



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, October 15, 2025

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 October 15, 2025. 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 7:01 p.m.

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

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Staitzenberger, Finance Director Abel Campos, Public Works Director Izzy Parra, Police Chief Kristal Muñoz, and City Attorney Charles Zech

PUBLIC COMMENTS

The following individuals spoke during public comments:

Thom Farrell, resident and 3220 Park Hills Drive, discussed progress with the MoPac South Expansion project and shared concerns regarding the proposed plans for the intersection of MoPac and Bee Caves Road. He requested that City Council discuss the issue at the November City Council meeting.

Romuald Jouero of the US Small Business Administration Office of Disaster Recovery and Resilience shared information regarding disaster loan programs for individuals impacted by the July 2, 2025, severe storm and flooding event.

PRESENTATIONS

2. Presentation and discussion on the Quarterly Investment Report for the 4th Quarter

The Quarterly Investment Report was given.

3. Presentation and discussion on the Budget Review for the 4th Quarter

The Budget Review for the 4th Quarter was given.

CONSENT AGENDA

4. Discussion and possible action on the minutes from the September 17, 2025 City Council meeting
5. Discussion and possible action to appoint an election agent during the election period in the absence of the City Secretary
6. Discussion and possible action on the reapproval of City of Rollingwood's Covered Applications and Prohibited Technology policy
7. Acceptance of the final meeting minutes and final report from the Comprehensive Residential Code Review Committee (CRCRC)

Council Member Brook Brown moved to approve items 4, 5, and 6 on the Consent Agenda. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.

Council Member Brook Brown removed item 7 from the Consent Agenda.

Council Member Brook Brown discussed edits to the CRCRC Final Report. City Administrator Alun Thomas stated that there was an updated final report submitted that reflected the changes mentioned.

Council Member Brook Brown moved to approve the final report of the Comprehensive Residential Code Review Committee as contained in the Council packet and commend the Comprehensive Residential Code Review Committee and Chair Dave Bench for their work, and adopt the final meeting minutes of the Comprehensive Residential Code Review Committee. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

8. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-85 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Development Services Manager Nikki Stautzenberger stated that the draft ordinance has been through the public hearing process and that the Planning and Zoning Commission recommended approval of the draft ordinance. Ms. Stautzenberger mentioned that Mayor Pro Tem Sara Hutson and Council Member Brook Brown agreed to bring additional edits from the previous meeting.

Council Member Brook Brown stated that further work is needed on the ordinance and Mayor Pro Tem Sara Hutson stated that there is no consensus on an appropriate solution.

Members of Council discussed accessory buildings, the permitting process, how other cities address playhouses and playscapes, and possible solutions. They also discussed definitions, placement, and dimensions of playhouses and playscapes.

Dave Bench, 1 Randolph Place and Chair of the Planning and Zoning Commission, encouraged City Council to review the Planning and Zoning's recommendation on the matter. Mayor Gavin Massingill confirmed that the minutes from the September Planning and Zoning meeting as well as the recommendations made will be included in next month's packet.

Members of Council discussed the Planning and Zoning Commission's recommendation with Dave Bench.

Mayor Gavin Massingill stated that staff will bring back the draft ordinance containing Council Member Brook Brown's edits, the Planning and Zoning Commission's proposed ordinance, and have legal draft up an ordinance with blanks on criteria for City Council to deliberate and fill in next month.

9. Discussion and possible action on authorizing the purchase of one new half-ton pickup truck and one new three-quarter-ton pickup truck for use by the Public Works department

Mayor Gavin Massingill stated that City Council has budgeted for the Public Works vehicles during the budget process. Public Works Director Izzy Parra stated that he received quotes for the two proposed trucks and would like to proceed with the quotes from Covert Bee Cave located in Bee Cave, Texas.

Council Member Kevin Glasheen moved to approve the purchase of one new half ton truck and one new three-quarter ton truck for use by the Public Works department. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.

10. Discussion and possible action regarding vegetation maintenance on corners and sight distances

City Administrator Alun Thomas stated that following last City Council meeting, four addresses have been identified that have overgrown vegetation and were given two weeks to come in compliance. Mr. Thomas stated that vegetative maintenance is going to be a reoccurring item to address.

Chief Kristal Muñoz discussed that a citation was issued to one of the properties due to repeatedly being out of compliance and asked Council if there should be any amendments to the Code of Ordinance to address repeat offenders.

Members of City Council discussed and asked questions regarding the citation process, addressing situations in which properties are out of compliance, and possible ways to address repeat offenders.

City Administrator Alun Thomas shared the provided information on the door hanger distributed to properties when vegetation is out of compliance. Mayor Gavin Massingill discussed amendments to the door hanger.

City Council and City Attorney Charles Zech discussed the clearing vegetation in the City's right-of-way as well as enforcement.

11. Discussion and possible action on park improvements, parking lot improvements, and sprinkler system projects at Rollingwood Park

Melissa Morrow, resident at 2502 Timberline Drive and Chair of the Park Commission, discussed that a subcommittee has been formed for the project and will meet with the landscape architect next week to walk the park. She also discussed that the Park Commission voted in support of getting a plan for the field and irrigation improvement project.

Council Member Kevin Glasheen discussed irrigation system components and that the proposed project will be on the next RCDC agenda for their consideration.

City Council and Melissa Morrow discussed and asked questions regarding the scope of work, planting of trees, irrigation system components, and timeline of the project.

12. Discussion and possible action on paving projects and possible inclusion of striping and rumble strips for improved streets

Council Member Kevin Glasheen discussed road striping and street resurfacing planning. City Administrator Alun Thomas discussed the pending paving project with WSB Engineers. He discussed the timeline of work, scope, and bidding process.

Members of Council Kevin Glasheen suggested adding yellow striping on steep and winding streets within the City.

Council Member Brook Brown discussed the striping visibility issues at the Shops at Mira Vista. Chief Kristal Muñoz stated that she will get in touch with the property regarding striping issues.

13. Discussion and possible action on the addition of roadway marking and signage at the intersection of Rollingwood Drive and MoPac Service Road

Council Member Kevin Glasheen discussed the lack of signage and markings at the intersection and would like Chief Kristal Muñoz to reach out to City of Austin to remedy the issue.

Chief Kristal Muñoz stated that she will reach out to City of Austin and TxDot.

City Administrator Alun Thomas discussed a recent call with TxDot and Council Member Paige Ellis of the City of Austin, and that they are considering possible improvements to the intersection. He stated that a public hearing to be held in January in conjunction with the MoPac South Expansion project and noted that the City will receive a formal notification of the hearing once finalized.

Christopher Bray, resident at 103 Vale Street, echoed the concerns voiced by Council Member Kevin Glasheen and recommended ways to bring more awareness to the existing signage at the intersection.

14. Discussion and possible action on RCDC funding priorities and City Council project priorities

Council Member Kevin Glasheen discussed the RCDC and proposed that the corporation explore alternative funding opportunities that are available under the law as opposed to economic development for the next couple of years. He suggested passing a resolution to encourage RCDC

to consider prioritizing funding for capital improvements, park improvements, and other City improvements.

Mayor Gavin Massingill stated that there are statutory restrictions on the use of RCDC funds.

Council Member Brook Brown discussed the commercial corridor, benefits of improving the park, accessibility to the commercial corridor, and the new City Hall project. Ms. Brown and Council Member Kevin Glasheen continued to discuss language for a resolution.

Mayor Gavin Massingill explained that a resolution has not been prepared for the item. He discussed that he would like to look at the statute to ensure what is being requested is legal.

Council Member Kevin Glasheen discussed that he would like to start having joint meetings with RCDC and City Council to discuss funding priorities and to improve communications.

Council Member Kevin Glaheen moved to have a joint meeting to discuss RCDC funding priorities and City Council priorities. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.

15. Discussion and possible action on Austin City Limits (ACL) funding, history of payments to Rollingwood, and future negotiation

Council Member Kevin Glasheen discussed that he would like to get a better understanding of what the City is paid during the Austin City Limits musical festival and how well it covers related expenditures.

Chief Kristal Muñoz stated that the City receives \$55,000 annually from the City of Austin for the Austin City Limits event, which covers the associated costs, and noted that there were excess funds this year.

16. Discussion and possible action on License Plate Reading Camera vendor alternatives

Council Member Kevin Glasheen discussed that he received privacy concerns from the community as well as discussed the possibility of limiting the operation of cameras for certain hours a day to mitigate the concerns and shared research regarding alternative companies. He requested that Chief Kristal Muñoz to gather information about alternative companies and make a recommendation.

Chief Kristal Muñoz recommended not moving forward with the Flock Safety Cameras and stated that she is open to looking into alternatives.

City Council and Chief Kristal Muñoz discussed camera data collection, a recent burglary incident, and negative impacts of restricting hours of operation.

Christopher Bray stated that he believes limiting hours of operation for cameras do not adequately address privacy concerns. He encouraged Council to consider how the data is protected and who has access to it.

Members of Council continued discussion on burglaries, protecting property, and data access for cameras. Mayor Gavin Massingill discussed the Lorex security camera system and for staff to look into the capabilities of alternative companies.

City Council discussed contract terms and conditions, data storage, and security cameras on and near Treemont Drive.

17. Discussion, update, and possible action on new City Hall planning, budget, funding, and scope of project

Mayor Gavin Massingill explained that he reached out to resident Duke Garwood to get a working document to share with members of the Task Force for the new City Hall. He stated that he would like to post for a work session meeting to tour the new West Lake Hills City Hall to gain insight and share experiences. The City Council agreed to have a work session.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:19 p.m.

Minutes adopted on the 19th day of November, 2025.



Gavin Massingill, Mayor

ATTEST:



Makayla Rodriguez, City Secretary