



CITY OF ROLLINGWOOD PARK COMMISSION MEETING AGENDA

Tuesday, November 12, 2024

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 November 12, 2024 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 mrodriguez@rollingwoodtx.gov. Written questions or comments may be submitted up to two hours before the meeting. A video recording of the meeting will be made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL PARK COMMISSION MEETING TO ORDER

1. Roll Call

PUBLIC COMMENTS

Citizens wishing to address the Park Commission for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the Park Commission is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Park Commission with regard to matters on the agenda will be received at the time the item is considered.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the Park Commission and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a 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 October 8, 2024 Park Commission meeting

REGULAR AGENDA

- 3. Discussion regarding Quarterly Park Walk Through report and park improvements update from Public Works
- 4. Update from Western Hills Little League and Western Hills Girls Softball
- 5. Discussion and possible action regarding funding for tree and plant project approved by Park Commission
- 6. Discussion and possible action regarding trail improvements
- 7. Discussion and possible action regarding park fundraising and sponsor recognition

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 at Friday, November 8, 2024, at 5:00 p.m.

Makayla Rodriguez

Makayla Rodriguez, 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 Board of Adjustment 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, October 08, 2024

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 October 8, 2024. Members of the public and the Park Commission were able to participate in the meeting virtually, as long as a quorum of the Park Commission and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City’s website and available to the public in accordance with the Texas Public Information Act upon written request.

CALL PARK COMMISSION MEETING TO ORDER

1. Roll Call

Chair Melissa Morrow called the meeting to order at 12:00 p.m.

Present Members: Chair Melissa Morrow, Mary Elizabeth Cofer, Don Hudson, Laurie Mills, and Chad Smith

Also Present: Interim City Secretary Makayla Rodriguez and Public Works Director Izzy Parra

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

2. Discussion and possible action on the minutes from the September 10, 2024 Park Commission meeting

Laurie Mills moved to approve the meeting minutes. Chad Smith seconded the motion. The motion carried with in favor and 0 against.

REGULAR AGENDA

3. Update from City staff regarding park improvements or maintenance

Public Works Director Izzy Parra gave an update on park improvements and maintenance in the park. He discussed the retaining wall as well as trees, irrigation, and pavilion improvements.

The Park Commission thanked Mr. Parra for the update.

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

Steve Franke of Western Hills Little League provided an update regarding the fall season for baseball.

5. Discussion and possible action regarding funding for tree and plant project approved by Park Commission

Chair Melissa Morrow shared that the tree and plant project did not get approved as an exceptional item and that she plans to attend the next RCDC meeting to request funding.

Chair Melissa Morrow called up item 7 in conjunction with item 5.

The Park Commission discussed funding options for the tree and plant project as well as donation ideas. Chair Melissa Morrow stated that she would like to put together a subcommittee to think of ways to recognize sponsors in the next meeting.

The Park Commission discussed ideas for fundraising.

6. Discussion and possible action regarding trail improvements

The Park Commission discussed the trail and improvements.

7. Discussion and possible action regarding park fundraising and sponsor recognition

This item was discussed in conjunction with item 5.

ADJOURNMENT OF MEETING

The meeting was adjourned at 12:35 p.m.

Minutes adopted on the _____ day of _____, 2024.

Melissa Morrow, Chair

ATTEST:

Makayla Rodriguez, City Secretary

October 15, 2024 Park Walk Through

Mary Elizabeth Cofer and Diana Wallace

New Items Identified:**Upper Park**

1. Ongoing Erosion Issues
Pending capital project.
2. Sprinkler system at Butterfly Garden needs work.
Public Works worked on this item on November 8, 2024.
3. Southeast Corner on Rollingwood Drive. PC will spread wildflower seeds.
No action from staff.

Lower Park

4. 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.
5. Lower Park Library needs waterproofing.
Public Works will work on this item the week of November 11, 2024.

Carry Over from Previous Walk Throughs:

6. Ongoing erosion west of field house.
Received proposal for retaining wall.
7. 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.
8. Railroad ties at parking lot bordering field 2 are misaligned and several show extensive rot.
Will investigate.
9. Erosion control is needed at west side of Pavilion where water from the roof has washed out much of the dirt. We understand that Izzy and Kevin Glasheen have proposed extending the concrete slab where the water falls to prevent further erosion.

Concrete has been poured; the next step is to stain the concrete. Estimated completion is in December.



Update/Comments to Current Items



Previous Completed Items

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.

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

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:



Update/Comments to Current Items



Previous Completed Items

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.

New Items Identified:

1. Reinforce stairs parking lot to City landscape that is stairs.

This has been

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

from upper park Hall and trim overgrown along

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.



Update/Comments to Current Items



Previous Completed Items

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

LOWER PARK

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







