



## **CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES**

**Wednesday, December 18, 2024**

The City Council 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 December 18, 2024. Members of the public and the City Council were able to participate in the meeting virtually, as long as a quorum of the City Council 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 REGULAR CITY COUNCIL MEETING TO ORDER**

1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 7:00 p.m.**

**Present Members:** Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Brook Brown, and Council Member Phil McDuffee

*Council Member Alec Robinson joined the meeting at 7:33 p.m.*

*Council Member Kevin Glasheen joined the meeting virtually at 7:41 p.m.*

**Also Present:** City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Munoz, and City Attorney Stanley Springerley

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

Mayor Gavin Massingill shared that City Administrator Ashley Wayman will be leaving the City of Rollingwood and stated that her last meeting will be the January City Council meeting.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the November 19, 2024 Special City Council meeting

Mayor Pro Tem Sara Hutson discussed amendments to the meeting minutes.

**Mayor Pro Tem Sara Hutson moved approval with the noted corrections. Council Member Brook Brown seconded the motion. The motion carried with 3 in favor and 0 against.**

3. Discussion and possible action on the minutes from the November 20, 2024 City Council meeting

**Mayor Pro Tem Sara Hutson moved approval of the minutes. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor and 0 against.**

## **REGULAR AGENDA**

4. Discussion and possible action to approve the Rollingwood Women's Club 5K run and event on March 30, 2025

Mary Williams, a resident of Westlake Hills, discussed the Rollingwood Women's Club 5K and the details of the event. She stated that the 5k will be open to the public and requested the Police Department and Public Works Department to be present.

Mayor Pro Tem Sara Hutson asked questions regarding the event date, staff presence, and the race route.

**Council Member Brook Brown moved approval of the request for permission to conduct the Women's Club 5K run on March 30, 2025. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor and 0 against.**

5. Discussion and possible action on a resolution approving a project and authorizing funding of the Rollingwood Community Development Corporation for the Rollingwood Park Tree Planting Project that will enhance recreational and community facilities, pursuant to Texas Local Gov't Code Sections 501.152 and 501.073.

City Administrator Ashley Wayman explained that the Park Commission made a request to the RCDC to fund the tree planting project that came to City Council as an exceptional item during the budget process. She stated that the RCDC passed a resolution to approve the project and that all RCDC projects and expenditures need to be approved by City Council. Ms. Wayman continued to say that the project would be fully funded and that a budget amendment would not be needed.

**Council Member Brook Brown moved to approve RCDC resolution 2024-12-18-05 authorizing funding for a park improvement project in Rollingwood Park. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor and 0 against.**

6. Discussion and possible action on a recommendation from the Park Commission regarding accepting donations for Rollingwood Park

City Administrator Ashley Wayman discussed the Park Commission's recommendation to implement a donation opportunity called the Friends of Rollingwood Park to preserve and beautify the park. She explained that the Park Commission would also like to add a donation option to the utility bills as well as on the water service application.

Mayor Gavin Massingill explained that the staff has an existing line item for park donations.

Mayor Gavin Massingill, Council Member Brook Brown, and City Administrator Ashley Wayman discussed how the donations would be separated from the general fund and what the donations would be used for.

Council Member Phil McDuffee stated that the donations would mainly be used for maintenance and not for capital improvements. City Council discussed and asked questions regarding what is considered as park maintenance.

**Mayor Pro Tem Sara Hutson moved to approve the Park Commission’s recommendation. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor 0 against.**

7. Discussion and possible action on proposed amendments to the city's Code of Ordinances regarding yard projections in the Residential zoning district

City Administrator Ashley Wayman gave an overview of the progress for the draft ordinance and discussed the proposed amendments. Mayor Pro Tem Sara Hutson and Ms. Wayman discussed the draft ordinance language and the recommendations from the Planning and Zoning Commission.

City Council discussed the alternate draft language and made amendments.

**Mayor Pro Tem Sara Hutson moved to modify the proposed wording of section 107-76 E as previously stated, to move last sentence to first of that section and say, “In addition, no building feature” and continue. Council Member Brook Brown seconded the motion. The motion carried with 3 in favor and 0 against.**

City Administrator Ashley Wayman explained that the public hearing for the draft ordinance will take place at the February Planning and Zoning meeting as well as the February City Council meeting.

**Council Member Brook Brown moved to send the proposed changes to section 107-76, the draft ordinance with those proposed changes as outlined in Ms. Hutson’s motion, that we approve that for public hearing for the Planning and Zoning Commission and the City Council. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor and 0 against.**

8. Report from the CRCRC regarding Drainage, Impervious Cover and Floor Area Ratio (FAR)

*Council Member Alec Robinson joined the meeting at 7:33 p.m.*

City Administrator Wayman shared the CRCRC’s drainage, impervious cover, and floor area ratio report as well as the feedback from the Planning and Zoning Commission regarding the CRCRC report.

Mayor Gavin Massingill stated that he prefers to postpone the formation of any new groups due to upcoming staff changes.

9. Discussion and possible action on a recommendation from the Utility Commission regarding grinder pumps

Council Member Phil McDuffee discussed the Utility Commission's progress at their recent meeting and shared the recommendation from the Commission regarding grinder pumps.

City Council discussed grinder pumps and the recommendation from the Utility Commission.

Members of City Council and Development Services Manager Nikki Stautzenberger discussed grinder pumps and grinder pump locations.

*Council Member Kevin Glasheen joined the meeting virtually at 7:41 p.m.*

City Council continued discussion on grinder pumps, maintenance, expenses, and possibly adding a monthly fee for grinder pumps.

Thom Farrell, 3223 Park Hills Drive, discussed grinder pumps and shared a brief history of the grinder pumps. Mr. Farrell advised City staff to look into a previous Living Unit Equivalent (LUE) report.

Council Member Phil McDuffee stated that he would like residents to be educated on grinder pumps and be notified that City Council will consider imposing a monthly fee for grinder pump maintenance.

Mayor Gavin Massingill suggested to send a notification through the utility bills regarding the consideration of a monthly fee for grinder pumps.

10. Discussion and possible action regarding an official comment submittal for the MoPac South Expansion Project Open House #6

Mayor Gavin Massingill discussed the recent CTRMA board meeting and City Administrator Ashley Wayman discussed a drafted letter that outlines the city's concerns regarding the project that will be submitted to CTRMA.

Thom Farrell requested an extension of the public comment period for an additional 90 days and to include traffic impacts at the Bee Cave Road and Mopac intersection in the CTRMA letter.

Amy Pattillo, 6 Rock Way, discussed her comments regarding the proposed plans for the MoPac South Expansion project as well as her concerns. She suggested that the City publicize the letter to CTRMA and to provide resources to leave public feedback.

Mayor Pro Tem Sara Hutson expressed concern regarding CTRMA's response time during the holiday and the deadline for public comment period.

**Council Member Brook Brown moved that Council authorize Mayor Massingill to file two sets of comments, one requesting an extension and if not granted, an opportunity to supplement the comments, and the second to authorize the Mayor to sign a letter taking into consideration the suggestions that were made this evening. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

11. Discussion and possible action to designate December 26, 2024 as a construction holiday where construction or demolition activities are not permitted

Council Member Phil McDuffee discussed construction around the holidays and proposed to add a construction holiday the day after Christmas.

City Council provided feedback and discussed adding the additional construction holiday.

Mayor Pro Tem Sara Hutson and Development Services Manager Nikki Stautzenberger discussed notice to contractors.

**Council Member Phil McDuffee moved to add December 26, 2024 as construction holiday. Council Member Brook Brown seconded the motion. The motion carried with 3 in favor and 2 against (Hutson and Robinson).**

*City Council moved to item 14 at this time.*

12. Discussion and possible action on traffic safety issues

Mayor Pro Tem Sara Hutson discussed traffic safety issues seen within the city and shared her concerns regarding the usage of e-bikes that are not permitted, signs in the right-of-way, connecting driveways, construction fences, and construction parking. She stated that she would like to be proactive about these issues.

Police Chief Kristal Munoz shared the efforts made by the Police Department to address the issues. Members of City Council asked questions of Police Chief Kristal Munoz regarding non-legal street bikes, enforcement, and possible solutions.

Council Member Kevin Glasheen shared his perspective regarding enforcement and asked what type of violations have been seen. Police Chief Kristal Munoz stated that they have made contact with users whose bikes are not permitted on roadways or in the park.

City Council and Police Chief Kristal Munoz continued discussion on possible solutions to address non-street legal bikes.

Mayor Pro Tem Sara Hutson and Police Chief Kristal Munoz discussed addressing construction fences.

13. Discussion and possible action on allowable construction and installations, above and below ground, in setbacks, public utility easements and rights-of-way

Mayor Pro Tem Sara Hutson discussed the proposed ordinance and stated that she would like to define what should not be allowed in the right-of-way. She continued to say that she would like to clarify what should be allowed in the setbacks, utility easements, and the right-of-way as well as described the construction work near Catherine Horne's home.

Council Member Brook Brown shared information from the drainage criteria manual as well as code regarding detention facilities in setbacks. She stated that there needs to be protections to avoid instances as what Ms. Horne is experiencing.

Dave Bench, 1 Randolph Place, discussed the drainage control manual and detention facility regulations.

Council Member Kevin Glasheen discussed excavation and possible solutions to address the issue.

Catherine Horne, 5011 Timberline Drive, discussed the construction taking place near her home as well as shared the concerns regarding building in the utility easement and setback. She requested that City Council consider looking into the issue as well as implement an excavation permit.

Mayor Pro Tem Sara Hutson shared her experience with the impact of the construction while at Ms. Horne's home.

Thom Farrell, 3223 Park Hills Drive, agreed with Ms. Horne's sentiment regarding setbacks and discussed structures in the setback. He requested that underground tanks are considered as structures, to prohibit water tanks, and to verify if the drainage criteria manual is effective.

Council Member Kevin Glasheen stated that he would consider prohibiting excavation the setback and utility easement. Members of City Council discussed what is allowed to be in the buildable area as well as the setback. Council Member Kevin Glasheen shared concerns regarding making setback prohibitions too broad.

Mayor Gavin Massingill discussed the purpose of water collection tanks and that they are a TCEQ requirement.

City Council discussed TCEQ requirements, enforcement, water collection tanks, possible solutions, and PUE restrictions.

Council Member Kevin Glasheen requested that Council Member Brook Brown study the code issues and to bring back suggestions to address the issue. Council Member Brook Brown requested to work with Development Services Manager Nikki Stautzenberger and K. Freise and Associates.

*City Council moved to item 17.*

14. Appointment of members of City Council and the Mayor to serve as Council liaisons for Police and Courts, Utility Commission, Streets and Roadways, Park Commission, Personnel, Budget, Planning and Zoning Commission, Board of Adjustment, and the Rollingwood Community Development Corporation

Mayor Gavin Massingill shared his proposed City Council liaison suggestions for board and commissions and that no changes have been made.

**Council Member Brook Brown moved approval of the Mayor's proposed Council liaisons for 2025. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

15. Discussion and possible action regarding terms of service limitation extensions for board and commission members

City Administrator Ashley Wayman explained that some board and commission members have reached their term extension limit and are now requesting further extensions.

**Mayor Pro Tem Sara Hutson moved to grant term extensions to each of the listed board and commission members. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

16. Discussion and possible action to reappoint board and commission members whose terms are expiring for an additional two year term

City Administration Ashley Wayman shared the board and commission members whose term expires in December 2024 and that they will need to be reappointed to continue their service.

**Mayor Pro Tem Sara Hutson moved reapproval of the appointment of the members whose terms are expiring this month. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.**

*City Council moved back to item 12.*

17. Discussion and possible action on a resolution of the City of Rollingwood to join with the State of Texas and political subdivisions of the state as a party in the Texas Opioid Settlement Agreement secured by the Office of the Attorney General

City Administrator Ashley Wayman discussed the settlement with Kroger Corporation.

**Council Member Brook Brown moved approval. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

18. Discussion and possible action on a proposal from K. Friese and Associates to prepare and submit the City's application for water rights to the Lower Colorado River Authority (LCRA)

Mayor Gavin Massingill and City Administrator Ashley Wayman shared information regarding the proposal from K. Friese to prepare and submit the City's application for water rights to LCRA.

City Council discussed the proposal and surveying requirements.

Council Member Kevin Glasheen suggested to consult with LCRA to see if they can offer a more cost effective solution.

**Council Member Brook Brown moved to give the Mayor authorization to expend funds up to but not to exceed \$50,525 after first doing additional due diligence. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

### **ADJOURNMENT OF MEETING**

The meeting was adjourned at 10:00 p.m.

Minutes adopted on the 15<sup>th</sup> day of January, 2024.



Gavin Massingill, Mayor

**ATTEST:**



Makayla Rodríguez, City Secretary