



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

**Wednesday, April 16, 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 April 16, 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 7:00 p.m.**

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

*Council Member Kevin Glasheen joined the meeting virtually at 7:07 p.m.*

*Council Member Alec Robinson joined the meeting at 7:17 p.m.*

**Also Present:** City Administrator Alun Thomas, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Public Works Director Izzy Parra, and City Attorney Charles Zech

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

Shanthi Jayakumar, resident at 3309 Park Hills Drive, shared the passing of her husband Jay Jayakumar and highlighted his accomplishments as a Council Member and engaged resident.

*Council Member Kevin Glasheen joined the meeting virtually at 7:07 p.m.*

### **SWEARING-IN OF CITY SECRETARY**

2. Discussion and possible action to appoint Makayla Rodriguez as the City Secretary

**Council Member Brook Brown moved to appoint Makayla Rodriguez as City Secretary of the City of Rollingwood. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.**

3. Swearing-in of City Secretary Makayla Rodriguez

Makayla Rodriguez was sworn-in as City Secretary.

### **PRESENTATIONS**

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

City Administrator Alun Thomas gave the Quarterly Investment Report for the second quarter.

5. Presentation and discussion on the Budget Review for the 2nd Quarter

City Administrator Alun Thomas gave the budget review for the second quarter.

### **CONSENT AGENDA**

6. Discussion and possible action on the minutes from the March 19, 2025 City Council meeting

*Council Member Brook Brown removed item 6 from the Consent Agenda.*

Council Member Brook Brown discussed edits to the meeting minutes.

**Council Member Brook Brown moved to approve the March minutes with changes. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.**

7. Discussion and possible action to approve the Women's Club Fourth of July Parade and Celebration in the Park on Friday, July 4, 2025

**Council Member Brook Brown moved to approve agenda item 7 to approve the Rollingwood Women's Club Fourth of July event. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 0 against.**

### **REGULAR AGENDA**

8. Discussion and update regarding Water CIP Bond Program Packages 1-4

*Mayor Gavin Massingill moved to item 15.*

Greg Blackburn of K. Friese and associates updated City Council on the status of outstanding projects for Water CIP Bond Program Packages 1-4.

9. Discussion and possible action on a site plan for Western Hills Athletic Club (WHAC) located at 4801 Rollingwood Drive

Development Services Manager Nikki Stautzenberger explained that all site plans need City Council approval then gave an overview of the site plan at 4801 Rollingwood Drive. Ms.

Stautzenberger explained that the site plan has gone through the approval process and was granted a special exception by the Board of Adjustment.

Mayor Pro Tem Sara Hutson asked questions regarding discrepancies between the tennis court plans approved by the Board of Adjustment and the information shared with Western Hills Athletic Club members. She explained that the pickleball courts referenced in the member communication had not been previously presented or approved.

Zach Elkins of Western Hills Athletic Club stated that the court layout aligns with the plans approved by the Board of Adjustment and explained the club's intent to maximize court usage for both tennis and pickleball.

Mayor Pro Tem Sara Hutson and David Kazarus of MWM Design Group discussed her concerns regarding impervious cover calculations for the swimming pool area at Western Hills Athletic Club.

Council Member Brook Brown and David Kazarus discussed modifications to the landscape and lighting plans. Zach Elkins and Council Member Brook Brown discussed next steps regarding pending litigation involving the City if the site plan is approved.

**Council Member Brook Brown moved to approve the Western Hills Athletic Club site plan dated October 4, 2024 as presented in the agenda packet item 9 including the landscape plan in the packet on page 700, 701, and 791. Council Member Alec Robinson seconded the motion.**

Mayor Pro Tem Sara Hutson and City Attorney Charles Zech discussed the possibility of complying with future requirements for pickleball if added. Council member Brook Brown provided clarity regarding pickleball regulations.

Council Member Phil McDuffee stated that he would like to confirm the potential off flow. Public Works Director Izzy Parra shared information regarding disposal of chlorinated water.

**The motion carried with 4 in favor, 0 against, and 1 abstention (Hutson).**

10. Discussion and possible action on a recommendation from the Park Commission on an alternative plan to the currently proposed retaining wall on the east side of the park near the field house

Melissa Morrow, 2502 Timberline Drive and Chair of the Park Commission, discussed the alternative plan to the retaining wall created by Alex Robinette and requested approval of the proposal in place of the design for the retaining wall that was previously approved.

Members of City Council spoke in support of the alternative plan to the retaining wall and thanked the Park Commission and Alex Robinette for their work.

Alex Robinette, resident at 2500 Hatley Drive, discussed proposals received for the alternative plan to the retaining wall.

Members of City Council discussed next steps in the process for the alternative plan to the retaining wall.

**Council Member Phil McDuffee moved to approve item 10 as presented in the packet. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.**

*Mayor Gavin Massingill moved to item 16.*

11. Discussion and possible action regarding increased enforcement of visibility requirements in rights-of-way

Mayor Pro Tem Sara Hutson recalled a past safety incident related to line-of-sight obstructions, and discussed the need of increased enforcement to prevent future occurrences.

Mayor Gavin Massingill explained that City Staff will prioritize addressing this issue.

Public Works Director Izzy Parra explained the Public Works Department's process of addressing line-of-sight issues.

12. Discussion and possible action on a resolution approving and adopting a Residential Lighting Manual

Development Services Manager Nikki Stautzenberger provided an overview of the approval process for the Residential Lighting requirements and that the manual will serve as a reference guide.

**Council Member Brook Brown moved to approve resolution 2025-04-16-12 establishing a residential lighting manual. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

13. Discussion and possible action on amendments to Chapter 107 of the City of Rollingwood's Code of Ordinances Section 107-369 to Section 107-379 to Residential Landscape and Tree Canopy Management

Development Services Manager Nikki Stautzenberger and members of City Council reviewed and asked questions regarding the draft ordinance and provided clarification on the language revisions.

**Council Member Brook Brown moved adoption of ordinance 2025-04-16-13 incorporating the edits that are shown in the packet under "BBB edits" to tree ordinance. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

14. Discussion and possible action regarding new proposed Code Section for Protection of Utility Easements

Council Member Brook Brown explained the modifications made to the draft ordinance and explained that the intention is to protect public utility easements.

**Council Member Brook Brown moved to approve ordinance 2025-04-16-14. Mayor Pro Tem Sara Hutson seconded the motion.**

Council Member Alec Robinson expressed concern regarding requirements within the draft pertaining to types of trees permitted when planting in close proximity to a utility easement.

Council Member Kevin Glasheen recommended postponing approval of the draft ordinance until the next meeting.

Dave Bench, 1 Randolph Place and Chair of the Planning and Zoning Commission, expressed concern regarding the draft ordinance and that it would create excessive restrictions for trees.

Shanthi Jayakumar shared information regarding fire safety and recommended getting insight from the Westlake Fire Department.

Mayor Pro Tem Sara Hutson proposed edits to the draft ordinance to eliminate the tree-related provisions.

**Council Member Brook Brown amended her motion to adopt ordinance 2025-04-16-14 but to strike the proposed language from line 43 through line 50. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

15. Update on the status of the Rollingwood Trademark Applications

City Administrator Alun Thomas informed City Council that the two trademark applications submitted for the City's logos were approved by the Secretary of State.

Shanthi Jayakumar discussed the Rollingwood branding initiative as well as thanked City Council and City staff for their work.

Council Member *Alec Robinson joined the meeting at 7:17 p.m.*

*Mayor Gavin Massingill moved to item 8.*

16. Update and discussion regarding future planning for modifications or improvements to the parking lot at the park

Melissa Morrow shared concepts created by Alex Robinette to improve the parking lot at the upper park and explained that the modifications to the parking lot would improve safety and aesthetics.

Members of City Council expressed interest in the Park Commission pursuing next steps for the proposed parking lot improvements as well as shared additional considerations.

*Mayor Gavin Massingill moved to item 11.*

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 9:22 p.m.

Minutes adopted on the 21 day of May, 2025.

[REDACTED]

Sara Hutson, Mayor Pro Tem

ATTEST:

[REDACTED]

Makayla Rodriguez, City Secretary