubs, north side of park following the walking trail. These are slowly spreading via root suckers.
Completed and will maintain as needed.
3. A collection of debris behind the Community Garden could be cleaned out if not needed.
This has been completed.
4. Another bench, The Johnson Family Bench, needs a bolt and a washer to be added. The bolt has dug into the plastic.
This has been completed.
5. Mulch is mounded around a large tree between city hall and the Pavilion. Is this good for the tree? It is my understanding that excessive buildup can harm a tree.
This has been completed.

**Update/Comments to Current Items****Previous Completed Items**

November 14, 2023 Park Walk Through

Victoria Johnson & Don Hudson

New Items Identified:

UPPER PARK

1. Serious erosion between field house and trail. This has been under consideration for a while, though no work has begun See 4.b.
2. We discussed how a water collection system could mitigate the flow to the lower park. See 4.b.
3. Three or four areas at the top of the cliff show a path water has been flowing during heavy rain, causing erosion.

Requires larger drainage solution, which the City Council is contemplating. No action by staff.

Questions:

- a. Does a Topographical map of the park grounds exist that clearly shows the elevations?
Yes. Emailed to the Park Commission on 01/12/2024

- b. Would like update from City Council regarding item 1. erosion, and item 2. water collection system.

Council has requested proposal related to drainage near the field house. Staff will update the Park Commission once further action has been taken.

- c. Would like update from City Council regarding a full drainage study, and the hiring of a civil engineer.

Council has requested proposal for full drainage study. Staff will update the Park Commission once further action has been taken.

4. We observed several areas that could be used for memorial tree planting. Perhaps an area with a rock border that could accommodate four trees with a small concrete feature where minimal memorial plaques could be attached.

No action by staff at this time.

5. We also observed that the area bordering the parking lot and the trail at field 2 could become a row of trees, replacing the large boulders that are currently. Such trees could be use as memorials.

No action by staff at this time.



Update/Comments to Current Items



Previous Completed Items

6. Some rock borders, similar to the border that outlines the walking trails could be used to define parking spaces along the pool side of the parking on the drive to the back of the park.
No action by staff at this time.
7. We wondered who maintains the decomposed gravel corner area between the pool and the park at Rollingwood Drive.
WHAC.
8. One of the memorial benches near the field house needs a bolt to be replaced. Don Hudson will take care of this.
No action by staff at this time.
9. We considered how pavers could be used on both sides of the memorial benches already in the park. Perhaps creating a bed of black gravel surrounding the benches with as many as 8 pavers on each side.
No action by staff at this time.

LOWER PARK

10. A peculiar structure exists along the trail east of the Community Garden, consisting of a plastic box on a metal frame, with some ventilation at the top. The thing is about 10' tall by about 2' x 2'. What is it? This is a Chimney Swift Habitat constructed as an Eagle Scout Project.
Public Works investigated and noticed that there are 3-4 nests in the habitat and did not disturb the nests.
11. Mulch is mounded around a large tree between city hall and the Pavilion. Is this good for the tree? It is my understanding that excessive buildup can harm a tree. In progress.
Public Works will take back the mulch and allow the tree to breathe.



AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: August 8, 2026

Submitted By:

Staff

Agenda Item:

Discussion and possible action on approving Eanes Elementary Movie Night at the Lower Park on November 1, 2026, at 5:30 p.m.

Description:

Eanes Elementary families would like to host a Movie Night at Lower Park on Sunday, November 1, 2026, at 5:30 p.m.

Action Requested:

To approve the Eanes Elementary Movie Night at the Lower Park on November 1, 2026, at 5:30 p.m.

Fiscal Impacts:

No fiscal impacts

Attachments:

- Ellie Wheeler Document – Eanes Elementary Movie Night

Eanes Elementary Movie Night 2026/27

Where: Rollingwood Lower Park (back field beyond the playground)

When: November 1, 5.30pm

Who: This is a community event open to Eanes Elementary families and the wider Rollingwood community. Attendance to previous movie nights has been between 250-300.

*note: it is a free event as it's intended to build community relations, people will be asked to RSVP so we can check numbers

What: Outdoor movie night showing Coco (with pre purchased food and pre ordered snack/goodie bags available on the night)

We have previously used these events to collect toys to support RWPD's toy drive in aid of Brown Santa. We will reach out to Chief Muñoz to see how we can tie this event in.

Parking and transportation: Eanes Elementary is where all children k-5 in Rollingwood attend public school. The majority of the Rollingwood families attending the event will be able to walk there. People coming from outside Rollingwood will be asked to park in the upper parking lot or find appropriate street parking

Equipment: The movie rental company will provide a generator along with all required equipment to screen the movie (screen, speakers, projector)

Set up, start and end time: We would require access to the field from 4.30 to allow for the screen and equipment to be set up, we would invite the community to arrive at 5.30 with a plan of starting the movie as close to 6.15 as possible (sunset is at 5.45 and weather on the day will determine exact start time), the run time of the movie is 1hr45m. The event should be finished by 8.15

Clearing up: We would clean up all the equipment and as much trash as possible after the movie finishes. We would return at 8.30am Monday Nov 2 to litter pick the field and ensure all clear up is completed during daylight.

Event layout: We are hoping to use the large field beyond the playground for people to sit with blankets and chairs for the movie, we would like to use the pavilion to set up tables for handing out goodie bags and pre-purchased pizzas.

Wheelchair accessibility: We require the event to be ADA compliant and have been informed that the lower park meets this standard. We are hoping that we might get access to the restrooms in City Hall to allow accessible toilets to be provided on the same level as the event. (The majority of attendees will use the upper field house restrooms).

Restrooms: We would like to have access to both the restrooms in City Hall and the upper field house, to accommodate additional restroom needs.

Ellie Wheeler is the contact person with the Eanes group.



AGENDA ITEM SUMMARY SHEET
City of Rollingwood
Meeting Date: September 8, 2026

Submitted By:

Staff

Agenda Item:

D & A Vending Machines at the Park

Description:

Discussion and possible action regarding a request for the installation and operation of privately owned, for-profit vending machines at Rollingwood Park

Action Requested:

Discuss and consider the request for installation of vending machines

Fiscal Impacts:

No fiscal impact

Attachments:

None