



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, January 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 January 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 7:00 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

Council Member Alec Robinson joined the meeting at 7:03 p.m.

Also Present: City Administrator Ashley Wayman, Interim City Secretary Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Utility Billing Manager Veronica Hernandez, and City Attorney Charles Zech

PUBLIC COMMENTS

The following individuals spoke during public comments:

Council Member Brook Brown discussed the passing of Jay Jayakumar and shared his contributions to the City.

PRESENTATIONS

2. Presentation, discussion and possible action on the Fiscal Year 2023-2024 Audit by ABIP, PC

Council Member Alec Robinson joined the meeting at 7:03 p.m.

Nicholas Gutierrez of ABIP, PC presented the audit report for the 2023-2024 Fiscal Year.

Council Member Brook Brown moved to accept the 2025 annual financial report prepared by ABIP as presented for Fiscal Year 2023-2024. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

3. Presentation and discussion on the Quarterly Investment Report for the 1st Quarter

The Quarterly Investment Report for the 1st Quarter was given.

4. Presentation and discussion on the Budget Review for the 1st Quarter

Finance Director Abel Campos presented the Budget Review for the 1st Quarter.

5. Farewell address by the City Administrator

City Administrator Ashley Wayman highlighted the achievements and progress made during her tenure and expressed her appreciation for Mayor Gavin Massingill, City Council, and City staff.

CONSENT AGENDA

6. Discussion and possible action on the minutes from the December 18, 2024 City Council meeting

Council Member Brook Brown moved to approve the Consent Agenda. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

7. Discussion and possible action regarding submitting comments for the MoPac South Expansion Project Open House #6 and to approve a community outreach plan

Mayor Gavin Massingill moved to item 9 at this time.

City Administrator Ashley Wayman discussed the updates made to the letter to be sent to CTRMA, other community letters, and shared resources on how to submit comments to CTRMA regarding the MoPac South Expansion project. She shared other steps the City will take if an outreach plan is approved.

Mayor Pro Tem Sara Hutson discussed edits to the letter.

Mayor Pro Tem Sara Hutson moved approval for the Mayor to send the letter to CTRMA with the edits mentioned. Council Member Brook Brown seconded the motion.

Council Member Brook Brown discussed additional edits to the letter.

The motion carried with 5 in favor and 0 against.

Amy Pattillo, 3 Rockway Cove, shared information regarding CTRMA's board meetings.

Council Member Brook Brown moved approval to send the sample template letter to the community as proposed in the agenda packet. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action on a resolution to finance a vehicle for Public Works with Government Capital Corporation

City Administrator Ashley Wayman explained that the City will be working Government Capital to purchase and finance a vehicle for the Public Works Department that was approved as an exceptional item.

Mayor Pro Tem Sara Hutson moved approval of resolution 2025-01-15-08 to authorize financing for an additional Public Works vehicle. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

9. Discussion and possible action on a change order from AO Services for water infrastructure improvements at Hatley Drive and Park Hills Drive in conjunction with Water CIP Packages 1-4

Greg Blackburn of K. Freise and Associates reviewed the change order and City Administrator Ashley Wayman provided financial details as well as funding options for the change order.

Council Member Kevin Glasheen moved to approve the requested change order and to fund it from the unexpended water fund balance. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Gavin Massingill moved back to item 7.

10. Discussion and possible action on amendments to Code Section 103-232, Stormwater Drainage, regarding the location of stormwater drainage facilities

Council Member Brook Brown discussed the current language for stormwater drainage facilities as well as the proposed language amendments. She gave examples of how the proposed language would apply to public utility easements.

Council Member Kevin Glasheen and Council Member Brook Brown discussed definitions, previous regulations, the proposed language, and concerns.

City Council continued discussion and asked questions regarding detention facilities, easements, and edits to the proposed language.

Council Member Brook Brown moved to approve draft ordinance 2025-01-15-10 with the amendment to add a period after channel on line 35 and strike lines 36 and 37. Council Member Keivn Glasheen seconded the motion.

City Council discussed additional edits to the draft ordinance.

Council Member Brook Brown withdrew her motion.

Council Member Brook Brown moved adoption of ordinance 2025-01-15-10 with the following amendments: place a period after channel on line 35, strike lines 36 and 37, and restate the last sentence on line 51 as follows “Such piping may be buried no more than 3ft below the surface of the property as landscaped”. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.

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

Council Member Brook Brown explained her proposed amendments related to the protection of utility easements.

City Council discussed interpretation of the proposed language and the impacts of the amendments.

Council Member Brook Brown stated that she would like to take no action on agenda item 11.

12. Discussion and possible action regarding periodic inspection of drainage facilities and enforcement of drainage facilities permit requirements

Council Member Brook Brown discussed drainage facilities, enforcement, periodic inspections, and regulations in other cities.

Members of City Council asked discussed and asked questions regarding current TCEQ requirements as well as impacts of rainwater detention and rainwater detention facilities.

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

Council Member Kevin Glasheen stated that he would like to focus on protecting setbacks and what can be built within setbacks on a property. He continued to say that he would like to discuss building height measurement in the next meeting.

14. Discussion and possible action to set a date for the Spring Clean Up Event

City Administrator Ashley Wayman explained the Spring Clean-Up event.

Council Member Phil McDuffee moved to set the Spring Clean Up for the weekend of March 22-23. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

15. Discussion regarding potential use of the Dellana Lane park land

Council Member Kevin Glasheen discussed potential use of the Dellana Lane park land.

Mayor Gavin Massingill explained that the Dellana Lane park land is used to stage materials for the Water CIP project.

EXECUTIVE SESSION

16. Executive session pursuant to section 551.074 of the Texas Government Code discussion of personnel matters regarding the appointment of a City Administrator

City Council went into Executive Session at 9:28 p.m.

City Council reconvened at 10:06 p.m.

Mayor Gavin Massingill stated that no action was taken.

OPEN SESSION

17. Discussion and possible action regarding processes and procedures for appointment of a City Administrator

Mayor Gavin Massingill stated that no action will be taken.

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:07 p.m.

Minutes adopted on the _____ day of _____, 2024.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary