



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, September 17, 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 September 17, 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 BUDGET WORKSHOP AND REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 6:00 p.m.

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

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

Mayor Gavin Massingill moved to item 10.

BUDGET AND TAX RATE

2. Discussion and possible action to amend the Fiscal Year 2024-2025 budget

Mayor Gavin Massingill stated that City Council has reached the end of the budget cycle in preparation for the next fiscal year. He explained that amending the budget ensures the ledger reflects all previous decisions and formally closes the 2024–2025 fiscal year budget.

Council Member Brook Brown moved approval of Ordinance 2025-09-17-02 adopting and approving amendments to the budget for the Fiscal Year beginning October 1, 2024, and terminating September 30, 2025, and providing for adjustments of spending authority among budget line items and providing for immediate effectiveness. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

3. Update and discussion on the Fiscal Year 2025-2026 budget

Mayor Gavin Massingill stated that the public hearing on the budget has been conducted and affirmed that the budget reflects the previous decisions made by Council.

Council Member Brook Brown expressed support for the exceptional items, noting that funding for seven Flock Safety license plate reader cameras is included for budget purposes pending contract approval. She continued to say that she supported a cost of living adjustment (COLA) for staff of 2% and 3%, for a total of 5%.

Council Member Brook Brown moved to approve adoption of the budget for Fiscal Year 2025-2026 as reflected with the inclusion of all the proposed exceptional items per our discussion this evening and would move approval of the 2025-2026 budget on that basis. Mayor Pro Tem Sara Hutson. The motion carried with 5 in favor and 0 against.

4. Discussion and possible action on an ordinance of the City of Rollingwood, Texas adopting the Fiscal Year 2025-2026 budget beginning October 1, 2025, and ending September 30, 2026, in accordance with Texas Local Government Code Chapter 102; providing for the filing of the budget; providing that this ordinance shall be cumulative of all ordinances; providing a severability clause; and providing an effective date

Mayor Gavin Massingill explained the required motions for the item and asked Council Member Brook Brown to restate her item. City Administrator Alun Thomas discussed the balances of the tax rates at the voter approval rate and the actual no new revenue rate.

Council Member Brook Brown moved to approve Ordinance 2025-09-17-04 adopting the Fiscal Year 2025 budget that adopts the voter approval rate of \$0.202039 per \$100 evaluation. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown moved to ratify the property tax increase in the amount of \$103,453 reflected in the adopted Fiscal Year 2026-2026 budget. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

5. Discussion and possible action on an ordinance of the City of Rollingwood, Texas approving the certified appraisal roll; setting the tax rate; levying and assessing ad valorem taxes for the use and support of the municipal government of the City of Rollingwood, Texas for Fiscal Year 2025-2026; apportioning the levies for specific purposes; providing a severability clause; and providing an effective date

Council Member Brook Brown moved that the property tax be increased by the adoption of the tax rate 0.202039 per \$100 evaluation which is effectively a negative 1.83% increase in the tax rate and will raise taxes for maintenance and operations on a \$100,000 home by approximately 73 cents. Furthermore, this rate reserves 0.095010 dollars per \$100 evaluation for debt service for the 2025 tax year. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

6. Discussion and possible action to review the City of Rollingwood Investment Policy and to approve an ordinance requiring the annual review of the Investment Policy

City Administrator Alun Thomas explained that the Investment Policy ensures compliance with the Texas Public Funds Investment Act and recommended its approval.

Council Member Brook Brown moved approval of Ordinance 2025-09-17-06 regarding a written Investment Policy for the City of Rollingwood, requiring a no less than annual review of the City's investment policy and investment strategies, requiring the city to report any changes made to said Investment Policy or investment strategies, requiring appointment of the City's Investment Officer, providing for severability and establishing an effective date as proposed. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

7. Discussion and possible action regarding the adoption of a Capital Improvements Plan in accordance with Section 2-338 of the city's Code of Ordinances

Council Member Brook Brown moved approval of the adoption of the Capital Improvements Plan as proposed. Council member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action on a Budget Management and Review Policy

Council Member Brook Brown moved approval and acceptance of the Budget Management and Review Policy as presented in agenda item 8. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

9. Discussion and possible action on a resolution approving a budget for the Rollingwood Community Development Corporation, of Rollingwood, Texas, for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026

Mayor Gavin Massingill explained that the RCDC budget has been reviewed by staff as well as received approval from the RCDC.

Council Member Brook Brown moved approval of RCDC Resolution 2025-09-08-05 providing for approval of the RCDC Fiscal Year 2025-2026 budget and other matters in connection as proposed. Mayor Pro Tem Sara Hutson seconded the motion.

City Administrator Alun Thomas explained that Council Member Brook Brown's motion included the RCDC's resolution that is an attachment to the City's resolution. Council Member Brook Brown withdrew her motion.

Council Member Brook Brown moved approval of Resolution 2025-09-17-09 approving the budget for the Rollingwood Community Development Corporation for the Fiscal Year beginning October 1, 2025, and ending September 30, 2026. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

PUBLIC COMMENTS

There were no public comments.

Mayor Gavin Massingill moved to item 13.

PRESENTATION

10. Swearing-in of Leonardo Cantu as Lieutenant of the Rollingwood Police Department

Leonardo Cantu was sworn in as Lieutenant.

11. Swearing-in of Aaron Bruns as Corporal of the Rollingwood Police Department

Aaron Bruns was sworn in as Corporal.

12. Presentation of the Rollingwood Police Department's Life-Saving Award to Corporal Aaron Bruns

Police Chief Kristal Muñoz presented the Life-Saving Award to Corporal Aaron Bruns and thanked him for his service.

Mayor Gavin Massingill moved back to item 2.

13. Presentation and discussion on Rollingwood Police Department's involvement in a recent incident in the City of Austin on the morning of September 10, 2025 and public emergency notification

Chief Kristal Muñoz discussed the officer-involved shooting incident that took place in Zilker Park, within the city limits of the City of Austin. She noted that the Rollingwood Police Department was not initially notified of the critical incident, resulting in a delayed response. She stated that she plans to meet with the Austin Police Department and Travis County to improve future notifications.

Mayor Gavin Massingill continued discussion on the incident, including the conflicting information that was disseminated by Austin's 311 system, his discussions with City of Austin Mayor Kirk Watson following the event, and Austin's Everbridge emergency notification system. He encouraged Rollingwood residents to enroll in Austin's notification system, as well as in the City of Rollingwood's emergency notification system, Rave Alerts. He stated that Eanes ISD is not dispatched through Travis County Sheriff's Office dispatch, as the Cities of Rollingwood and West Lake Hills are, but through the City of Lakeway, and therefore would not have automatically received the communication necessary to proactively respond to the incident.

Chief Kristal Muñoz discussed communication issues between Rollingwood Police Department, West Lake Hills Police Department, and Travis County recently during a separate incident at Eanes ISD. She explained that because Eanes ISD does not contract with Travis County for dispatch services, there was confusion among the responding agencies.

Mayor Gavin Massingill stated that he reached out to Judge Andy Brown and Travis County Commissioner Ann Howard to work on the issue. He explained that Eanes ISD Chief of Police Matthew Greer contacted Travis County when the agency was being established to request contracted dispatch services, but at the time, Travis County said that it did not have the capacity to

provide those services. As a result, Eanes ISD Police Department is dispatched through the City of Lakeway.

Mayor Massingill expressed disappointment that Travis County declined to contract with the school district, noting that both the Rollingwood Police Department and the West Lake Hills Police Department contract with Travis County for dispatch services.

Wendi Hundley, resident at 401 Vale Street, thanked Mayor Gavin Massingill and the Rollingwood Police Department for being proactive and expressed concerns regarding Eanes ISD Police Department not being dispatched by Travis County.

14. Presentation and discussion on water system sediment issues

Mayor Pro Tem Sara Hutson explained that she received communication from residents regarding sediment issues and low water pressure. She said that the cause could be due to calcium build up inside the pipes, with disturbances potentially leading to breakoffs in the water.

Public Works Director Izzy Parra confirmed that common sediment is calcium or rust build up that occurs naturally. He explained that disturbances in the water distribution system, such as water main tie-ins or other related work in conjunction with the Water CIP Project, can cause this.

Mayor Gavin Massingill and members of Council asked questions of Mr. Parra regarding the water main tie-in process, flushing lines, pressure reducing valves, water pressure, and boil water notices.

CONSENT AGENDA

15. Discussion and possible action on the minutes from the August 27, 2025 City Council meeting
16. Discussion and possible action on the minutes from the September 3, 2025 Special City Council meeting
17. Discussion and possible action on the Fiscal Year 2025-2026 Holiday Calendar for the City of Rollingwood, Texas
18. Discussion and possible action on an ordinance cancelling the General Election to elect three (3) Council Members on the General Election date of November 4, 2025
19. Discussion and possible action on an ordinance to amend the election order calling for a special election to reauthorize sales tax for street maintenance to be held on Tuesday, November 4, 2025

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

PUBLIC HEARING

20. Public hearing 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

Mayor Gavin Massingill opened the public hearing at 7:27 p.m.

There were no public comments.

Mayor Gavin Massingill closed the public hearing at 7:28 p.m.

21. Public Hearing on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-84 of the Rollingwood Code of Ordinances related to mechanical equipment

Mayor Gavin Massingill opened the public hearing at 7:28 p.m.

Christopher Bray, resident at 103 Vale Street, asked for clarification regarding applicability to existing and new structures as well as the definition of public view in the draft ordinance.

Mayor Gavin Massingill closed the public hearing at 7:32 p.m.

REGULAR AGENDA

22. 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 gave an overview of the item as well as the draft ordinance. She stated that the Planning and Zoning Commission recommended approval of the draft ordinance at their previous meeting.

City Council shared their feedback, concerns, and amendments regarding the draft playhouse and playscape regulations. Development Services Manager Nikki Stautzenberger reviewed and discussed the draft ordinance language with City Council

Council Member Kevin Glasheen moved to adopt proposed Ordinance 2025-09-17-22 with amendments; amend the definition of playscape to delete “at grade level or within 48 inches within grade”, amend section 107-85 Section A to read “playhouses and playscapes are exempt from regulations for accessory buildings or structures.” and delete the rest of 107-85.

Council Member Brook Brown – No

Council Member Alec Robinson – No

Council Member Kevin Glasheen – Yes

Council Member Phil McDuffee – No

Mayor Pro Tem Sara Hutson – No

The motion failed with 1 in favor and 4 against (Brown, Hutson, McDuffee, and Robinson).

Mayor Pro Tem Sara Hutson suggested tabling the item and working with Council Member Brook Brown to modify the ordinance.

Mayor Pro Tem Sara Hutson moved to defer action on the ordinance until the October City Council meeting. Council Member Brook Brown seconded the motion. The motion carried with 3 in favor and 2 against (Glasheen and Robinson).

23. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-84 of the Rollingwood Code of Ordinances related to mechanical equipment

Development Services Manager Nikki Stautzenberger gave an overview of the item. Members of Council discussed their feedback, screening, and the location of equipment.

Council Member Kevin Glasheen moved to adopt the ordinance as recommended by the Planning and Zoning Commission. Council Member Alec Robinson seconded the motion.

Council Member Brook Brown – No

Council Member Alec Robinson – Yes

Council Member Kevin Glasheen – Yes

Council Member Phil McDuffee – No

Mayor Pro Tem Sara Hutson – No

The motion failed with 2 in favor and 3 against (Brown, McDuffee, and Hutson).

Mayor Pro Tem Sara Hutson moved adoption of Ordinance 2025-09-17-23 with the following alterations recommended from the Planning and Zoning Commission; change the definition of mechanical equipment in required yards under Section 107-84 A after the existing sentence add “or between the house and the required front yard.”, then leave in line 38-39 and change the phrase “public view” to “Rollingwood street view” on line 40. Council Member Brook Brown seconded the motion.

Council Member Brook Brown – Yes

Council Member Alec Robinson – No

Council Member Kevin Glasheen – No

Council Member Phil McDuffee – Yes

Mayor Pro Tem Sara Hutson – Yes

The motion carried with 3 in favor and 2 against (Glasheen and Robinson).

24. Discussion and possible action to grant the Mayor authority to issue a Request for Proposal for street paving of the prioritized streets as outlined and adopted by City Council in the 2024 Pavement Priorities Plan and to execute a contract if necessary for those services in an amount not to exceed the appropriation adopted by City Council in the 2025-2026 adopted budget

Mayor Gavin Massingill explained that he would like to begin the request for proposal process for street paving. He noted that AO Services is already mobilized in the neighborhood, which may provide an opportunity for them to submit a proposal.

Council Member Brook Brown moved to grant the Mayor authority to issue a request for proposals for street paving in the amount not to exceed \$500,000 as described in this agenda item. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

25. Discussion and possible action a recommendation from the Park Commission to hire a landscape architect to design and define parking areas, plant trees, and landscape locations for park improvements for up to \$17,000 to be funded by RCDC

Melissa Morrow, resident at 2502 Timberline Drive and Chair of the Park Commission, discussed that the Park Commission would like to get a landscape design and construction documents to get bids to define and improve the parking lot and entrance area, plant trees, and define areas for landscaping. She discussed details of the recommendation, possible installation of a gate in the parking lot, and getting approval from Western Hills Little League to alter the field fence line for the parking lot.

City Council and Melissa Morrow discussed cost estimates for materials, estimated timeline of the project, and funding.

Council Member Brook Brown moved to approve the RCDC project as presented. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

26. Discussion and possible action on a recommendation from the Park Commission to appropriate remaining funds from the alternative plan to the retaining wall project to improve the playscape at Rollingwood Park

Melissa Morrow discussed the interest in improving the playscape border at the upper park to create a more natural aesthetic and recommended hiring Gomez Construction LLC for the work as they completed the alternative plan to the retaining wall project. She explained that the project had been presented to RCDC, but funding has not yet been confirmed. Ms. Morrow continued discussions with City Council regarding potential funding options.

Council Member Kevin Glasheen moved to approve the requested expenditure and ask RCDC to approve it as an approved project as presented in the one sheet at \$12,000. Council Member Phil McDuffee seconded the motion.

Mayor Gavin Massingill requested that Council review the project drawings to confirm they align with Council's approval.

Council Member Alec Robinson stated that he was supportive of the project but preferred to follow the regular process of presenting the project to RCDC first.

The motion carried with 4 in favor and 1 against (Robinson).

27. Discussion and possible action to expend funds over appropriated amounts for the design of a replacement sprinkler system and soil and sod upgrades in the upper park

Council Member Kevin Glasheen discussed the previous work completed on the fields and explained that additional improvements are still needed. He proposed using funds to hire Artis, Inc to design an irrigation system and install soil and sod on the fields for \$12,000.

Council Member Brook Brown discussed the details of the scope of work and Council Member Kevin Glasheen clarified that the proposal should be limited to an irrigation design and soil and sod installation.

Public Works Director Izzy Parra discussed the condition of the irrigation system and stated that there is a need to design an entirely new system. Council Member Kevin Glasheen explained that the irrigation system for the fields is separate from the one used for the upper park area, and that the two systems would remain separated once the new system for the fields is completed.

City Council discussed coordination with the Park Commission's projects, the existing irrigation system, possible funding from RCDC, and the scope of work. Mayor Gavin Massingill stated that an updated proposal will be brought back at the next meeting for consideration.

28. Update and discussion regarding vegetation maintenance on corners and sight distances

Council Member Phil McDuffee shared safety concerns related to overgrown vegetation on corners throughout the City. He noted the effort by Public Works to maintain the vegetation but that there is a need for a more permanent solution.

Mayor Gavin Massingill asked Chief Kristal Muñoz to give more attention to these issues when conducting the bi-weekly code enforcement inspection. Council Member Phil McDuffee expressed that more action should be taken to address the issue and that the vegetation instances are also in the City's right-of-way.

City Council continued discussion on the issue, enforcement, and possible solutions. Mayor Gavin Massingill recommended sending an enforcement letter to the homeowner.

29. Discussion and possible action on ordinance amending Chapter 22, Sewer and Wastewater Service, to define responsibilities for installation and maintenance of residential and commercial connections to the City's wastewater collection systems

Council Member Brook Brown gave a brief overview that staff brought a draft ordinance to address staff and homeowner responsibility of the sewer system as well as explained her amendments from the previous meeting. She also discussed secondary check valves with Public Works Director Izzy Parra.

Mayor Gavin Massingill discussed item 29 in conjunction with item 31.

Council Member Brook Brown discussed getting a survey of all grinder pumps in the city but that the proposal received was costly. She recommended postponing action on item 31. She continued discussion on grinder pumps and possibly changing the scope of the survey.

Council Member Brook Brown moved to approve proposed Ordinance 2025-09-17-29 addressing connections to the City's wastewater service and appropriate regulations and specifications, with the amendment that where the term "double check valve" is used, we replace with "secondary check valve". Mayor pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown recommended not taking action on item 31.

30. Update and discussion on the purchase of up to seven (7) license plate readers, in an amount not to exceed \$21,000, to monitor roadways entering Rollingwood

Council Member Brook Brown discussed the terms and conditions of the Flock Safety contract, noting that while Flock is a useful tool, it can be intrusive. She also stated that Flock has negotiated contracts with other cities containing more limited terms and conditions. Ms. Brown continued to share concerns regarding the collection and possible data use.

Christopher Bray stated that he agreed with Council Member Brook Brown and shared his perspective regarding companies' data security practices, including who has access to the data and the potential improper handling of Rollingwood residents' private information. Mayor Gavin Massingill thanked Mr. Bray for his comment and Council Member Brook Brown for her research.

Council Member Kevin Glasheen and Council Member Brook Brown discussed Flock's contracts with other cities. Council Member Kevin Glasheen suggested asking Flock Safety for the same contract as with the City of Boulder, Colorado or possibly looking into alternative vendors.

Council Member Alec Robinson recommended not moving forward with any license plate reading cameras. City Council continued discussion on license plate reading cameras, benefits, and personal choice of implementing cameras.

31. Discussion and possible action to authorize a survey by Crossroads Utility Services of the existing residential grinder pumps

Item 31 was discussed in conjunction with 29.

32. Discussion and possible action on a resolution amending the City of Rollingwood Fee Schedule to include credit card transaction fees, revised fence application fees, tree removal application fees, updated code references relating to building inspections, and the removal of a duplicate section

Development Services Manager Nikki Stautzenberger stated that the City will begin charging credit card transaction fees and reviewed the proposed updates to the fee schedule with the City Council.

Council Member Brook Brown pointed out areas of clarification and asked questions related to the fees associated with the permitting process and removal of trees.

Council Member Brook Brown moved approval of the recommended changes in the Rollingwood Fee Schedule as proposed by staff in item 32 with two changes and two minor editing in the wording, on page 4 section A2.003, strike "chapter 101 building regulations and chapter 107 zoning" and insert "part two of the Land Development Code", and on page 5 under subsection R2 after "Heritage Tree Removal Fee: \$100", add "per tree". Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

33. Discussion and possible action on the nomination of one or more individuals to be considered for election to a four-year term on the Board of Directors of the Travis Central Appraisal District

City Administrator Alun Thomas reviewed the nominees for the Board of Directors of the Travis Central Appraisal District. Mayor Gavin Massingill stated that there was a recommendation to nominate John Havenstrite last year but that the City has not received any outreach. City Council agreed not to take action on the item.

34. Discussion and possible action on an Audit Planning Letter from ABIP, PC

City Administrator Alun Thomas presented the Audit Planning Letter from ABIP, PC.

EXECUTIVE SESSION

35. Executive session pursuant to section 551.071 of the Texas Government Code for consultation with the City's attorney regarding pending or contemplated litigation

City Council went into Executive Session at 10:24 p.m.

City Council reconvened the meeting from Executive Session at 10:39 p.m.

Mayor Massingill stated that no action was taken during executive session.

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:39 p.m.

Minutes adopted on the _____ day of _____, 2025.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary