



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, September 18, 2024

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 18, 2024. 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 Pro Tem Sara Hutson called the meeting to order at 6:02 p.m.

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

Also Present: City Administrator Ashley Wayman, Assistant to the City Administrator Makayla Rodriguez, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Chief Kristal Munoz, Senior Corporal Leonardo Cantu, and City Attorney Stanley Springerley

PUBLIC COMMENTS

There were no public comments.

Mayor Pro Tem Sara Hutson moved back to public comments during item 13.

The following individuals spoke during public comments:

Shanthi Jayakumar, 3309 Park Hills Drive, discussed the Rollingwood Night Out event and thanked the police department and city staff for their efforts. She continued to share a brief history of the Rollingwood Fire Department who served as volunteers.

Mayor Pro Tem Sara Hutson moved to item 15.

BUDGET AND TAX RATE

2. Update and discussion on the FY 2024-2025 Budget

City Administrator Ashley Wayman explained that they have reached the end of the budget season, and that City Council will need to adopt the budget.

Mayor Pro Tem Sara Hutson and City Administrator Ashley Wayman discussed the discretionary salary increase exceptional item. Members of City Council expressed interest in using funds towards the Police Department. Council Member Brook Brown discussed police officer salaries in nearby cities.

3. Discussion and possible action on an ordinance of the City of Rollingwood, Texas adopting the Fiscal Year 2024-2025 budget beginning October 1, 2024, and ending September 30, 2025, 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

City Administrator Ashley Wayman discussed the budget ordinance as well as explained the voter approval rate and the no new revenue rate.

Council Member Brook Brown moved to approve Ordinance 2024-09-18-03 adopting the fiscal year 2024-2025 budget that adopts the voter approval rate. Council Member Phil McDuffee seconded the motion.

Council Member Alec Robinson joined the meeting at 6:13 p.m.

Mayor Pro Tem Sara Hutson amended the motion to approve Ordinance 2024-09-18-03 adopting the fiscal year 2024-2025 budget that adopts the voter approval rate adopting the fiscal year 2024-2025 budget beginning October 1, 2024, and ending September 30, 2025. Council Member Phil McDuffee seconded the motion.

Council Member Brook Brown - Yes

Council Member Alec Robinson - Yes

Council Member Kevin Glasheen - Yes

Council Member Phil McDuffee - Yes

Mayor Pro Tem Sara Hutson - Yes

The motion carried with 5 in favor and 0 against.

Council Member Phil McDuffee moved to ratify the property tax increase in the amount of \$270,139 reflected in the budget. Council Member Alec Robinson seconded the motion.

Council Member Brook Brown - Yes

Council Member Alec Robinson - Yes

Council Member Kevin Glasheen - Yes

Council Member Phil McDuffee - Yes

Mayor Pro Tem Sara Hutson - Yes

The motion carried with 5 in favor and 0 against.

4. 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 2024-2025; apportioning the levies for specific purposes; providing a severability clause; and providing an effective date

City Administrator Ashley Wayman explained that City Council will need to approve the tax rate for the new fiscal year.

Council Member Brook Brown moved to that the property tax rate be increased by the adoption of the tax rate of \$0.0258 per \$100 of valuation which is effectively a 10% increase of the tax rate. Council Member Phil McDuffee seconded the motion.

Council Member Brook Brown - Yes

Council Member Alec Robinson - Yes

Council Member Kevin Glasheen - Yes

Council Member Phil McDuffee - Yes

Mayor Pro Tem Sara Hutson - Yes

The motion carried with 5 in favor and 0 against.

PUBLIC HEARING

5. Public hearing, discussion and possible action on a resolution reauthorizing all building permit fees in accordance with H.B. No. 1922, 88th Regular Session

City Administrator Ashley Wayman discussed reauthorizing the building permit fees.

Mayor Pro Tem Sara Hutson opened the public hearing at 6:19 p.m.

No individuals spoke during the public hearing.

Mayor Pro Tem Sara Hutson closed the public hearing at 6:19 p.m.

Council Member Brook Brown moved to approve the ordinance resolution 2024-09-18-05 reauthorizing permit fees for the oncoming fiscal year. Council Member Alec Robinson seconded the motion.

Mayor Pro Tem Sara Hutson asked questions of Development Services Manager Nikki Stautzenberger regarding the building permit fees.

Council Member Kevin Glasheen discussed the fee structure. City Administrator Ashley Wayman explained the building review process and possible future fee studies.

The motion carried with 5 in favor and 0 against.

CONSENT AGENDA

6. Discussion and possible action on the minutes from the August 21, 2024 Regular City Council meeting
7. Discussion and possible action on the minutes from the September 4, 2024 Special City Council meeting
8. Discussion and possible action on the 2024-2025 Holiday Calendar for the City of Rollingwood, Texas

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.

REGULAR AGENDA

9. Discussion and possible action on an ordinance amending Ordinance No. 2023-09-20-04 adopting and approving amendments to the budget for the Fiscal Year beginning October 1, 2023 and terminating September 30, 2024, providing for adjustments of spending authority among budget line items, and providing for immediate effectiveness

City Administrator Ashley Wayman gave an overview of the end of year budget for the fiscal year.

Mayor Pro Tem Sara Hutson asked questions regarding court fees.

City Administrator Ashley Wayman continued to discuss the end of year budget.

Council Member Brook Brown moved to approve draft ordinance 2024-09-18-09 end of year budget amendment with attachment A as contained in the packet. Council Member Alec Robinson seconded the motion.

Members of City Council asked questions regarding the electronic meter project and grinder pumps.

The motion carried with 5 in favor and 0 against.

10. 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, 2024, and ending September 30, 2025

City Administrator Ashley Wayman stated that RCDC approved their budget for the new fiscal year and that City Council will need to pass the resolution.

Council Member Alec Robinson moved to approval of resolution 2024-09-18-10 resolution approving the budget for the Rollingwood Community Development Corporation beginning on October 1, 2024, and ending on September 30, 2025. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

11. 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 Ashley Wayman stated that no changes have been made to the investment policy and that there is a requirement for annual approval by City Council.

Council Member Alec Robinson moved to approve 2024-09-18-11 an ordinance of the City of Rollingwood requiring written investment policy be adopted requiring no less than annual review of the city's investment policy and investment strategies requiring the city record any changes made to said investment policy or investment strategies requiring appointment of the city's investment officer providing for severability in establishing an effective date. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

12. 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

City Administrator Ashley Wayman discussed the Capital Improvements Plan as well as the attachments in the packet.

Council Member Phil McDuffee moved to approve of the Capital Improvements Plan. Council Member Alec Robinson seconded the motion. The motion carried with 5 in favor and 0 against.

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

City Administrator Ashley Wayman explained the budget management and review policy and that no changes have been made.

Council Member Alec Robinson moved to approve the City of Rollingwood’s Budget Management and Review policy. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Pro Tem Sara Hutson called for a recess at 6:58 p.m.

Mayor Pro Tem Sara Hutson called the meeting back to order at 7:07 p.m.

Mayor Pro Tem moved back to public comments at this time.

14. Discussion and possible action on a site plan for 3012 Bee Cave Road

City Administrator Ashley Wayman discussed the site plan approval application received for 3012 Bee Cave Road and requirements for a site plan. She also discussed the documents in the agenda packet and stated that the site plan will need to be approved by City Council.

Council Member Kevin Glasheen moved to approve the site plan 3012 Bee Cave Road. Council Member Alec Robinson seconded the motion.

City Council asked questions regarding the plans for 3012 Bee Cave Road.

Mayor Pro Tem Sara Hutson discussed safety concerns along Bee Cave Road. City Council and Chief Munoz discussed road safety issues. They also discussed TxDot, ways to improve road safety, and 3012 Bee Cave Road.

Mayor Pro Tem Sara Hutson discussed building height. The City Council discussed commercial code and building height.

Development Services Manager Nikki Stautzenberger discussed the site plan with City Council.

City Attorney Stanley Springerley of DNRBSZ provided clarity regarding vested rights. The City Council continued to discuss vested rights with City staff.

Council Member Brook Brown stated that she would like to postpone action as well as requested to bring the item back next month with clarity.

City Attorney Stanley Springerley discussed the process for postponing items.

Shanthi Jayakumar, 3309 Park Hills Drive, recalled a previous situation that was similar to the site plan for 3012 Bee Cave Road.

Council Member Brook Brown requested that legal counsel and the engineers review the site plan and bring it back next month.

Council Member Kevin Glasheen withdrew his motion.

Mayor Pro Tem Sara Hutson moved to item 18 at this time.

15. Update, discussion and possible action regarding change orders associated with the Nixon/Pleasant Drainage Project, Hubbard/Hatley/Pickwick Drainage Project and Water CIP Bond Program packages 1-4

City Administrator Ashley Wayman stated that change orders have been identified during the projects and that Greg Blackburn of K. Freise and Associates was present to discuss the change orders.

Greg Blackburn of K. Frise and Associates discussed conflicts that were encountered during the projects. City Administrator Ashley Wayman thanked residents Jerry Fleming and Kevin Schell for their involvement in the project.

City Council asked questions of Mr. Blackburn regarding the drainage project. Greg Blackburn continued to discuss additional change orders for the projects.

City Administrator Ashley Wayman discussed funding, the projects, and the water contingency fund.

City Council asked questions regarding the ongoing projects. Council Member Brook Brown discussed elevations.

Council Member Brook Brown moved to approve the work for the changes orders and that we approve it not to exceed the cost amounts that are shown in the staff memo and that we request that staff update Council on these projects once they are completed. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.

16. Discussion and possible action on a resolution denying Texas Gas Service Company's requested rate increase

City Administrator Ashley Wayman gave a recap regarding the Texas Gas Service Company's rate increase request and that the resolution is a formal denial of the rate increase.

Council Member Brook Brown moved approval of resolution 2024-09-18-16 regarding the denial of the Texas Gas Company requested rate increases requiring the company to reimburse the city's reasonable rate making expenses as proposed. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

17. Discussion and possible action to adopt a resolution to designate Makayla Rodriguez as the acting city secretary

Council Member Brook Brown moved to approve the resolution. Council Member Council Member Phil McDuffee seconded the motion.

City Administrator Ashley Wayman stated that Assistant to the City Administrator Makayla Rodriguez will move forward as the Interim City Secretary.

The motion carried with 5 in favor and 0 against.

Mayor Pro Tem Sara Hutson moved to item 14.

18. Discussion and possible action regarding nominations to the Travis County Board of Directors

City Administrator Ashley Wayman stated that the City did not receive any nominations and suggested that City Council does not take action unless they would like to submit a name for a nomination.

19. Discussion and possible action to cast a ballot for the election of the Region 10 director of the TML Board of Directors

City Administrator Ashley Wayman stated that she received a ballot for the TML Board of Directors election to vote for a region 10 representative. She discussed the criteria for selecting a director and recommended a candidate.

Members of City Council expressed interest in voting for a candidate.

Council Member Brook Brown moved to vote for Dr. Harvey for the Director 10 Position in Region 10 of Texas Municipal League. Council Member Kevin Glasheen seconded the motion. The motion carried with 5 in favor and 0 against.

20. Discussion and possible action to cast a ballot for the election of places 11-14 of the Board of Trustees for the Texas Municipal League Intergovernmental Risk Pool

City Administrator Ashley Wayman recommended voting for the incumbents in places 11-14 on the Texas Municipal League Intergovernmental Risk Pool Board of Trustees.

Council Member Brook Brown moved to vote for the incumbents that have been serving in the positions previously in place 11, Randy Criswell, place 12, Allison Heyward, place 13, Harlan Jefferson, and place 14 Mike Land. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

21. Update and discussion regarding CRCRC proposals including residential building height and residential landscape and tree canopy management

Members of City Council discussed fees and additional proposed changes to the tree ordinance.

Dave Bench, 1 Randolph Place and Chair of the CRCRC, shared that the CRCRC plans to bring an additional recommendation for a tree removal fee.

City Council and City Administrator Ashley Wayman discussed fees and trees.

Council Member Kevin Glasheen asked for an update regarding proposed changes to residential building height. Dave Bench discussed the CRCRC's progress with the building height recommendations.

22. Discussion regarding non-affixed accessory buildings such as playhouses and storage sheds, permitting, and required yards

Council Member Kevin Glasheen discussed a letter received from a resident regarding a playhouse on a property. He continued to discuss accessory structures and building code.

City Council discussed the building code, the property, and concerns. City Administrator Ashley Wayman shared building definitions and explained why the playhouse on the property did not meet the criteria.

City Council continued to discuss the playhouse on the property, structures, and accessory buildings on lots.

Council Member Kevin Glasheen asked if the property has received complaints about the playhouse. City Administrator Ashley Wayman confirmed that the City has not received complaints from surrounding neighbors.

City Council agreed that they would like to add clarification to the building code for defined terms. They recommended sending the item to the Planning and Zoning Commission to review.

23. Update and discussion on the Park Commission tree proposal, trail discussion and possible funding by RCDC

Council Member Kevin Glasheen discussed Park Commission’s tree proposal and stated that he would like to send it to RCDC to consider. City Council discussed the project, funding, donations opportunities, and capital improvement project ideas.

Shanthi Jayakumar, 3309 Park Hills Drive, discussed the deed restrictions for Rollingwood Park. Ms. Jayakumar, Council Member Kevin Glasheen, and Council Member Alec Robinson discussed easements and restrictive covenant.

24. Update and discussion on the status of the upper park retaining wall and contracting

City Administrator Ashley Wayman shared an update regarding the retaining wall and detention pond. She stated that she will bring back more information in the next City Council meeting.

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

Council Member Kevin Glasheen discussed vegetation within the city’s right-of-way. He requested that city staff notify homeowners when vegetation becomes overgrown on their property to avoid civil liability.

Shanthi Jayakumar, 3309 Park Hills Drive, shared previous efforts done in the past to address overgrown vegetation.

City Council discussed enforcement for overgrown vegetation and agreed that it is a safety issue. City Administrator Ashley Wayman shared what is currently being done to address vegetation.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:14 p.m.

Minutes adopted on the _____ day of _____, 2024.

Gavin Massingill, Mayor

ATTEST:

Ashley Wayman, City Administrator