



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, June 09, 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 June 09, 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 May 12, 2026 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. Update on recommendations to City Council for an off-leash area
6. Update on east driveway entrance improvements and parking area improvements in Rollingwood Park
7. Discussion and possible action on treatment solutions for mosquitoes in the lower park area
8. Discussion, and possible action to improve Friends of Rollingwood Park online presence and fundraising
9. Discussion regarding the purpose and roles of the Park Commission
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
11. Discussion regarding Quarterly Park Walk Through report from Public Works - April

DEPARTMENT REPORTS

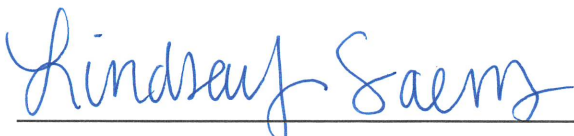
All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

12. Park Commission Financials through April 2026

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 p.m. on June 3, 2026.



Lindsay Saenz, Assistant to the City Administrator

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.

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 9, 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: June 9, 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

AGENDA ITEM SUMMARY SHEET
City of Rollingwood
Meeting Date: June 9, 2026

Submitted By:

Staff

Agenda Item:

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

Description:

This item allows the Park Commission to review the .59-acre option and next steps

Action Requested:

No action

Fiscal Impacts:

The fiscal impact from this item depends upon the Commission's recommendation and City Council's decision.

Attachments:

- .59-acre drawing

Dog Park Version 'E'

.59 Acres

- * Softball Field - shifted south 40', west 10'
- * One field eliminated

- 1 acre = 43,560 sf
- .5 acre = 21,780
- .55 acre = 23,958
- .6 acre = 26,136 sf

KEY

- Dog Park Area - 25,752 sf (.59 ac)
- Play Field Area - 29,114 sf (.67 ac)
- Additional Play Field Area - 2,367 sf (.05 ac)
- Proposed Planting Areas (Additional Butterfly Gardens)
- Proposed Dog Fencing
- Existing Ball Field Fencing
- Proposed Ball Field Fencing to accommodate proposed parking area
- Proposed Ball Field Fencing to accommodate proposed Dog Park
- Proposed Guardrail

North
Scale 1" = 30'-0"

Proposed Shade Tree
Tree protection fencing



sitiodesign

curt arnette, asa
landscape architect
6 1 1 4 ginita lane
austin, texas 78739
512.415.2097
sitiodesigngroup@yahoo.com
sitiodesign.com

April 28, 2026

AGENDA ITEM SUMMARY SHEET
City of Rollingwood
Meeting Date: June 9, 2026

Submitted By:

Staff, on behalf of Chairperson Melissa Morrow

Agenda Item:

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

Description:

This item is intended to provide an update on the project.

Action Requested:

No action

Fiscal Impacts:

The fiscal impact from this item depends upon the Commission's recommendation and City Council's decision.

Attachments:

- L1
- L2

ROLLINGWOOD DRIVE (EXISTING SETBACK LINE)

Plant List

Key	Common Name	Botanical Name	Size	Height	Spread	Remarks	O.C.	Qty.
ABN	American Beech	Fagus americana	5 gal	24'-28"	20'-24"		42'	4
AGA	Agave	Mahonia trifoliolata	10 gal	30'-36"	30'-36"		42'	24
BMF	Blue Mistleflower	Eupatorium coelestem	1 gal	10'-12"	8"		24"	16
BUR	Bur Oak	Quercus macrocarpa	300 gal	14'-15'	7'-8"	8' cal. x6 full sym canopy	/	3
CHQ	Chinquapin Oak	Quercus muhlenbergii	300 gal	14'-15'	7'-8"	8' cal. x6 full sym canopy	/	3
CRV	Tangerine Beauty Crossvine	Bignonia capreolata 'Tangerine Beauty'	5 gal	30'	8'	attach to fence	/	7
DNL	Baby's Breath Willow	Chipsas serena 'Baby's'	24" tree	6'-2"	3'-4"	multi-trunk	/	1
FLA	Flame Acanthus	Ancistranthus quadrifidus var. wrightii	1 gal	12'-15'	10'-12"		36"	24
FRO	Frogfruit	Phyla nodiflora	1 gal	1'-2"	8"		30"	14
GAU	Butterfly Gaura	Deinothera lindheimeri	1 gal	10'-12"	8"	white flowering	24"	11
GCM	Gulf Coast Muley	Muhlenbergia capillaris	1 gal	10'-12"	8"		36"	22
GGA	Green Globe Agave	Agave sp. Green Globe	10 gal	15'-18"	15'-18"	full & symmetrical	/	7
GYU	Young Willow Hesperis	Hesperis matronalis sp. changii	10 gal	30'-36"	18'-20"	full & symmetrical	4' min	13
HCS	Heavenly Cloud Sage	Leucophyllum sp. 'Heavenly Cloud'	5 gal	18'-24"	18'-24"		48"	4
INL	Inland Sea Oats	Chamathum setosum	1 gal	12'-15'	8"		24"	85
KID	Texas Kidneywood	Erytharitia texana	5 gal	30'-36"	12'-15'		/	8
LBS	Little Bluestem	Schizandrium scoparium	1 gal	15'-18"	8"		30"	19
LMG	Lindheimer's Muhlenberg	Muhlenbergia lindheimeri	1 gal	10'-12"	8"		42"	26
MHO	Mexican Hornsuckle	Jasione spicosa	1 gal	10'-12"	8"		30"	24
MPL	Mexican Plum	Prunus mexicana	30 gal	30'-42"	30'-36"	4" caliper	/	1
MTL	Texas Mountain Laurel	Sophora secundiflora	30 gal	3'-4"	24'-30"	multi-trunk	/	18
MTR	Montgomery Oak	Quercus polymorpha	300 gal	14'-15'	7'-8"	8' cal. x6 full sym canopy	/	3
PAV	Rock Rose	Parsonsia lasiocarpa	1 gal	12'-15'	10'-12"	full	36"	15
PN	Pine Muley	Muhlenbergia glabra	1 gal	10'-12"	8"		42"	39
PTL	Purple Trailing Lantana	Lantana montevidensis	1 gal	3'-4"	5'-6"		30"	18
REB	Texas Redbud	Cercis canadensis var. texensis	30 gal	30'-42"	30'-36"	4" caliper	/	2
RBV	Rusty Blackhaw Viburnum	Viburnum rufidulum	30 gal	5'-6"	30'-36"	4" total cal., multi-trunk	/	3
RLD	Roughleaf Dogwood	Cornus drummondii	30 gal	5'-6"	30'-36"	4" total cal., multi-trunk	/	7
RYU	Red Yucca	Hesperaloe parviflora	10 gal	18'-24"	18'-24"		42"	26
SAR	San Antonio Rose Sage	Leucophyllum sp. 'San Antonio Rose'	5 gal	18'-24"	18'-18"		48"	4
SLG	Silabovaleaf Goldeneye	Viguiera stenolepis	5 gal	18'-24"	18'-24"		30"	16
SPP	Snowless Prickly Pear	Opuntia sp.	5 gal	12'-15'	12'-15'		/	15
TPE	Texas Persimmon	Diospyros texana	30 gal	5'-6"	30'-36"	4" total cal., multi-trunk	/	3
TUC	Big Momma/Turk's Cap	Malvastrum drummondii 'Big Momma'	1 gal	12'-14"	5'-6"		36"	17
WAF	White Mistleflower	Eupatorium havanense	5 gal	18'-24"	18'-24"		36"	9
WST	Waxy Clematis	Clematis texensis	1 gal	4'-6"	4'-6"		30"	26
YAU	Yule of Houston Yagou	Ilex vomitoria 'Yule of Houston'	30 gal	5'-6"	30'-36"	4" total cal., multi-trunk	48"	26
ZEX	Orange Zexmenia	Zexmenia hospida	1 gal	8'-10"	8'-10"		24"	24

Landscape Notes

Familiarization with Jobsite: Landscape contractors should thoroughly familiarize themselves with the working area as it relates to the Construction Documents prior to the commencement of any construction activity and notify the Landscape Architect where discrepancies are encountered. Contractor to verify the location of underground utilities prior to any excavation. Landscape contractor to be responsible for repairing any damage to existing hardscape, underground electrical and existing irrigation to remain.

Protection of Existing Vegetation: Existing trees scheduled to remain should be protected from injury or damage to roots, trunks, or branches by placing tree protection fencing in areas shown on plan. Damaged trees or vegetation to be repaired immediately in a manner acceptable to the Landscape Architect. Immediately damaged trees or shrubs must be replaced with ones of similar size and shape at the expense of the Contractor. A value to be determined in accordance with the tree evaluation formula as described in "A Guide to the Professional Evaluation of Landscape Trees, Specimen Shrubs and Evergreens", published by the International Society of Arboriculture.

Treatment of Existing Weeds: Existing stands of bermudagrass, johnsongrass, nutgrass, and noxious weeds to be treated with herbicide before construction begins. Nutgrass to be treated with "Image" or "Marsang". Other weeds to be treated with "Fusatec", "Roundup", or equal herbicide. Use care not to overapply onto existing vegetation to remain. Treatment shall be in strict accordance with manufacturer's specifications and shall be accomplished to allow sufficient time for a complete kill prior to starting any soil preparation.

Grading and Earthwork: Contractor to ensure positive drainage. Planting mix to be added to fill any depression that may not exceed 200mm. Planting mix to be added to all existing soil that has less than 6" of existing soil in order to achieve a 6" minimum soil profile after soil settlement. Minimize the addition of planting mix under drip line of existing trees. Final grading to be approved by Landscape Architect.

Decomposed Granite Area: Granite path to receive a 3 1/2" layer of decomposed granite after compaction. Granite to be wetted and compacted with a plate compactor to achieve a smooth and even surface free from undulations.

Planting Mix: Planting mix to be "Thunder Dirt" as applied by Geo Growers, 12002-B Hwy 290 West, Austin TX 78737 (512) 892-2722. Planting mix substitutions to be approved by Landscape Architect prior to delivery to site.

Plant Material: Plants shall be healthy, vigorous, bushy, well-branched, unbroken, of normal habit of growth for the species, and shall be free from disease, insects, larvae and injury. All plant material shall be specimen quality from the best available sources, equal to or exceeding the measurements specified on the plant list. Contact Landscape Architect for possible plant sources. Landscape Architect may reject any plant material not meeting the minimum requirements. Any plant substitutions must be approved by Landscape Architect. Landscape Contractor to warrant plant material to remain alive and in vigorous condition for a period of one (1) year after completion and acceptance of entire project. Replant in accordance with the plans and specifications, all plants that are dead or, as determined by Landscape Architect, are in an unhealthy or unsightly condition, and have lost their natural shape due to dead branches, or other causes due to the Contractor's negligence. The cost of such replacement(s) is at the Contractor's expense. Warrant all replacement plants for one year after installation.

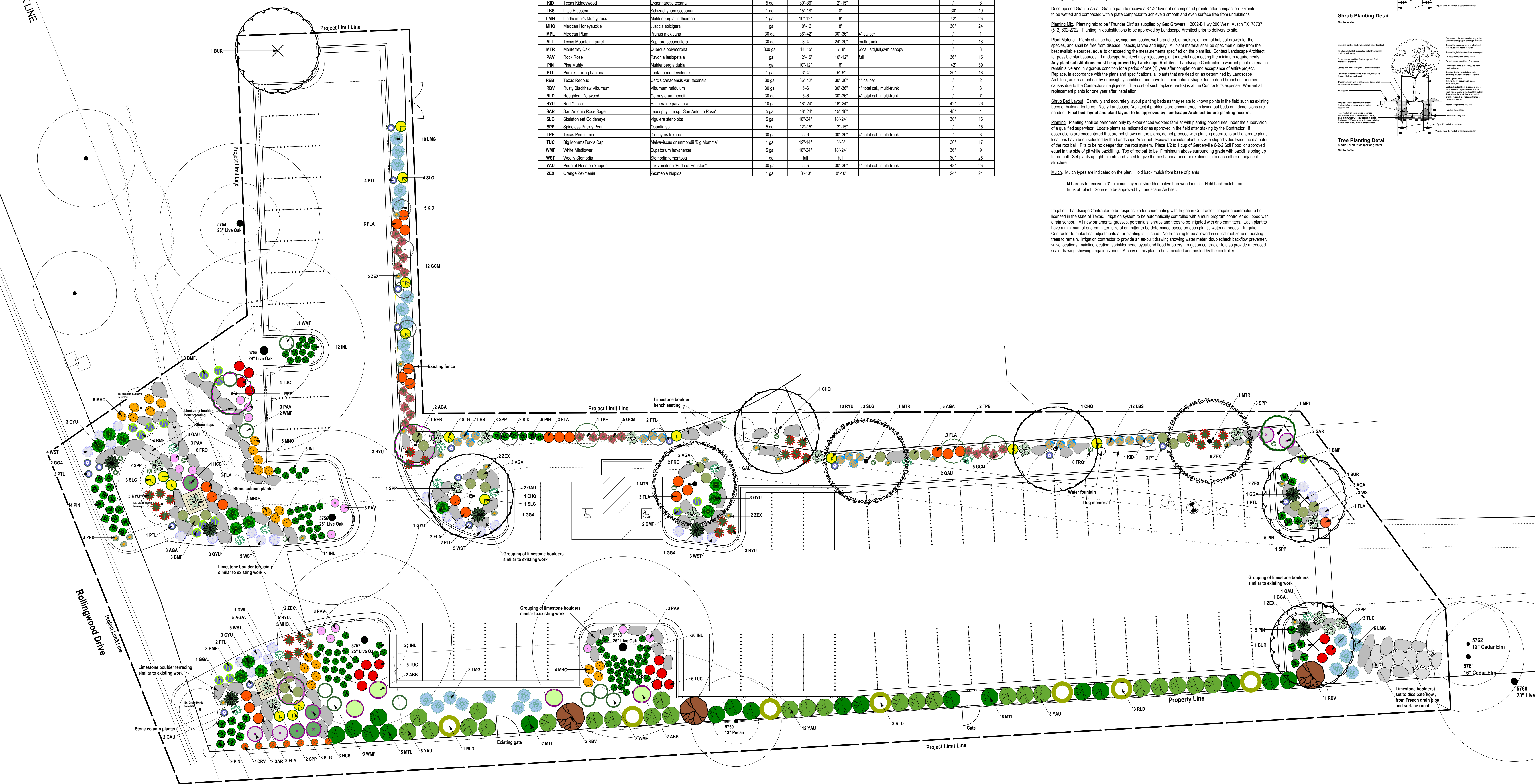
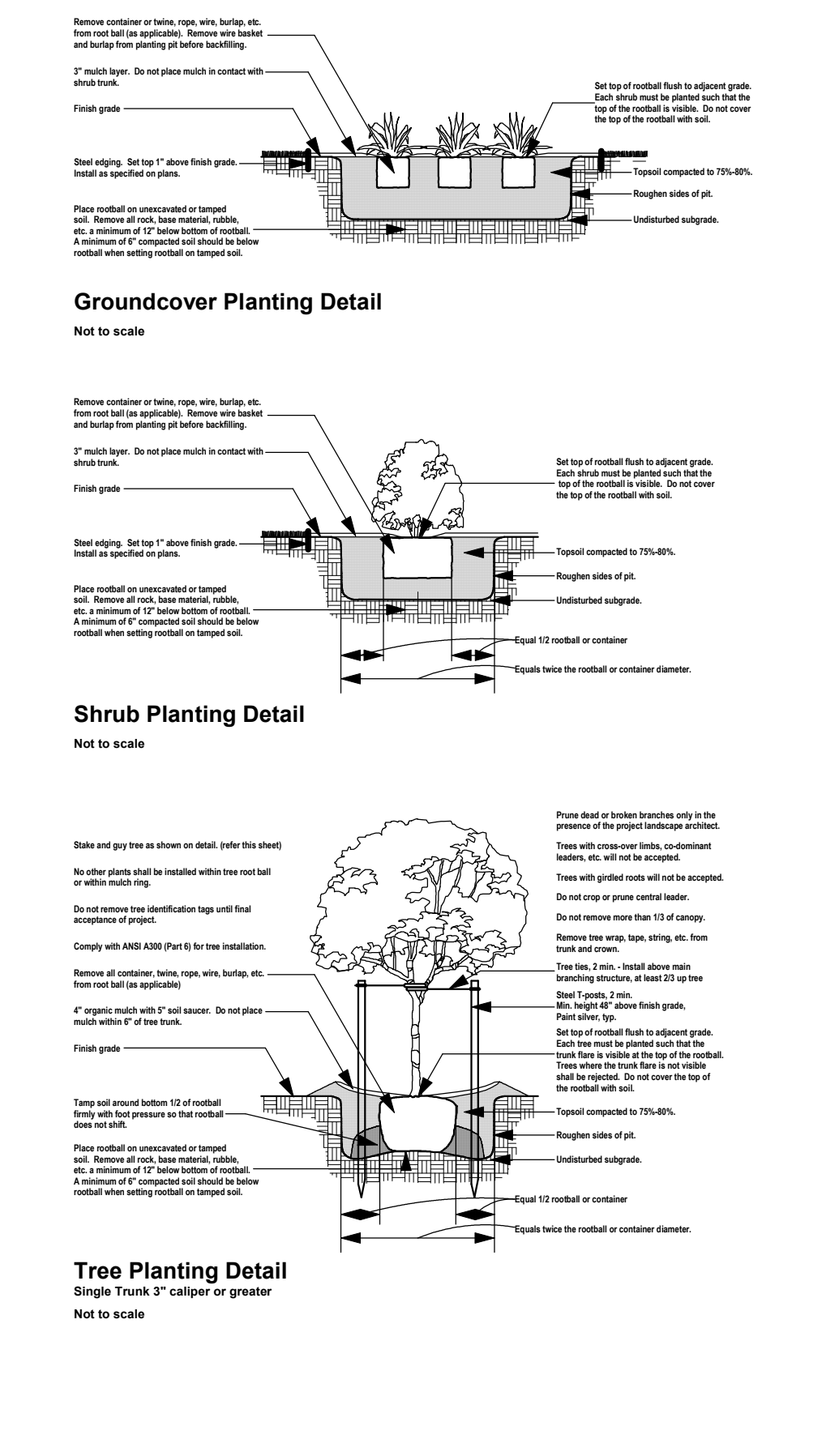
Shrub Bed Layout: Carefully and accurately layout planting beds as they relate to known points in the field such as existing trees or building features. Notify Landscape Architect if problems are encountered in laying out beds or if dimensions are needed. Final bed layout and plant layout to be approved by Landscape Architect before planting occurs.

Planting: Planting shall be performed only by experienced workers familiar with planting procedures under the supervision of a qualified supervisor. Loose plants as indicated or as approved in the field after staking by the Contractor. If obstructions are encountered that are not shown on the plans, do not proceed with planting operations until alternate plant locations have been selected by the Landscape Architect. Excavate circular plant pits with sloped sides twice the diameter of the root ball. Pits to be no deeper than the depth of the root system. Place 1/2 to 1 cup of Gardenville 6-2-2 Soil Food or approved equal in the soil of white backfilling. Top of rootball to be 1" minimum above surrounding grade with backfill sloping up to rootball. Set plants upright, plants, and loose to give the best appearance or relationship to each other or adjacent structure.

Mulch: Mulch types are indicated on the plan. Hold back mulch from base of plants.

M1 areas: M1 areas to receive a 3" minimum layer of shaded native hardwood mulch. Hold back mulch from trunk of plant. Source to be approved by Landscape Architect.

Irrigation: Landscape Contractor to be responsible for coordinating with Irrigation Contractor. Irrigation contractor to be licensed in the state of Texas. Irrigation system to be automatically controlled with a multi-program controller equipped with a rain sensor. All new ornamental grasses, perennials, shrubs and trees to be irrigated with drip emitters. Each plant to have a minimum of one emitter, size of emitter to be determined based on each plant's watering needs. Irrigation Contractor to make final adjustments after planting is finished. No trenching to be allowed in critical root zone of existing trees to remain. Irrigation contractor to provide an as-built drawing showing water meter, doublecheck backflow preventer, valve locations, mainline location, sprinkler head layout and flood bubbles. Irrigation contractor to also provide a reduced scale drawing showing irrigation zones. A copy of this plan to be laminated and posted by the contractor.



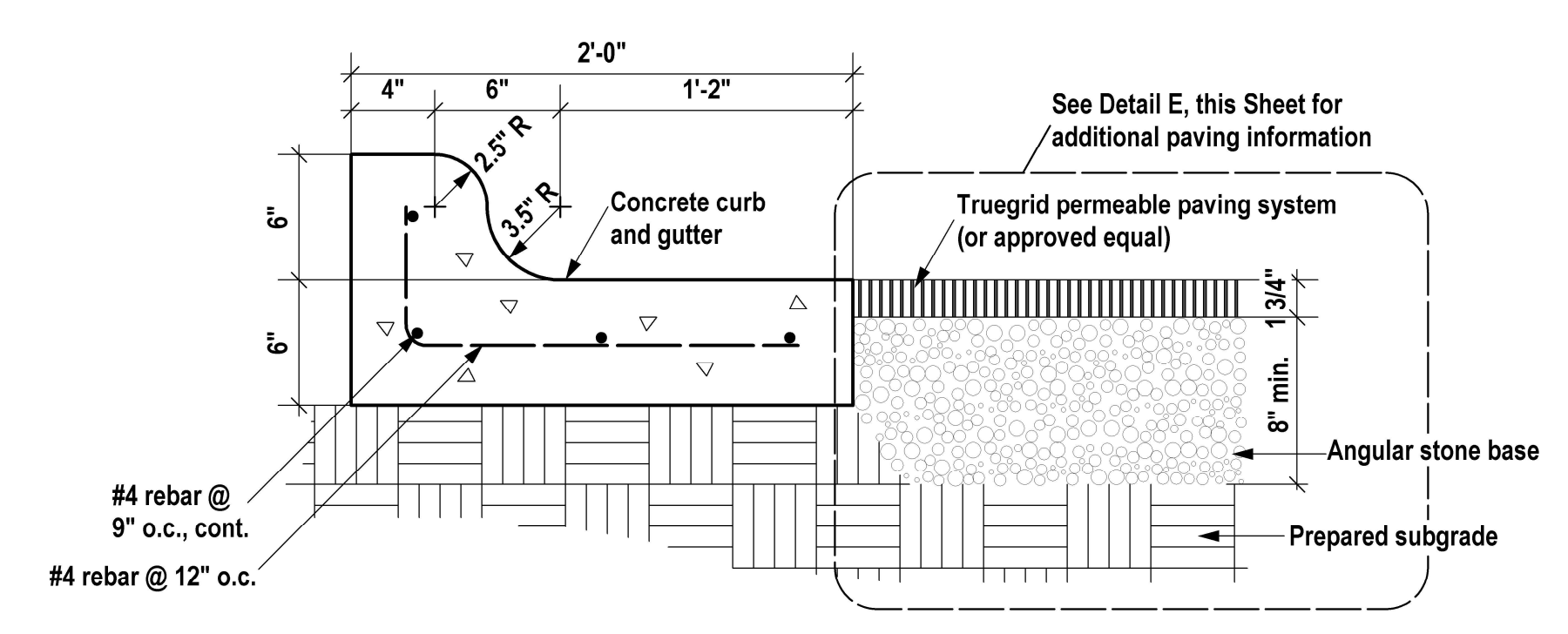


Landscape Development Plan for the **Rollingwood Park** Rollingwood, TX 78746

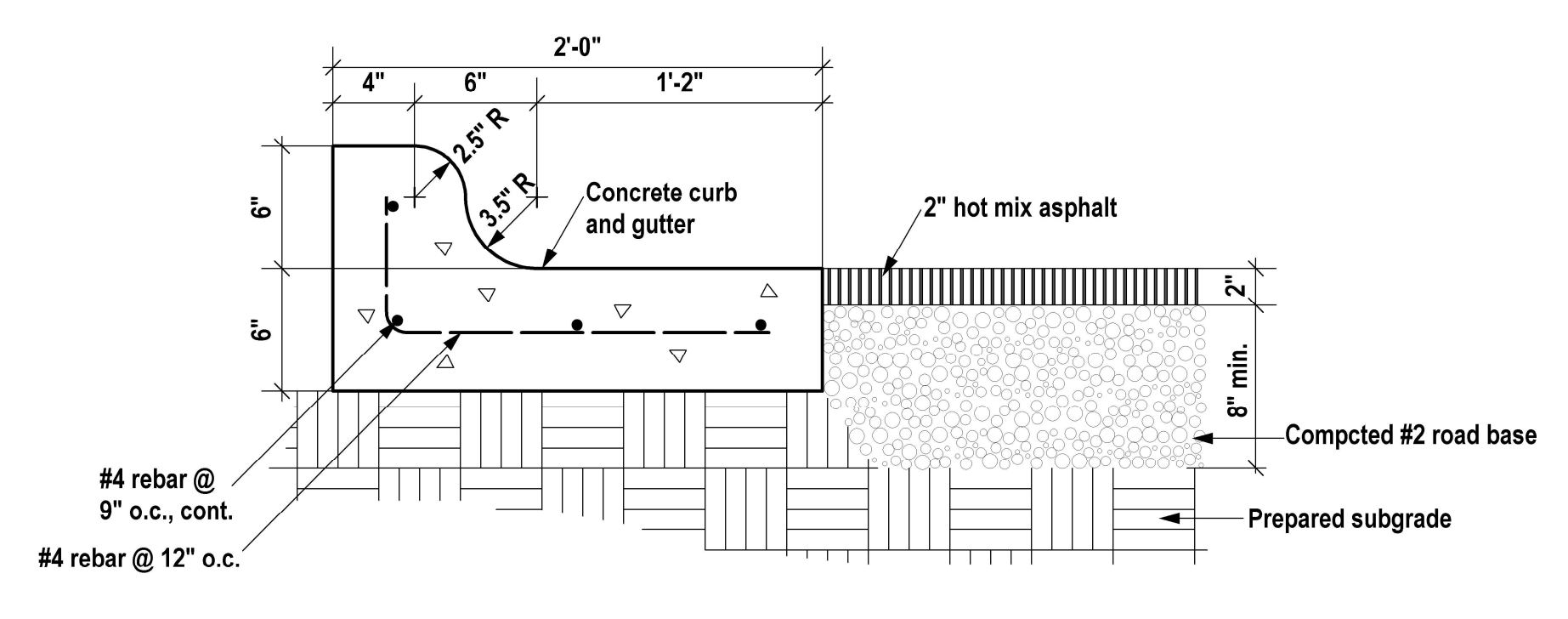
ProgressSet Not For Construction

Date: 4/09/2026

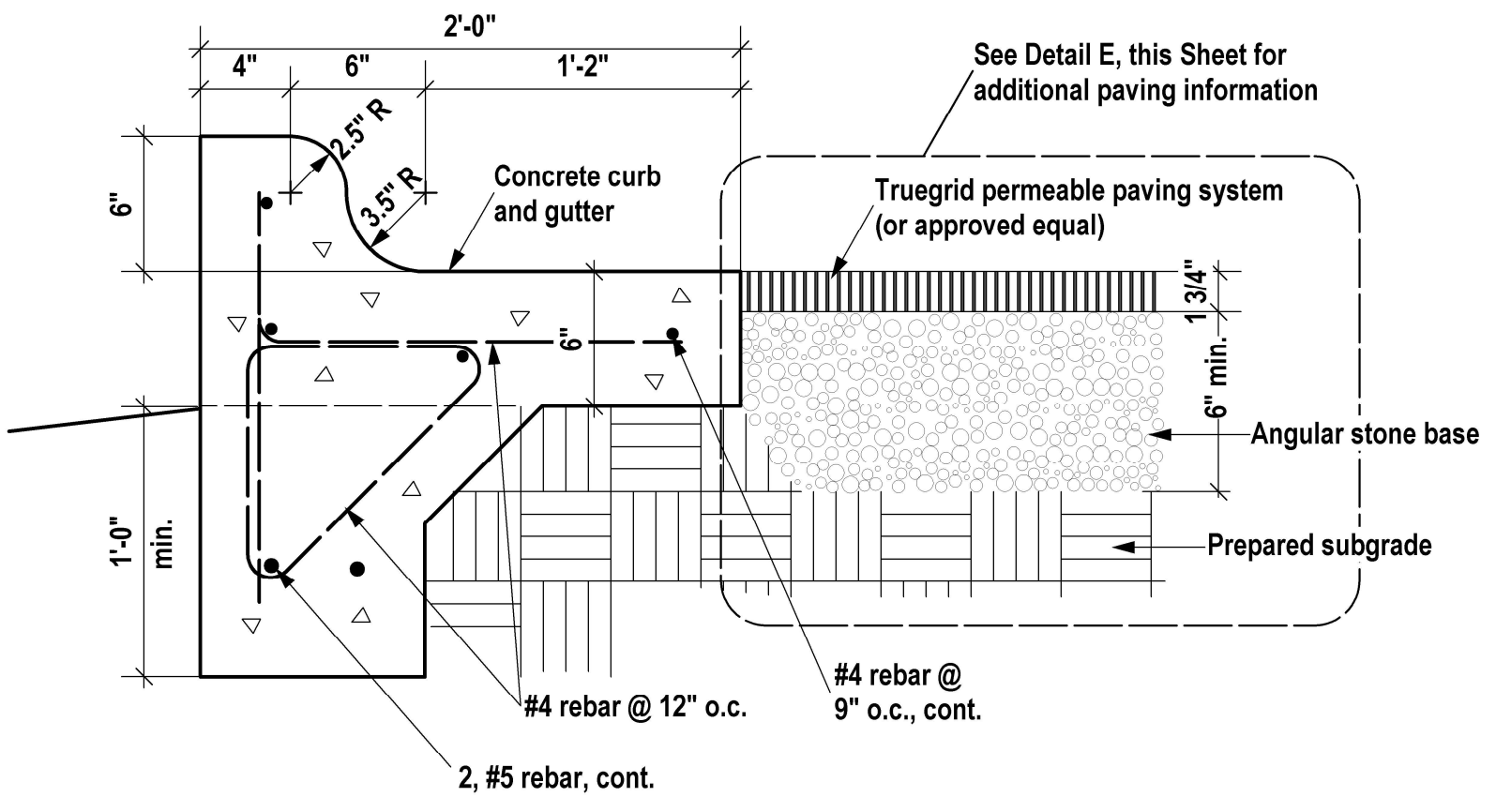
Revised:



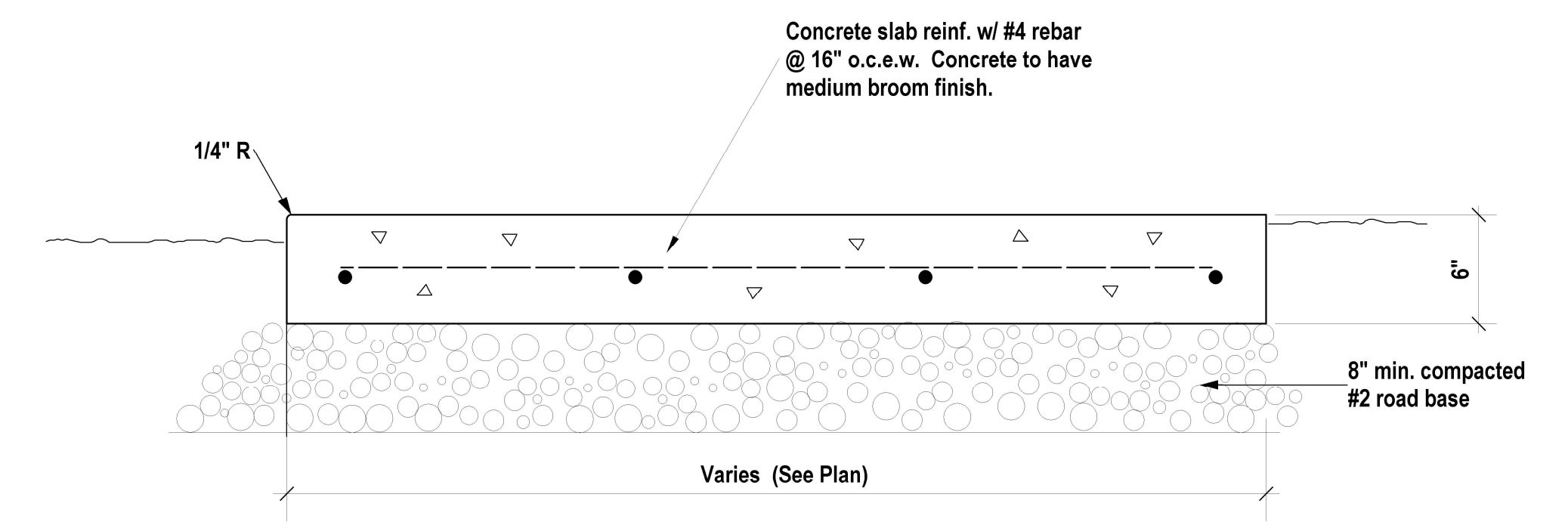
A Section - Concrete Curb and Gutter (with True Grid) Scale 1 1/2" = 1'-0"



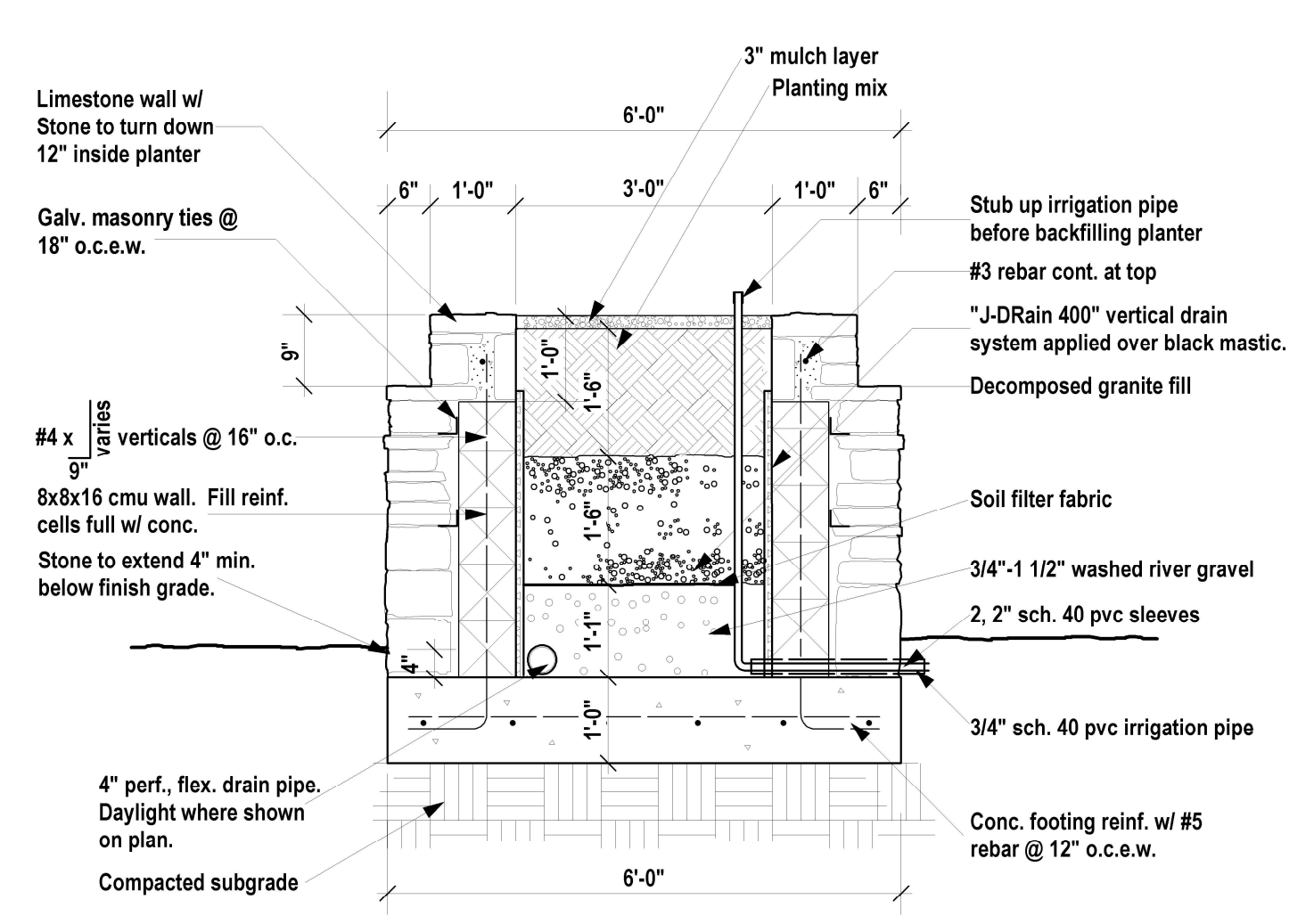
A1 Alternate Section - Concrete Curb and Gutter (with asphalt) Scale 1 1/2" = 1'-0"



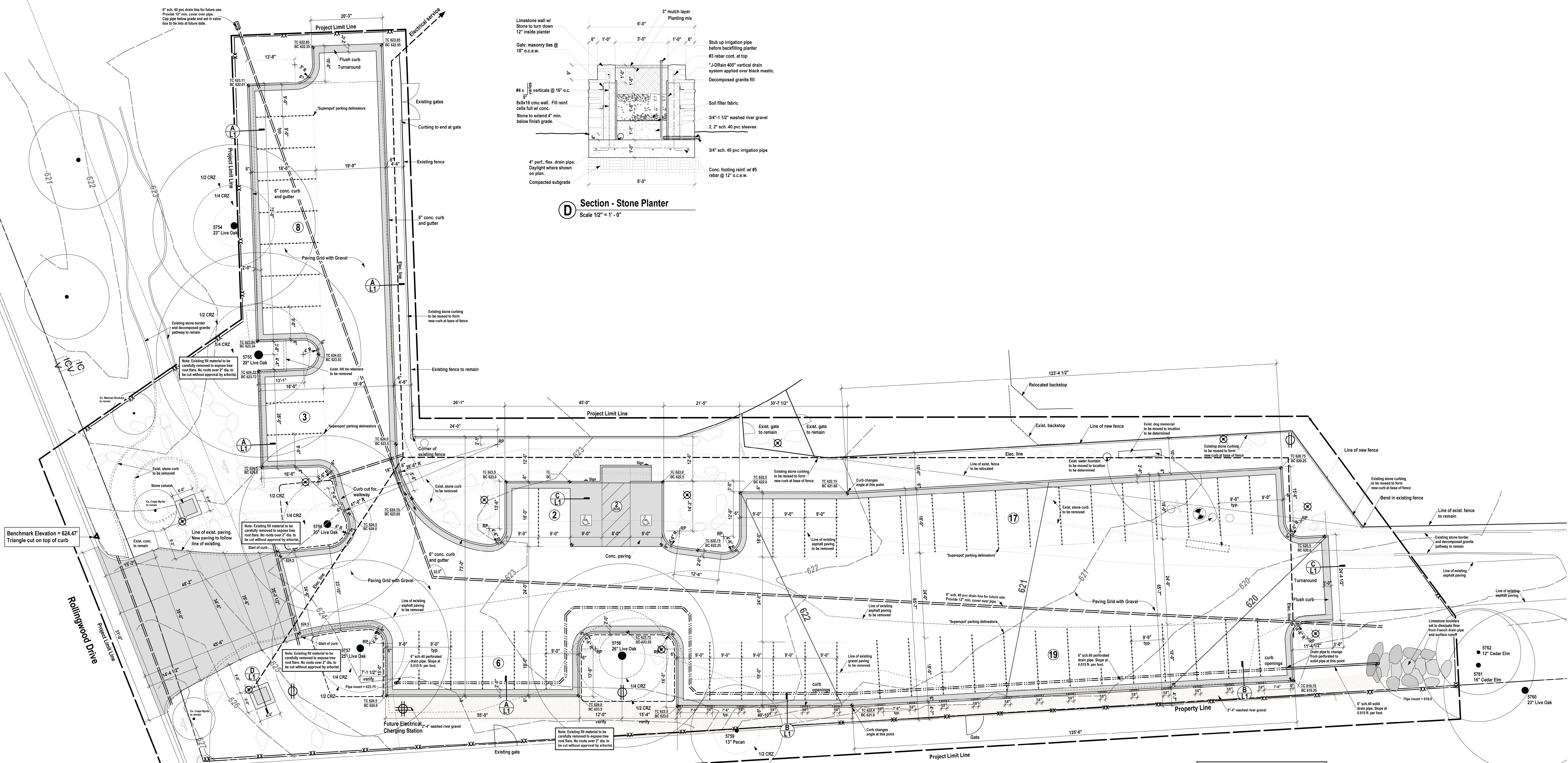
B Section - Concrete Curb and Gutter with Stem Wall Scale 1 1/2" = 1'-0" (with True Grid)



C Section - Concrete Paving Scale 1 1/2" = 1'-0"



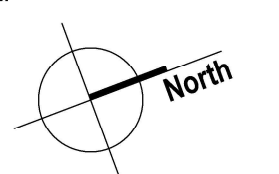
D Section - Stone Planter Scale 1/2" = 1'-0"



Legend

- 624.0' Proposed Finish Grade Elevation
- BC Bottom of Curb Elevation
- TC Top of Curb Elevation
- TW Top of Wall Elevation
- Detail Sheet No.
- 627 Existing Contour Elevation
- 622 Proposed Contour Elevation
- 2, 4" Sch. 40 PVC Sleeves
- XX Silt Fence Location
- Location of Tree Protection Fencing
- Landscape lighting locations
- Electrical outlet locations
- Future Electrical Charging Station

Hardscape Plan
Scale 1" = 10'-0"



AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 9, 2026

Submitted By:

Staff

Agenda Item:

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

Description:

Park Commission member Sean Downing requested to discuss mosquito treatment and possible solutions.

Currently, the Public Works team treats mosquitos by using mosquito tablets to kill mosquito larvae in standing water when needed.

Action Requested:

To discuss and consider possible improvements for mosquito treatment in the lower park.

Fiscal Impacts:

Fiscal impact depends on any action made by the Commission.

Attachments:

n/a

AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: June 9, 2026

Submitted By:

Staff

Agenda Item:

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

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: June 9, 2026

Submitted By:

Staff

Agenda Item:

Discussion regarding the purpose and roles of the Park Commission

Description:

This agenda item is intended to provide a more in-depth discussion regarding the purpose, responsibilities, and overall role of the Park Commission.

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: June 9, 2026

Submitted By:

Staff

Agenda Item:

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

Description:

This agenda item is to discuss proposed capital improvement projects to submit to the city for consideration during the budget process. **“(e) The commission shall maintain a list of suggested maintenance items and shall furnish that list to the city. The commission shall also maintain a list of proposed capital improvement projects to be submitted to the city annually for consideration during the budget process.”**

Action Requested:

To create a list of proposed capital improvement projects for consideration for the upcoming budget process

Fiscal Impacts:

No fiscal impact is expected from this item

Attachments:

None

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 looked at and replaced. **PW will address this in the spring.**

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.**



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

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.



Update/Comments to Current Items



Previous Completed Items

City staff will
improvement and
and workload permit.

January 21, 2025 Park Walk Through
Melissa Morrow and Mary Elizabeth Cofer

review this proposed
carry it out as time

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 out part of the stones seriously trail near the field

April 15, 2024 Park Walk Through
Laurie Mills and Chad Smith

places, it has washed trail. Trail border misaligned along the 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.

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.

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

- 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.



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

100-GENERAL FUND
PARK DEPARTMENT

58.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONNEL					
100-5-55-5000 SALARY	42,891.00	2,360.73	21,204.31	49.44	21,686.69
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	89.20	594.28	45.71	705.72
100-5-55-5009 RETIREMENT PAYOUT RESERVE	0.00	0.00	0.00	0.00	0.00
100-5-55-5010 TRAINING	1,800.00	0.00	0.00	0.00	1,800.00
100-5-55-5020 HEALTH INSURANCE	3,840.00	216.70	4,545.42	118.37 (705.42)
100-5-55-5030 WORKERS COMP INSURANCE	751.00	0.00	751.36	100.05 (0.36)
100-5-55-5035 SOCIAL SECURITY/MEDICARE	3,381.00	187.24	1,667.43	49.32	1,713.57
100-5-55-5040 UNEMPLOYMENT COMP INSUR	47.00	0.98	25.00	53.19	22.00
100-5-55-5050 TX MUNICIPAL RETIREMENT SYS	6,275.00	347.91	3,088.29	49.22	3,186.71
100-5-55-5060 STORM RELATED PAYROLL	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONNEL	60,285.00	3,202.76	31,876.09	52.88	28,408.91
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	14,000.00	1,402.52	9,007.47	64.34	4,992.53
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	0.00	0.00	1,000.00
100-5-55-5157 RECORDS MANAGEMENT	0.00	0.00	0.00	0.00	0.00
100-5-55-5158 OFFICE SUPPLIES	200.00	83.57	98.03	49.02	101.97
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	0.00	0.00	1,500.00
100-5-55-5171 EQUIPMENT	3,000.00	0.00	0.00	0.00	3,000.00
100-5-55-5172 SAFETY EQUIPMENT	300.00	0.00	102.75	34.25	197.25
100-5-55-5190 MATERIALS	20,500.00	2,878.99	3,815.14	18.61	16,684.86
100-5-55-5191 MAINTENANCE	6,000.00 (44.74)	2,453.26	40.89	3,546.74
100-5-55-5195 VEHICLE OPERATIONS	3,000.00	181.29	938.89	31.30	2,061.11
100-5-55-5196 VEHICLE MAINT & REPAIRS	1,250.00	0.00	388.95	31.12	861.05
100-5-55-5198 FIELDHOUSE SUP & MAINT-JANITOR	9,000.00	420.00	2,940.00	32.67	6,060.00
TOTAL SUPPLIES & OPERATION EXP	60,500.00	4,921.63	19,744.49	32.64	40,755.51
CONTRACTUAL SERVICES					
100-5-55-5255 VEHICLE INSURANCE	527.00	0.00	584.94	110.99 (57.94)
100-5-55-5270 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	527.00	0.00	584.94	110.99 (57.94)
MISCELLANEOUS OTHER EXP					
100-5-55-5300 COMPUTER SOFTWARE & SUPPORT	1,000.00	66.46	441.43	44.14	558.57
100-5-55-5350 TOOLS/EQUIPMENT & REPAIR	1,000.00	224.05	1,225.26	122.53 (225.26)
TOTAL MISCELLANEOUS OTHER EXP	2,000.00	290.51	1,666.69	83.33	333.31

100-GENERAL FUND
PARK DEPARTMENT

58.33% OF FISCAL YEAR

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
CAPITAL OUTLAY					
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	34,238.25	684.77 (29,238.25)
100-5-55-5456 PLANTS FOR PARK AND ENTRANCES	2,000.00	89.33	2,801.80	140.09 (801.80)
100-5-55-5490 PUBLIC WORKS LOAN PAYABLE	0.00	0.00	0.00	0.00	0.00
100-5-55-5493 LOAN INTEREST	0.00	0.00	0.00	0.00	0.00
100-5-55-5494 VEH FIN NOTE - DEBT SERVICE	2,445.00	0.00	0.00	0.00	2,445.00
100-5-55-5495 NEW VEHICLE & OUTFITTING	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	9,945.00	89.33	37,040.05	372.45 (27,095.05)
OTHER NON-DEPARTMENTAL					
100-5-55-5512 PLAYGROUND MULCH & MAINT	8,000.00	305.14	305.14	3.81	7,694.86
100-5-55-5515 MAINTENANCE BUILDING	0.00	384.56	384.56	0.00 (384.56)
TOTAL OTHER NON-DEPARTMENTAL	8,000.00	689.70	689.70	8.62	7,310.30
TOTAL PARK DEPARTMENT	141,257.00	9,193.93	91,601.96	64.85	49,655.04