



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, June 18, 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 June 18, 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 5:00 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, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Public Works Director Izzy Parra, Utility Billing Manager Veronica Hernandez, Police Chief Kristal Muñoz, and City Attorney Charles Zech

BUDGET WORKSHOP

2. Discussion and update on the FY 2025-2026 Budget

Mayor Gavin Massingill gave an overview of the plan for the budget workshop. He discussed the Budget and Tax Rate Calendar as well as described the budget structure overview with details of each fund.

City staff and Mayor Gavin Massingill continued to explain the line items within the Administration department fund. City Administrator Alun Thomas discussed the benefits of acquiring Laserfiche for records retention as well as background information regarding an increase in expenditures for IT services.

Mayor Gavin Massingill discussed the line items for Development Services, Sanitation, Utility Billing, Streets, and Police department fund. Chief Kristal Muñoz discussed the condition of the

existing Police Department vehicles and possibly acquiring three additional vehicles in the form of an exceptional item.

City Administrator Alun Thomas and Mayor Gavin Massingill reviewed the line items for Court and Parks department fund. Council Member Kevin Glasheen and Public Works Director Izzy Parra discussed budget needs to improve the sprinkler system in the upper park. Mayor Gavin Massingill explained that Mr. Glasheen's request would need to be in the form of an exceptional item.

Mayor Gavin Massingill continued to review the Public Works department fund and discussed an exceptional item to retain an architectural and design firm for building and construction in preparation for the next bond phase for the new City Hall. He reviewed the line items for the Water department fund and Mr. Parra explained the condition of the existing vehicles and possibly acquiring additional vehicles for the department in the form of an exceptional item.

Mr. Massingill gave an overview of the line items for Street Maintenance, Court Security, Court Technology, Court Efficiency, Debt Service 2014, 2019, 2020, 2023, and 2024. He continued to describe details of the Capital Projects, Drainage, and Wastewater funds.

Council Member Brook Brown thanked Mayor Gavin Massingill and City staff for their work.

Mayor Gavin Massingill recessed the meeting at 7:18 p.m.

Mayor Gavin Massingill called the meeting back to order at 7:26 p.m.

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

3. Presentation and update on the grant application to the Motor Vehicle Crime Prevention Authority (MVCPA) for the FY 2026 SB 224 Catalytic Converter Grant Program

Chief Kristal Muñoz reported that she submitted an application for the Flock Safety camera grant opportunity discussed at the previous meeting and explained that the application was denied.

CONSENT AGENDA

4. Discussion and possible action on the minutes from the May 21, 2025 City Council meeting

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

REGULAR AGENDA

5. Consideration and possible action on approval of a Water Conservation Plan and a Drought Contingency Plan

City Administrator Alun Thomas gave an overview of the process, and Greg Blackburn of K. Friese and Associates explained that his team used an LCRA template and recent water use as guidance for the application.

Mayor Pro Tem Sara Hutson pointed out inconsistencies that were not applicable to the city and voiced concerns regarding enforcement requirements in the application.

Mr. Blackburn confirmed that he will bring back an updated application next month.

6. Consideration and possible action on approving the submission of a Raw Water Application to the Lower Colorado River Authority (LCRA)

Mayor Gavin Massingill advised City Council not to take action on this item to allow K. Freise to bring back an updated application.

Members of City Council asked questions of Mr. Blackburn questions regarding water usage, pricing for contacts, and TCEQ requirements.

7. Discussion and update on the status of the new City Hall

Mayor Gavin Massingill reiterated his intent to bring forward an exceptional item to retain an architectural and design firm for the new City Hall and noted that the effort had been delayed due to the CIP project and limited staging space for equipment. He continued to say that AO Services is nearing the last phase of the project.

Members of Council discussed options for temporary relocation arrangements for equipment and staff during the construction process.

8. Discussion and possible action on amending or removing the requirements for rainwater detention requirements in the code of ordinances

Council Member Kevin Glasheen discussed TCEQ's rainwater detention requirements and raised concerns regarding its effectiveness. He explained that he would like to alleviate hardship for homeowners.

Mayor Gavin Massingill agreed and clarified that all existing requirements come from TCEQ, and that the City is obligated to enforce them. He explained that Rollingwood's regulations differ from those of other jurisdictions because the City is located over the Edwards Aquifer recharge zone.

Members of Council and the Mayor discussed and asked questions regarding the TCEQ requirements and the Drainage Criteria Manual.

Council Member Brook Brown discussed an infrastructure improvement plan report by K. Frise containing public surveys for flooding and drainage issues as well as explained the difference between the Drainage Criteria Manual and TCEQ requirements.

Members of City Council continued discussion on TCEQ requirements, the Drainage Criteria Manual, and enforcement.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, discussed her experience with rainwater collection tanks and the infrastructure improvement plan.

9. Discussion and possible action regarding previous authorization to spend funds from RCDC, including \$3000 for renderings of proposed capital improvements

Council Member Kevin Glasheen discussed and asked questions regarding an authorized amount of \$3,000 to be used for capital improvements for RCDC in a previous fiscal year.

Mayor Gavin Massingill explained the RCDC's fund authorization process, noting that any funds approved within a fiscal year must be expended within that same fiscal year. He continued to say that the RCDC's request would need to come before City Council before expending the funds.

City Council discussed and asked questions regarding the RCDC's approval process for the fund authorization. Mayor Gavin stated that staff will review the previous RCDC meeting to get clarification on the RCDC funds mentioned.

10. Discussion and possible action regarding a recommendation from the Planning and Zoning Commission to prohibit commercial landscaping companies from operating on Saturdays and Sundays within the city limits

Mayor Pro Tem Sara Hutson explained that her intent of the item was to get clarification and that the Planning and Zoning Commission formed a recommendation at their previous meeting to prohibit commercial landscape activity on Saturday.

Council Member Alec Robinson stated that he would like landscape work to continue on Saturdays.

Dave Bench, resident at 1 Randolph Place and Chair of the Planning and Zoning Commission, clarified the Planning and Zoning Commission's intent to mitigate noise and distractions created on Saturdays.

City Attorney Charles Zech explained that general law cities are not permitted to place such restrictions. Council Member Kevin Glasheen recommended tabling the item.

11. Discussion and possible action to update Section 7.2.1.H of the Drainage Criteria Manual (DCM) regarding impervious cover calculations

Mayor Pro Tem Sara gave a recap of the item and proposed to strike swimming pools from the impervious cover calculation method within the Drainage Criteria Manual. She explained that the change would make the definition of impervious cover consistent with the Code of Ordinances and TCEQ's definition in the Edwards Aquifer rules.

Mayor Gavin Massingill and members of City Council discussed Ms. Hutson's proposed changes and impervious cover.

Council Member Brook Brown moved to approve item 11 as proposed by Mayor Pro Tem Sara Hutson. Mayor Pro Tem Sara Hutson seconded the motion.

Dave Bench shared concerns that the change would reduce the buildable area on properties. Mayor Pro Tem Sara Hutson stated that the change has no relevance to reduce the size of the buildable area.

Council Member Brook Brown – Yes

Council Member Alec Robinson – No

Council Member Kevin Glasheen – No

Council Member Phil McDuffee – Abstain

Mayor Pro Tem Sara Hutson – Yes

Mayor Gavin Massingill broke the tie and voted in opposition of the motion. The motion failed with 2 in favor, 3 against, and 1 abstention.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:27 p.m.

Minutes adopted on the _____ day of _____, 2025.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary