



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

**Wednesday, September 06, 2023**

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 06, 2023 at 11:30 AM. 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 [dadair@rollingwoodtx.gov](mailto:dadair@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 August 15, 2023 Park Commission meeting

**REGULAR AGENDA**

- 3. Update from Western Hills Little League and Western Hills Girls Softball
- 4. Discussion and possible action to hire a landscape architect to formulate a plan to address erosion and drainage issues in the Park and stabilize trail to prevent erosion
- 5. Discussion and possible action on a plan to address erosion and drainage between the upper and lower park areas
- 6. Discussion and possible action on a Capital Improvement solution to address erosion due to drainage by field house in the park

**ADJOURNMENT OF MEETING**

**CERTIFICATION OF POSTING**

I hereby certify that the above Notice of Meeting was posted on the bulletin board at the Rollingwood Municipal Building, in Rollingwood, Texas and to the City website at [www.rollingwoodtx.gov](http://www.rollingwoodtx.gov) at **5:00 PM** on **September 1, 2023**.

*Desiree Adair*  
\_\_\_\_\_  
Desiree Adair, 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, August 15, 2023**

The Parks Commission of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on August 15, 2023. Members of the public and the Park Commission were able to participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL PARK COMMISSION MEETING TO ORDER**

1. Roll Call

**Chair Chad Smith called the meeting to order at 11:31 a.m.**

**Present Members:** Chair Chad Smith, Don Hudson, Mary Elizabeth Cofer, Niccole Maurici, and Melissa Morrow

**Also Present:** Council Member Kevin Glasheen, City Administrator Ashley Wayman, City Secretary Desiree Adair, Utility Billing Manager Veronica Hernandez, and Assistant to the City Administrator Makayla Rodriguez

### **PUBLIC COMMENTS**

The following people spoke during public comments:

- Owen Manchin, Eagle Scout member of Troop 990, introduced himself to the Park Commission and would like to implement an Eagle Scout Project to make minor improvements to the park. He plans on coming back with a completed plan.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the April 3, 2023 Park Commission meeting

**Chad smith moved to approve the April 3<sup>rd</sup>, 2023 minutes. Don Hudson seconded the motion. The motion carried with 5 in favor and 0 against.**

**REGULAR AGENDA**

- 3. Discussion and possible action regarding a potential Eagle Scout Project in the Park

The Park Commission asked questions of Mr. Manchin regarding the details of his project.

Niccole Mauricci found an eagle scout volunteer project approval process form from 2020 to assist Owen Manchin.

Council Member Kevin Glasheen offered additional assistance with the eagle scout project.

- 4. Update from Western Hills Little League and Western Hills Girls Softball

Steve Franke of Western Hills Girls Softball discussed that they are in the registration phase and that practices will begin after Labor Day, and games will begin in mid-September. Steve Franke also mentioned that he will be working on field maintenance soon.

- 5. Update on the rehabilitation project of Fields 3, 4, and 5

Council Member Kevin Glasheen announced that the rehabilitation project finished and completed a little under budget. Council Member Kevin Glasheen appreciated the effort made from the community. He discussed all the improvements that were made. Mr. Glasheen commended Public Works Field Operator Johnny Coronado for his help and knowledge as well as the rest of Public Works Department.

Council Member Kevin Glasheen explained that there are inconsistencies within parks irrigation system and reached out to a gentleman from City of Austin to make a map of the irrigation as well as recommendations on some improvements that could be made.

Chair Chad Smith thanked Council Member Kevin Glasheen for his attention and improvements in the park. Melissa Morrow also thanked Mr. Glasheen for keeping the park accessible while in the process of completing the project.

- 6. Discussion and possible action to install additional gate for fields 3, 4, and 5

Council Member Kevin Glasheen discussed the need for a new gate due to the volume of traffic going in and out of the fields, he also discussed that a double gate would reduce traffic in the enclosed field. Council Member Kevin Glasheen explained that RCDC approved the funding for the new double gate.

**Chair Chad Smith moved to approve the new gate as designed. Mary Elizabeth Cofer seconded the motion. The motion carried with 5 in favor and 0 against.**

**ADJOURNMENT OF MEETING**

**Chair Chad Smith adjourned meeting at 12:01 pm**

Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
**Chad Smith, Chair**

**ATTEST:**

\_\_\_\_\_  
**Desiree Adair, City Secretary**

# AGENDA ITEM SUMMARY SHEET

City of Rollingwood

Meeting Date: July 10, 2023

## **Submitted By:**

Don Hudson and Mary Elizabeth Cofer

## **Agenda Item:**

There are two items here.

First item is hiring a landscape architect or other drainage and erosion expert to formulate a plan to address erosion and drainage issues between the upper and lower areas of the park. Said person would create a set of engineering documents defining actions needed to manage drainage and erosion.

Second item is deciding which sections of the trail need to be stabilized to prevent erosion from rainwater flow. Tim Eischen has reviewed the situation with our trail, but no further action has been taken to stabilize the trail where it is eroding.

## **Details:**

- From conversation with Council member Kevin Glasheen, the drainage and erosion issues can be resolved
- Funding of the remediation is TBD, but cannot go forward without a plan and a good working cost estimate for the work.

## **Actions:**

- Park commission input needed to guide this effort.
- Decide Scope of work
- Seeking landscape architects to work through the design and engineering of this project
- See if city staff can locate a topo survey that was done some time ago
- Liaison with design and engineering people
- Compiling a cost estimate for this work

## **Fiscal Impacts**

- Per Council Member Kevin Glasheen, some private donations should be available
- Funding may also be available through RCDC
- Actual costs for this work are TBD

## **Attachments:**

None

## AGENDA ITEM SUMMARY SHEET

Meeting Date: Sept. 6, 2023

### **Submitted By:**

Mary Elizabeth Cofer

**Agenda Item:** Discussion and Action on approval of a Plan to address erosion and drainage between the upper and lower park areas.

This item would approve initial steps for the Commission adopt a plan to address erosion and drainage issues between the upper and lower areas of the park.

The first step would be to adopt a resolution seeking City Council approval at its September meeting for the Park Commission to proceed with steps to interview and recommend the hiring of a landscape architect to prepare an initial assessment of the upper and lower park and trail erosion and drainage conditions, and make recommendations as to options and cost estimates to manage upper and lower park and trail drainage and erosion. If the Council approves the resolution, then the Commission would conduct interviews, define a scope of work, and then go back to the City Council for approval of a scope of work, a recommended landscape architectural firm, and funding for the firm's initial assessment. After review of the firm's initial assessment, the Commission could then recommend to the Council a course of action to address erosion, drainage and trail management, including engineering documents and cost estimates.

### **Details:**

- From conversation with Council member Kevin Glasheen, the drainage and erosion issues can be resolved
- Funding of the remediation is TBD, but cannot go forward without a plan and a good working cost estimate for the work

### **Actions:**

- Seek Council approval to interview and recommend a landscape firm for an initial assessment of erosion, drainage and trail conditions
- Identify and interview landscape architects to work through the design and engineering of this project and determine scope of work, with a cost estimate for this initial assessment

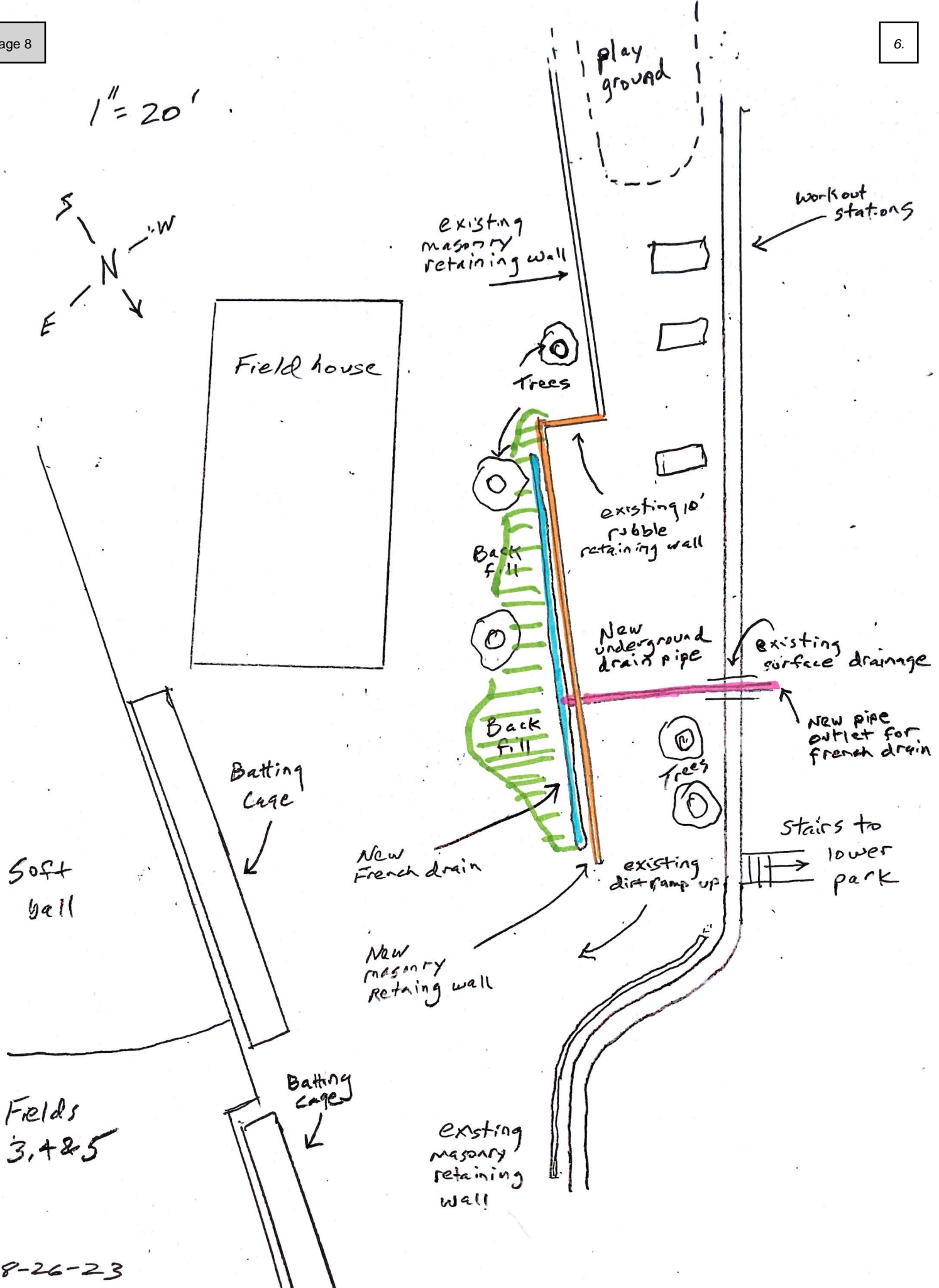
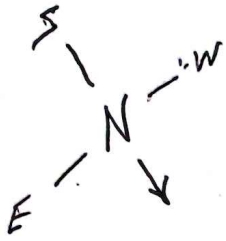
### **Fiscal Impacts**

- Per Council Member Kevin Glasheen, some private donations should be available
- Funding sources will need to be identified and will require Council approval

### **Attachments:**

None

1" = 20'



Soft ball

Batting cage

Fields 3, 4 & 5

Batting cage

8-26-23

existing masonry retaining wall

play ground

workout stations

Trees

Back fill

existing 10' rubble retaining wall

New underground drain pipe

existing surface drainage

Back fill

New pipe outlet for french drain

Trees

New French drain

Stairs to lower park

existing dirt ramp up

New masonry retaining wall

existing masonry retaining wall



## MICHAEL WILLIAMS MASONRY, LLC

3409 El Dorado Trail

Austin, Texas 78739

TO: Kevin Glasheen

RE: Rollingwood Park, Austin, Tx. 78746

For the work we discussed, I will supply labor, tools, and materials to remove the flat stone in the path and install a drain pipe from the wall to the outside of the path, then relay the stone on the path.

I will prep the ground for approximately seventy (70) linear feet of boulder stones, approximately 2' tall x 18" wide x 44" long and lay the stones.

I will install a French drain the full length of the wall, wrap the pipe with filter cloth then cover with gravel. Demo the stone basket and rebuild it about fifty (50) ft. down the wall, then backfill the wall to grade with sandy loam the full length of the wall. This is for a total of \$31,600.00.