



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, December 18, 2019

The City Council of the City of Rollingwood, Texas held a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on December 18, 2019 at 7:00 PM, where the following items were discussed:

Mayor Michael Dyson called the meeting to order at 7:00 p.m.

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Present Members: Mayor Michael Dyson, Wendi Hundley, Gavin Massingill, and Sara Hutson.

Buck Shapiro joined the meeting at 7:05 p.m.

Also Present: City Attorney Charles Zech, City Administrator Amber Lewis, Finance Manager Abel Campos and City Secretary Ashley Wayman.

PUBLIC COMMENTS

There were no public comments.

PUBLIC HEARING

2. Public hearing on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Mayor Michael Dyson opened the public hearing at 7:01 p.m.

There were no public comments during the public hearing.

Mayor Michael Dyson closed the public hearing at 7:01 p.m.

3. Public hearing, discussion and possible action on approval of a final plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

Mayor Michael Dyson opened the public hearing at 7:02 p.m.

There were no public comments during the public hearing.

Mayor Michael Dyson closed the public hearing at 7:02 p.m.

City Administrator Amber Lewis stated that the applicant was not in attendance. She summarized what was discussed at the December Planning and Zoning Commission meeting. She stated that they recommended that the final plat be approved as long as it included the documentation that was missing, and those required items were all indicated on the plat.

Wendi Hundley moved to approve the final plat for 2514 Rollingwood Drive. Gavin Massingill seconded the motion.

Wendi Hundley stated that everything that Planning and Zoning required be added to the plat was now included in the final plat.

The motion passed 4-0.

PRESENTATIONS

4. Presentations and interviews of the firms and responses as submitted to the City's Request for Proposals for wastewater rate consultants to perform a wastewater rate study.

Nelisa Heddin, with Nelisa Heddin Consulting, LLC, gave a presentation of her proposal for a wastewater rate study for the City of Rollingwood. She answered questions from the Council regarding her bandwidth.

Dan Lanning, with Willdan Financial Services, gave a presentation of their proposal for a wastewater rate study for the City of Rollingwood. He answered questions from the Council regarding bandwidth and general amount of time required to complete a wastewater rate study.

5. Presentation and interview of the firm and response as submitted to the City's Request for Proposals for a consultant to perform a building fee study.

Dennis Goral, with Willdan Financial Services, gave a presentation of their proposal for a building fee study for the City of Rollingwood. He answered questions regarding the cost of proposal.

6. Presentation and status update of the Commercial Corridor Analysis from The Retail Coach.

Aaron Farmer, with the Retail Coach, gave a presentation and status update of the Commercial Corridor Analysis. He answered questions from the Council regarding zoning, the highest and best use, the basis and methodology used to develop this study, and experience levels within The Retail Coach.

Mayor Michael Dyson explained that the city will be making this report and other relevant information available on the website and expressed the importance of using this information to plan for the city's success in the long-term.

The Council discussed a previous corridor study that was conducted in 2000 and ensuring that this study is used to its highest potential.

CONSENT AGENDA

7. Discussion and possible action on the November 20, 2019 City Council meeting minutes.
8. Discussion and possible action on a term extension to allow Pat Sheehan to continue serving on RCDC.
9. Discussion and possible action on a term extension to allow Clark Wilson to continue serving on the Utility Commission.
10. Discussion and possible action to accept Sandra Farrell's resignation from the Park Commission.
11. Discussion and possible action to accept Josh McKay's resignation from the Rollingwood Community Development Corporation.
12. Discussion and possible action on a 30 day extension of the lease with Western Hills Girls Softball.
13. Discussion and possible action to reappoint the board and commission members whose terms are expiring for additional two year terms: Board of Adjustment - Grace Casstevens, Brad O'Donnell, Chris Braden, and Keith Martinson; Park Commission - Niccole Maurici, Catherine Horne, and Laurie Mills; Planning and Zoning Commission - Brian Nash, Amy Rodnick, Alex Robinette, and Tony Stein; RCDC - Susan Miller, David Smith, and Patrick Sheehan; Utility Commission - Clark Wilson, Jonathan Miller, Andrew Zachary, and Christopher Meakin.
14. Discussion and possible action on the capital improvement schedule by Western Hills Girls Softball for the lease year of 2018-2019.

Gavin Massingill motioned to approve the consent agenda. Wendi Hundley seconded the motion. The motion passed 4-0.

REGULAR AGENDA

15. Discussion and possible action to review applications and make appointments to the Park Commission, Utility Commission, RCDC, Planning and Zoning Commission, and the Board of Adjustment.

Mayor Michael Dyson stated that one application has been received to-date for the Planning and Zoning Commission from Josh McKay.

Wendi Hundley motioned to appoint Josh McKay to the Planning and Zoning Commission. Gavin Massingill seconded the motion. The motion passed 4-0.

16. Discussion and possible action on the selection of Western Hills Little League as the lessee of the Rollingwood Athletic Facilities and authorizing the negotiation of a lease by and between the City of Rollingwood and Western Hills Little League.

Mayor Michael Dyson discussed the proposal that is before the Council tonight.

City Administrator Amber Lewis stated that this item would allow the negotiating and drafting of a lease that would then come back to City Council for approval.

Wendi Hundley motioned to select Western Hills Little League as the lessee of the Rollingwood Athletic Facilities and authorize the negotiation of a lease by and between the City of Rollingwood and Western Hills Little League. Sara Hutson seconded the motion.

Sara Hutson questioned the proposed length of the lease and voiced her concern with the proposed length of the lease and the potential for costs to increase in the future. Council discussed the proposed length of this and past leases. Mayor Michael Dyson stated that this and other concerns would be discussed during the negotiation process.

Wendi Hundley stated that Little League and Girls Softball are the anchor tenants of the park and that she would support this longer-term lease. Buck Shapiro also stated that this is only a proposal and that the city would have negotiating power to protect the city in the future.

Steve Franke with WHGS discussed the content of the proposal and that many points of the proposal are negotiable. He also discussed the reason for the request of a 15-year lease.

The motion passed 4-0.

17. Discussion and possible action on ordinance amending the City of Rollingwood's Code of Ordinances Chapter 24 (Signs and Advertising); article II (Sign Regulations), Division 4 (Variances); Section 24-122 (Hearing); providing a savings clause; providing a severability clause; and providing an effective date.

City Administrator Amber Lewis explained that this ordinance speaks to the variance process for sign ordinance, and gave the proposed language.

She explained that if the City Council approves this item tonight, the Mayor would sign the ordinance and deliver it to the City Secretary, making it effective immediately. At this point, the Council could hear the next item at this meeting.

Gavin Massingill motioned to approve Ordinance 2019-12-18-17. Wendi Hundley seconded the motion. The motion passed 4-0.

18. Public hearing, discussion and possible action on a variance from the City's Code of Ordinances Sections 24-91 (a) and 24-91 (f)(5) to allow for a building mounted sign on an office building and for the lettering to exceed 30 inches in overall height requested by Wellsky.

Mayor Michael Dyson opened the public hearing at 8:33 p.m.

There were no public comments during the public hearing.

Mayor Michael Dyson closed the public hearing at 8:33 p.m.

Mayor Michael Dyson summarized the content of the variance request.

Wendi Hundley motioned to approve a variance from the City's Code of Ordinances Sections 24-91 (a) and 24-91 (f)(5) to allow for a building mounted sign on an office

building and for the lettering to exceed 30 inches in overall height as requested by Wellsky. Gavin Massingill seconded the motion.

Sara Hutson asked whether this variance goes before Planning and Zoning after this meeting. City Administrator Amber Lewis stated that, per the city code, Council need only approve this item. Sara Hutson also questioned the requirements that need to be met for approval.

The Council discussed the meaning of “hardship” as stated in this ordinance, and City Attorney Charles Zech stated that the criteria for a “hardship” in this instance are those listed in the code section.

Wendi Hundley summarized the reasons that this request potentially does qualify for a variance.

The motion passed 3-0 with one abstention.

19. Discussion and possible action on a quote from Cleanscapes, in the amount of \$1,200, to install drip irrigation along Gentry Drive.

City Administrator Amber Lewis explained that the drip irrigation along gentry is beyond repair and that Cleanscapes has recommended installing new drip irrigation. She also stated that drip irrigation in this location has not been successful in the past.

The Council discussed the issues that have been seen with drip irrigation. Wendi Hundley gave the background on this item.

Buck Shapiro agreed that he could work with Catherine Horne and the park commission to come up with an alternate solution that may be more effective than drip irrigation.

The Council agreed to postpone this item and possibly bring it back in January.

20. Discussion and possible action on implementing a paid police reserve program.

Police Chief Jason Brady stated that the city is down to two reserve officers, and discussed the difficulties that the police department is having with recruitment and retention of officers and that having paid reserve positions may help.

Wendi Hundley questioned whether paid reserves would be eligible for other benefits that the city will incur more costs for and the Council discussed this concern. The Council also discussed how these positions would be funded.

Mayor Michael Dyson expressed his support for the Police Department and stated that this type of program would be a step in the right direction.

Wendi Hundley motioned to implement a paid police reserve program at \$26 per hour and with the contingency that reserve officers would be required to work less than 20 hours per week. Sara Hutson seconded the motion.

Sara Hutson questioned whether the 20 hours per week was an average or based on a weekly instance. City Attorney Charlie Zech stated that the program guidelines would stay in compliance with applicable laws.

The motion passed 4-0.

21. Discussion and possible action on implementing a police cadet sponsoring program.

Police Chief Jason Brady explained the possibility of implementing a police cadet sponsoring program in Rollingwood. He also stated that along with this he would be requesting a cadet position classification that would pay less than a regular officer while the city is sponsoring them through the academy.

Wendi Hundley questioned whether this would increase the amount of sworn officers in the department. Chief Jason Brady explained that this would not increase the amount of sworn officers, as the cadet would take the position of patrol officer when they are out of the academy and no new positions would be created.

Wendi Hundley motioned to approve the implementation of a police cadet sponsoring program. Buck Shapiro seconded the motion.

Sara Hutson questioned whether the cadets would be providing any service to the city while they are in the academy. Chief Brady stated that they would not be providing a service to the city at that time but would be going to the academy full time.

Sara Hutson also questioned whether there could be a work obligation element in this program. Chief Brady stated that was not common practice in law enforcement or in nearby cities that have these programs, but it would be a legal question. City Attorney Charles Zech stated that a work obligation element could be included in the program, but it would be difficult to get that reimbursement, as the city would not be allowed to take it out of their salary.

The motion passed 4-0.

22. Update and discussion regarding Combined Transportation, Emergency & Communications Center (CTECC) fees.

Police Chief Jason Brady explained that the city currently pays \$19,700 per year for dispatch services and that the CTECC program is being evaluated because it has been determined that the program is not capturing all the costs that the program requires. He stated that this is not a concrete number that the city would be paying but CTECC is providing notice that fees are being reevaluated and that potentially the fees could be increased according to this data.

Gavin Massingill stated that he would like to see itemized numbers for this potential increase.

Chief Brady stated that when concrete and itemized numbers are available he would provide them to Council.

23. Discussion and possible action on agreement with Jordan Vonderhaar to create a recruitment promotional video for the Police Department.

City Administration Amber Lewis stated that Jordan Vonderhaar was able to do some last-minute footage at the "Police Navidad" event to contribute to a promotional video at the suggestion of the Chief. Jordan Vonderhaar submitted a proposal to create the promotional

video in the amount of \$2,000. She also stated that Buie quoted the city \$3,000 to \$5,000 to do the promotional video, and that staff recommendation is to select Jordan Vonderhaar's proposal because he has already captured some of the footage.

Wendi Hundley stated that she really liked the idea of a promotional video for the police department and that she had a chance to meet Jordan at the "Police Navidad" event.

Wendi Hundley motioned to allow the City Administrator to execute an agreement with Jordan Vonderhaar to create a recruitment promotional video for the Police Department. Buck Shapiro seconded the motion.

Wendi Hundley amended the motion to include an amount not to exceed \$2,000. Buck Shapiro accepted the amendment and re-confirmed his second. The motion passed 4-0.

Mayor Michael Dyson brought item 31 up next for consideration.

24. Discussion and possible action on the selection of a wastewater rate consultant.

Sara Hutson stated that the Utility Commission saw both of these presentations at their last meeting and recommended the selection of Nelisa Heddin Consulting.

Sara Hutson motioned to engage Nelisa Heddin Consulting to perform the wastewater cost of service and rate design study. Buck Shapiro seconded the motion. The motion passed 4-0.

25. Discussion and possible action on a proposal from Willdan Financial Services submitted in response to the City's Request for Proposals for a consultant to perform a building fee study.

City Administrator Amber Lewis stated that the City only received one response to this RFP, and recommended that action on this item be postponed until after a decision had been made about the Public Works Director position. The Council discussed this and other alternatives to engaging a consultant to perform a building permit fee study.

This item was postponed.

26. Discussion and possible action regarding issuing an RFP for a Financial Advisor.

City Administrator Amber Lewis stated that the city currently has a contract with US Capital Advisors for financial advisor services.

Wendi Hundley motioned to issue an RFP for a Financial Advisor. Gavin Massingill seconded the motion. The motion passed 4-0.

27. Discussion and possible action on the creation of a Commercial Corridor Task Force and designating members of the Planning and Zoning Commission, Rollingwood Community Development Corporation, and City Council to sit on the Task Force.

Mayor Michael Dyson discussed the need for a group to take ownership of the Commercial Corridor study information and ensure that the information was used to its greatest potential. He discussed the way that members of this task force would be selected.

Wendi Hundley motioned to create a Commercial Corridor Task Force and designating members of the Planning and Zoning Commission, Rollingwood Community Development Corporation, and City Council to sit on the Task Force as appointed by the Mayor. Buck Shapiro seconded the motion.

Wendi Hundley amended the motion to include citizens on the task force. Buck Shapiro accepted the amendment and upheld his second. The motion passed 4-0.

28. Discussion and possible action on an Ordinance to amend the park rules.

Sara Hutson stated that since the City Council did not receive the park rules until today this item should be tabled.

The Council discussed their concerns with these rules.

Mayor Michael Dyson stated that because the Council is finding so many issues with these rules at this time that he suggests that this item go back to the Park Commission to find out what their intent is for these rules.

29. Discussion and possible action on an ordinance amending the City of Rollingwood's Code of Ordinances Part II – Land Development Code, Chapter 101 (Buildings and Construction); Article VI (Manner of Conducting Construction Restricted), Section 101-247 (Conduct of Construction Restricted); providing a savings clause; providing a severability clause; and providing an effective date.

City Administrator Amber Lewis stated that all this item does is strike the word "federal" and insert the word "city" so that staff is always here when construction is going on so that concerns can be monitored and addressed.

Wendi motioned to approve an ordinance amending the City of Rollingwood's Code of Ordinances Part II – Land Development Code, Chapter 101 (Buildings and Construction); Article VI (Manner of Conducting Construction Restricted), Section 101-247 (Conduct of Construction Restricted); providing a savings clause; providing a severability clause; and providing an effective date. Buck Shapiro seconded the motion. The motion passed 4-0.

30. Discussion and possible action on ordinance amending the City of Rollingwood's Code of Ordinances Chapter 2 (Administration); Article II (City Council), Division 2 (Meetings), Section 2-57 (Presiding Officer; Mayor Protempore; Council Liaisons); providing a savings clause; providing a severability clause; and providing an effective date.

City Administrator Amber Lewis stated that this item is cleaning up the code in regards to Council Liaisons.

Sara Hutson motioned to approve an ordinance amending the City of Rollingwood's Code of Ordinances Chapter 2 (Administration); Article II (City Council), Division 2 (Meetings), Section 2-57 (Presiding Officer; Mayor Protempore; Council Liaisons); providing a savings clause; providing a severability clause; and providing an effective date. Wendi Hundley seconded the motion. The motion passed 4-0.

31. Discussion and possible action on an ordinance amending the City of Rollingwood's Code of Ordinances Chapter 4 (Animals); Article III (Animal Care and Control), Division 1 (Generally), Section 4-90 (Public Nuisances); providing a savings clause; providing a severability clause; and providing an effective date.

City Administrator Amber Lewis stated that this came at the suggestion of Chief Brady in regards to dog waste at the park and that the current ordinance made it illegal for dogs to defecate on another person's property but not on public property.

Chief Brady also stated that we do not currently have any way to enforce pet waste being left in the park.

Sara Hutson motioned to approve an ordinance amending the City of Rollingwood's Code of Ordinances Chapter 4 (Animals); Article III (Animal Care and Control), Division 1 (Generally), Section 4-90 (Public Nuisances); providing a savings clause; providing a severability clause; and providing an effective date. Wendi Hundley seconded the motion.

The Council discussed how this could be a way to keep this problem from arising in the future and now the police department will have a means of enforcement.

The motion passed 4-0.

Wendi Hundley questioned whether this is an ordinance change that would require a sign in the park to make it enforceable and City Attorney Charles Zech stated that a sign is not required in this case.

The Council returned to item 24 at the conclusion of this item.

MAYOR AND DEPARTMENT REPORTS

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

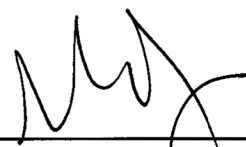
- 32. Mayor's Report
- 33. City Administrator's Report
- 34. Chief of Police Report
- 35. Municipal Court Report
- 36. City Engineer Report - LNV, Inc.
- 37. City Stats - November 2019
- 38. City Financials for November 2019 - FY 2019-2020
- 39. RCDC Financials for November 2019 - FY 2019-2020

40. Contract invoices through November 2019 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer, Professional Design Group, Inspections, ATS, Building Official, Denton, Navarro, Rocha Bernal and Zech, PC., City Attorney
41. Texas Gas Service - Notices, Letters and Documents.
42. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
43. AWR Services, INC., Report on Water and Wastewater for November 2019

ADJOURNMENT OF MEETING


The meeting was adjourned at 9:39 p.m.

Minutes Adopted on the 15th day of January, 2020.



Michael R. Dyson, Mayor

ATTEST:



Ashley Wayman, City Secretary