



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, July 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 July 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 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, and Council Member Phil McDuffee

Council Member Kevin Glasheen joined the meeting at 6:02 p.m.

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, and City Attorney Stan Springerley

BUDGET WORKSHOP

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

Council Member Kevin Glasheen joined the meeting at 6:02 p.m.

Mayor Gavin Massingill reviewed the revenue estimates for Administration, Development Services, Sanitation, Utility Billing, Streets, Police, Court, Parks, Public Works, Water, Street Maintenance, Court Security, Court Technology, Court Efficiency, Debt Service 2014, 2019, 2020, 2023, and 2024. He continued to describe revenue estimate details of the Capital Projects, Drainage, and Wastewater funds.

Mr. Massingill discussed cost of living adjustments and the potential use of an artificial intelligence system to control streetlights and optimize traffic flow, noting that there could be a possible

partnership with the City of West Lake Hills. He continued to say that it will not be included as an exceptional item for the upcoming fiscal year, but may be considered for the following year.

Public Works Director Izzy Parra proposed an exceptional item to acquire two vehicles for the Public Works Department, noting that one is inoperable and the other is aging.

City Administrator Alun Thomas proposed an exceptional item to replace the utility payment drop box in front of City Hall due to wear and damage from weather.

Mayor Gavin Massingill proposed an exceptional item to put more funding towards additional street paving.

Chief Kristal Muñoz proposed an exceptional item to acquire three additional patrol vehicles for department use and travel for training.

Mayor Gavin Massingill and Public Works Director Izzy Parra proposed an exceptional item to add additional funding for creek clearing to mitigate fire hazards.

Mayor Gavin Massingill proposed an exceptional item to retain an architectural design firm in preparation of the new City Hall. Council Member Kevin Glasheen suggested making the description broader for project management, site planners, and other capital projects. Mayor Gavin Massingill and members of Council continued discussion on budgeting for the exceptional item.

Mayor Gavin Massingill recessed the meeting at 7:04 p.m.

Mayor Gavin Massingill called the meeting back to order at 7:10 p.m.

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

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

The Quarterly Investment Report was given for the 3rd Quarter.

4. Presentation and discussion on the Budget Review for the 3rd Quarter

The Budget Review for the 3rd Quarter was given.

5. Presentation and update on the Police Department's non-emergency contact information

Chief Kristal Muñoz reported that the Police Department has transitioned its non-emergency phone number. She explained that callers will no longer be connected directly to a Rollingwood officer and instead, calls will be routed to Travis County Dispatch, which will then dispatch a Rollingwood officer. Chief Muñoz emphasized that Rollingwood officers will continue to respond to calls, but routing calls through Travis County helps reduce dispatch-related issues. She noted that dispatching services are provided under the City's annual contract with Travis County.

Mayor Gavin Massingill asked questions of Chief Kristal Muñoz and suggested clarifying the verbiage that callers receive when calling the Police Department non-emergency number.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, suggested ways to notify the community of the change.

CONSENT AGENDA

6. Discussion and possible action on the minutes from the June 18, 2025 City Council meeting
7. Discussion and possible action regarding acceptance of Chad Smith's resignation from the Park Commission
8. Discussion and possible action on an ordinance calling the General Election to elect three (3) Council Members on the General Election date of November 4, 2025
9. Discussion and possible action on an ordinance calling the Special Election to reauthorize sales tax for street maintenance on the General Election date of November 4, 2025
10. Discussion and possible action on a resolution to suspend the effective date of the requested change to gas rates from Texas Gas Service

Council Member Brook Brown moved to approve the Consent Agenda. Mayor Po Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.

REGULAR AGENDA

11. Update and discussion regarding Water CIP Packages 1-4 and the Nixon/Pleasant and Hubbard/Hatley/Pickwick Drainage Projects

Greg Blackburn of K. Freise and Associates discussed updates for the Water CIP project and explained that the project is expected to be completed by September 24, 2025.

Mayor Gavin Massingill and members of City Council asked questions of Mr. Blackburn regarding the project's status.

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

Phil Williams of K. Freise and Associates reported that the application had been reviewed with LCRA and was subsequently modified to better align with the City's needs.

Mayor Pro Tem Sara Hutson pointed out additional concerns and inconsistencies within the application. Members of Council discussed application requirements with Phil Williams and Greg Blackburn.

Mayor Pro Tem Sara Hutson requested to postpone approval until next month.

Mayor Gavin Massingill moved to item 13.

Council Member Kevin Glasheen moved to authorize the Mayor to approve the Water Conservative Plan and Drought Contingency Plan based on the plan that has been submitted subject to modifications and clarifications. Council Member Phil McDuffee seconded the motion.

Mayor Gavin Massingill reiterated that he will move forward once there is consensus.

The motion carried with 4 in favor and 0 against.

Mayor Gavin Massingill moved to item 14.

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

Phil Williams and Greg Blackburn gave an overview of the Raw Water Application to be submitted to the Lower Colorado River Authority (LCRA).

Mayor Pro Tem Sara Hutson shared concerns and asked questions regarding the application. Council Member Kevin Glasheen recommended that K. Freise work with Mayor Pro Tem Sara Hutson to update and submit the application.

Council Member Kevin Glasheen moved to authorize the Mayor to submit the Raw Water Application to the Lower Colorado River Authority subject to his satisfaction that the application is complete and accurate after seeking input from Mayor Pro Tem Sara Hutson and city staff. Council Member Phil McDuffee seconded the motion.

Mayor Gavin Massingill explained that his intent is to submit the application once there is consensus.

Shanthi Jayakumar discussed a document containing the city's certificate of convenience and necessity (CCN). Mayor Massingill and Council Member Brook brown continued discussion on the matter.

The motion carried with 4 in favor and 0 against.

Mayor Gavin Massingill moved back to item 12

14. Discussion and possible action on the purchase of up to five (5) license plate readers, in an amount not to exceed \$15,000, to monitor roadways entering Rollingwood

Council Member Kevin Glasheen discussed feedback received regarding the license plate readers and stated that the intent for the cameras is to assist with crime such as motor vehicle theft.

Chief Kristal Muñoz explained that data cannot be retrieved unless it is for a law enforcement need, and that the intent is to have additional patrol coverage. She stated that she had received a quote for seven cameras at a total cost of \$21,000. Chief Muñoz recommended implementing a one-year trial period for the cameras.

Mayor Gavin Massingill requested that Chief Kristal Muñoz assess the power needs for the cameras, camera locations, consider a data retention policy, and compliance with the Public Information Act.

City Attorney Stan Springerley shared the benefits of the Flock cameras and provided additional context regarding the Public Information Act.

Mayor Gavin Massingill suggested that a member of Council submit an exceptional item to be considered for the Flock cameras if they are interested in perusing it further.

Members of Council continued discussion on data retention and purchasing only three cameras.

15. Discussion and possible action on the responsibility for the maintenance and operation of wastewater collection systems

Mayor Gavin Massingill explained that the proposed ordinance is intended to define homeowners' responsibilities for grinder pumps and to specify their placement on properties. He clarified that it would also make homeowners responsible for related costs and offered suggestions for potential changes if the Council wished to modify it.

Council Member Brook Brown shared some concern regarding the proposed ordinance and stated that other cities with similar topography have policies in which the city maintains the grinder pumps. She suggested implementing a surcharge for grinder pumps and for the city to be responsible for maintenance. Ms. Brown recommended sending the issue to the Utility Commission.

Council Member Kevin Glasheen stated that he supported the proposed ordinance but recommended tabling the item. Council Member Phil McDuffee reminded City Council that the Utility Commission reviewed the issue and did not make an actionable recommendation as well as provided instances where there was grinder pump misuse.

Mayor Gavin Massingill and City Council continued discussion on grinder pumps, possible solutions, homeowner and city responsibility, and amendments to the proposed draft ordinance.

Mayor Gavin Massingill agreed to review Council's considerations and bring back an updated ordinance next month.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:07 p.m.

Minutes adopted on the _____ day of _____, 2025.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary