



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, July 14, 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 July 14, 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=QmNUbmZBQ1lwUjNjNmM5RnJreIRFUT09>

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 June 9, 2026 Park Commission meeting

REGULAR AGENDA

3. Update from Western Hills Little League and Western Hills Girls Softball
4. Update from the Western Hills Athletic Club
5. Update on current park projects progress including the new proposed parking lot, separate off leash area, trees and plantings
6. Discussion and possible action to develop a "style guide" for the park
7. Discussion of long term strategies around fundraising, website, and marketing of Friends of Rollingwood Park
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
9. Discussion regarding Quarterly Park Walk Through report from Public Works - April

DEPARTMENT REPORTS

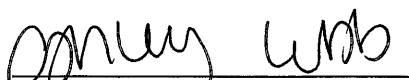
All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

10. Park Commission Financials through June 30, 2026
11. Quarterly Rollingwood Police Department Park Report - July

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 7, 2026.



Ashley Lobb, 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 09, 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 June 09, 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

Chair Melissa Morrow called the meeting to order at 12:01 p.m.

Present Members: Chair Melissa Morrow, Diana Wallace, Laurie Mills, Sean Downing, Rhett Bennett, Mary Elizabeth Cofer, and Victoria Johnson

Also present: Councilmember Kevin Schell, City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, and Utility Billing Manager Veronica Hernandez

PUBLIC COMMENTS

There were no public comments

CONSENT AGENDA

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

- 2. Discussion and possible action on the minutes from the May 12, 2026 Park Commission meeting

Laurie Mills moved to approve the consent agenda. Sean Downing seconded the motion. The motion carried with 7 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 Little League and Western Hills Girls Softball

- 4. Update from Western Hills Athletic Club

The Park Commission asked Development Services Manager Nikki Stautzenberger questions regarding construction trucks driving through the upper park parking lot to access their projects. Nikki stated that she insisted on giving the City a 48-hour notice before using the City property. She spoke with the contractor who is working on the tennis courts, and he apologized for the miscommunication that was happening.

- 5. Update on recommendations to City Council for an off-leash area

Chair Melissa Morrow stated that items 5 and 6 would be discussed conjointly.

Nikki Stautzenberger stated that City Council approved the .59-acre option and a concrete parking lot. She stated that city staff have been in contact with Curt Arnette of Sitio Designs and Robert Dial of Dial Development Services Ltd. She hopes that at the next park commission meeting, there will be pricing and a potential engineer to move the project along.

- 6. Update on east driveway entrance improvements and parking area improvements in Rollingwood Park

This item was discussed conjointly with item 5.

- 7. Discussion and possible action on treatment solutions for mosquitos in the lower park area

Commission member Sean Downing revealed that he and others came to the conclusion that there is no nontoxic way to prevent mosquitoes in the park. However, Mary Elizabeth Cofer suggested planting lemon grass and eucalyptus in the lower park to help. She also asked city staff if they could send out a flyer in the water bill, suggesting ways to help prevent mosquitoes throughout Rollingwood.

- 8. Discussion, and possible action to improve Friends of Rollingwood Park online presence and fundraising

The commission discussed using the new park project as a way to help build funds. Assistant to the City Administrator Lindsay Saenz assured the commission that there are flyers located in the upper and lower park with QR codes to donate. City Administrator Alun Thomas stated that the Friends of Rollingwood Park has \$1,715.00 in its fund. The commission discussed having two members meet and brainstorm ideas for the next meeting. Diana Wallace and Rhett Bennett volunteered to meet in their own time.

- 9. Discussion regarding the purpose and roles of the Park Commission

This item was not discussed.

- 10. Discussion and possible action to create a list of proposed capital improvement projects to submit to the city for consideration during the budget process per Sec. 20-27(e) of the Rollingwood Code of Ordinances

The commission discussed its major project regarding the off-leash area and parking lot improvements. They discussed erosion problems in which City Administrator Alun Thomas stated that the Public Works Director Izzy Parra would lay decomposed granite in those areas. Discussion on improving the lower park was tabled due to the potential construction of the new City Hall.

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

Commission members Rhett Bennett and Sean Downing volunteered to undertake the next Park Walk Through on July 24, 2026.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:43 p.m.

The minutes were adopted on the 14th day of July, 2026.

Melissa Morrow, Chair

ATTEST:

Lindsay Saenz, Assistant to the City Administrator

AGENDA ITEM SUMMARY SHEET
City of Rollingwood
Meeting Date: July 14, 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: July 14, 2026

Submitted By:

Staff

Agenda Item:

Update from Western Hills Athletic Club

Description:

This agenda item is included on the Park Commission's agenda to allow Western Hills 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

Fwd: WHAC (RAC) update from June board meeting...

From Melissa Morrow <[redacted]>
Date Wed 6/24/2026 11:40 PM
To Lindsay Saenz <lsaenz@rollingwoodtx.gov>

Lindsay,
Please help me remember to include the attached update below from Steve Marcie at the Rollingwood Athletic club (new name for WHAC) in the next Parks Meeting reports. See below.
Thanks, Melissa

Sent from Gmail Mobile

----- Forwarded message -----
From: Steve Marcie <[redacted]>
Date: Wed, Jun 24, 2026 at 10:07 PM
Subject: WHAC (RAC) update from June board meeting...
To: Melissa Morrow <[redacted]>

Hi Melissa,

I hope and trust you are well. I'm sure you are busy as always, but if there is any time when you might have 10 minutes available for us to catch up live, I would very much appreciate it. I am happy to drive over to WAYA to meet there if it helps!

Beyond that, here is the condensed version of what is happening at the club that we wanted to let you and the city know about. Please let me know if you have any questions about any of this update.

Many thanks in advance!
Steve Marcie - [redacted]

- **Name change:** The public facing name of the club will be changing from Western Hills Athletic Club to Rollingwood Athletic Club. Rest assured that I met with Alun Thomas before this took place to make sure that the city didn't have any concerns which they didn't.
- **New committees:** the board approved the creation of six standing committees:
 - **Aquatics:** Mark Monti (chair), Steve Marcie, Zach Elkins
 - **Racquet:** Zach Elkins (chair), Dave French, Jeni Paul, Sarah Stotts
 - **Finance & Risk:** Jeni Paul (chair), Edward Henigin, Dave French
 - **HR & Governance:** Scott Buckholtz (chair), Mark Monti, Heather Raymond
 - **Members & Marketing:** Heather Raymond (chair), Jeni Paul, Sarah Stotts
 - **Physical Plant:** Edward Henigin (chair), Scott Buckholtz
- **Austin Country Club:** The Austin Country Club has asked the RAC to integrate some of their youth swimmers in our programming while their pool is under construction. The board is evaluating this request so if the city has any feedback/input, please let us know.
- **Tennis court project:** Concrete was poured for the two lower courts on June 11. It takes 30 days to cure and then can be painted. In order to be used, ADA access must be built. We expect the lower courts to be ready for play in late July, barring any unforeseen delays. The same thing will happen with the two upper courts. Court 3 is expected to be ready in early August, and court 4 in late August. We anticipate substantial completion of the project by late August, with punch list completion shortly after that.
- **Parking:** Members are frustrated about parking at the club while construction is happening. The construction company's team members and subcontractors are being asked to park on the street and ensure that heavy equipment and trucks do not stage in the parking lot. Three or four spaces in the parking lot will be used to stage materials that cannot be put elsewhere.

4th of July: The Rollingwood Women's Club will host part of its annual Independence Day celebration at the club following the Rollingwood Parade, July 4 from 10:30 a.m. - noon. The whole community is invited to attend the Women's Club event. We will revert to members-only at noon.

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: July 14, 2026

Submitted By:

Staff on behalf of Councilmember Kevin Schell

Agenda Item:

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

Description:

Recent improvements to Rollingwood Park, such as the boulder retention area near the concession stand, have established a new design aesthetic that has been well received and reflects the City's vision for the park. As additional park improvements are planned and built over the coming years, the development of a park design style guide would help ensure that future projects complement these recent investments and maintain a consistent appearance throughout the park.

A design style guide would establish standards for amenities such as benches, picnic tables, trash receptacles, lighting, signage, fencing, landscaping, hardscape materials, public art, and other site features. By providing clear design expectations, the guide would assist the City Council, Park Commission, staff, consultants, and contractors in making decisions that support a cohesive park identity rather than a collection of unrelated improvements and mismatched projects completed over time.

In addition to enhancing aesthetics, a style guide promotes efficiency by reducing uncertainty during planning, design, and procurement. It can also establish principles for durability, accessibility, sustainability, maintenance, and the use of materials and landscaping that are appropriate for our region and compatible with the park's natural character.

Action Requested:

Discuss and consider recommending the use of City funds for the development of a Rollingwood Park Design Style Guide. If recommended by the Park Commission and later approved by City Council, staff will work with the Park Commission and an appropriate design professional to prepare the guide.

Fiscal Impacts:

If approved, this item will have a fiscal impact to the City, with the amount to be determined

Attachments:

None

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 14, 2026

Submitted By:

Staff

Agenda Item:

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

Description:

To discuss recommendations for streamlining the donation process, enabling donors to allocate contributions to specific projects, and enhancing opportunities for donor recognition.

Action Requested:

Possible action to enhance the donation process

Fiscal Impacts:

N/A

Attachments:

N/A

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 14, 2026

Submitted By:

Staff on behalf of Commissioner Laurie Mills

Agenda Item:

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

Description:

This agenda item is included to discuss and take action on potential ways to help control erosion during rainfall.

Action Requested:

To discuss and approve erosion control at the newly constructed area west of the concession stand on the upper field at Rollingwood Park

Fiscal Impacts:

No fiscal impacts

Attachments:

n/a

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

have been reinforced.
will be replaced in the
spring

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.



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.



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.



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.



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.



7-06-2026 11:39 AM

CITY OF ROLLINGWOOD
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2026

100-GENERAL FUND
PARK DEPARTMENT

75.00% OF

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET
<u>PERSONNEL</u>				
100-5-55-5000 SALARY	42,891.00	2,331.20	25,890.31	60.36
100-5-55-5002 HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00
100-5-55-5006 OVERTIME/PLANNED OVERTIME	0.00	0.00	0.00	0.00
100-5-55-5007 STIPENDS/CERTIFICATIONS	1,300.00	89.20	772.68	59.44
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	1,800.00	0.00	0.00	0.00
100-5-55-5020 HEALTH INSURANCE	3,840.00	216.70	4,978.82	129.66 (
100-5-55-5030 WORKERS COMP INSURANCE	751.00	0.00	751.36	100.05 (
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,381.00	185.16	2,039.55	60.32
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.09	25.73	54.74
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	6,275.00	343.70	3,779.04	60.22
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	60,285.00	3,166.05	38,237.49	63.43
<u>SUPPLIES & OPERATION EXP</u>				
100-5-55-5101 FAX / COPIER	0.00	0.00	0.00	0.00
100-5-55-5103 PRINTING & REPRODUCTION	250.00	0.00	0.00	0.00
100-5-55-5110 POSTAGE	0.00	0.00	0.00	0.00
100-5-55-5114 COVID-19	0.00	0.00	0.00	0.00
100-5-55-5115 STORM RELATED EXPENSES	0.00	0.00	0.00	0.00
100-5-55-5120 SUBSCRIPTIONS & MEMBERSHIPS	0.00	0.00	0.00	0.00
100-5-55-5125 TRAVEL	0.00	0.00	0.00	0.00
100-5-55-5130 UTILITIES	14,000.00	1,465.88	11,998.68	85.70
100-5-55-5140 TELEPHONE	0.00	0.00	0.00	0.00
100-5-55-5145 UNIFORMS & ACCESSORIES	1,000.00	0.00	0.00	0.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	10.83	108.86	54.43
100-5-55-5159 CITY EVENT SUPPLIES	500.00	0.00	0.00	0.00
100-5-55-5164 EQUIPMENT MAINT & REPAIRS	1,500.00	0.00	0.00	0.00
100-5-55-5171 EQUIPMENT	3,000.00	0.00	0.00	0.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	137.49	45.83
100-5-55-5190 MATERIALS	20,500.00	197.72	4,296.06	20.96
100-5-55-5191 MAINTENANCE	6,000.00	2,156.72	5,059.25	84.32
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	280.70	1,456.98	48.57
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,250.00	0.00	388.95	31.12
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	840.00	4,200.00	46.67
TOTAL SUPPLIES & OPERATION EXP	60,500.00	4,951.85	27,646.27	45.70
<u>CONTRACTUAL SERVICES</u>				
100-5-55-5255 VEHICLE INSURANCE	527.00	0.00	584.94	110.99 (
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	527.00	0.00	584.94	110.99 (
<u>MISCELLANEOUS OTHER EXP</u>				
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,000.00	60.70	594.71	59.47
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	0.00	1,225.26	122.53 (
TOTAL MISCELLANEOUS OTHER EXP	2,000.00	60.70	1,819.97	91.00

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REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2026

100-GENERAL FUND
PARK DEPARTMENT

75.00% OF

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET
<u>CAPITAL OUTLAY</u>				
100-5-55-5414 COMPUTERS	500.00	0.00	0.00	0.00
100-5-55-5455 IMPROV TO EXISTING PARK ASSETS	5,000.00	13,827.47	50,212.61	1,004.25 (
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	0.00	2,801.80	140.09 (
100-5-55-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00
100-5-55-5493 LOAN INTEREST	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	2,445.00	2,445.00	100.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u> (
TOTAL CAPITAL OUTLAY	9,945.00	16,272.47	55,459.41	557.66 (
<u>OTHER NON-DEPARTMENTAL</u>				
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	823.18	1,396.21	17.45
100-5-55-5515 MAINTENANCE BUILDING	<u>0.00</u>	<u>0.00</u>	<u>484.45</u>	<u>0.00</u> (
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	823.18	1,880.66	23.51
<hr/>				
TOTAL PARK DEPARTMENT	141,257.00	25,274.25	125,628.74	88.94



Quarterly Park Report **April 1, 2026-June 30, 2026**

April 11, 2026. 2:56PM Officers were dispatched to a missing child at the upper park; child was found before contact was made with the parent. No follow up was requested from the parents.

April 14, 2026, 2:58PM Officers were dispatched to a Burglary Vehicle in the Rollingwood Upper Park parking lot. Victims purse was stolen from unlocked vehicle with window rolled down. Possible suspect vehicle is a newer large white SUV, possibly a Rivian.

April 16, 2026, 7:44PM Officers were dispatched to Rollingwood Municipal Park regarding Check welfare. Received report of a male in the park with a toddler smoking marijuana. Unable to locate the subjects.

April 19, 2026, 9:25AM Suspicious vehicle: City Park parking lot. Officer observed a blue unoccupied Toyota Tundra with a camper shell without a license plate. Tundra returned clear but expired. When the officer checked back, it had departed.

May 13, 2026, 10:50AM Officers were dispatched to a Burglary of a vehicle at the dog park. Met with the victim and she informed us her purse was stolen from her vehicle. During our investigation the victim was alerted by attempted purchases from Randalls and Target.

May 17, 2026, 9:30PM Officer observed a mother and her sone at the park. She was informed the park was closed. She informed the officer her son had autism and will take him to the park to help calm him down when overwhelmed.

May 21, 2026, 10:04AM. Upper Park Dog area. Councilman McDuffy stopped by the PD complaining about cement trucks parking by the dog park and blocking the park road to the back. Two cement trucks were on scene; they were not blocking.

June 30, 2026, 8:37PM Disturbance at dog park, subject picked up a bag of dog poop and threw it at another individual hitting her in the face. Report taken.



THE CITY OF ROLLINGWOOD POLICE DEPARTMENT

Phone (512) 328-1900

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