



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, August 21, 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 August 21, 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 Gavin Massingill called the budget workshop and regular City Council meeting at 6:01 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 Ashley Wayman, Assistant to the City Administrator Makayla Rodriguez, Finance Director Abel Campos, Development Services Manager Nikki Stautzenberger, Public Works Director Ismael Parra, Utility Billing Manager Veronica Hernandez, Senior Corporal Leonardo Cantu, and City Attorney Charles Zech

PUBLIC COMMENTS

There were no public comments.

Mayor Gavin Massingill moved back to public comments after the budget workshop.

The following individuals spoke during public comments:

Shanthi Jayakumar, 3309 Park Hills Drive, shared the passing of longtime resident Dr. Ronald Hudson who played an important role in city street paving. Ms. Jayakumar highlighted the accomplishments of the Mayor and City, discussed a brief history of previous administrations, and complimented Mayor Massingill, City Council, and staff for their work.

Senior Corporal Leonardo Cantu shared his experience in Rollingwood and thanked Mayor Gavin Massingill, the City Council, and the community for their support.

BUDGET WORKSHOP

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

Mayor Gavin Massingill reviewed budget documents regarding revenues and the impact of different tax rates. He also discussed the average value of a home in Rollingwood.

City Administrator Ashley Wayman clarified from the previous City Council meeting that the park tree and irrigation project is considered a capital expenditure and that there are 120 residential grinder pumps in the city.

Mayor Gavin Massingill discussed the 10-year expenditure planning document. City Council discussed the current tax rate.

City Administrator Ashley Wayman discussed the exceptional item decision document with City Council. Mayor Gavin Massingill reviewed the cost of living adjustments and asked City Council to take an informal vote.

Mayor Gavin Massingill took an informal vote of those in favor to adopt the COLA at 3% (AF-1C). The vote carried with 5 in favor and 0 against.

Council Member Kevin Glasheen voted to add an additional 1% to the COLA (AF-1A). The informal vote carried with 4 in favor and 1 against (Robinson).

Mayor Gavin Massingill stated that mileage stipends have been withdrawn and discussed the Public Works exceptional item to purchase a vehicle for the department (AF-3).

Council Member Phil McDuffee voted to accept AF-3. The informal vote carried with 5 in favor and 0 against.

City Council and Public Works Director Izzy Parra discussed the exceptional items and the request for a CCTV camera (AF-4).

Council Member Brook Brown voted to approve the Public Works CCTV camera (AF-4). The informal vote carried with 5 in favor and 0 against.

Mayor Gavin Massingill discussed the Discretionary Salary Increases (AF-5).

Council Member Kevin Glasheen voted to approve AF-5. The informal vote carried with 5 in favor and 0 against.

Mayor Gavin Massingill and City Council discussed and asked questions regarding the street fund.

Council Member Kevin Glasheen voted to approve exceptional item 100-30-1, \$150,000 for street maintenance and repairs out of the street unexpended balance. The informal vote carried with 5 in favor and 0 against.

Mayor Gavin Massingill discussed the remaining exceptional items. City Council asked questions and discussed exceptional items, possible RCDC funding, and alternative funding recommendations.

The City Council discussed methods for funding the park and trail related items, 100-55-1 and 100-55-2. Council Member Brook Brown proposed that City Council budget \$50,000 for 100-55-2, the tree and irrigation project, and if RCDC funds it, then the \$50,000 would be spent on 100-55-1, right-of-way and trail refurbishment.

Mayor Gavin Massingill took an informal vote to budget \$50,000 for 100-55-2. The vote carried with 4 in favor and 1 against (Robinson).

Mayor Gavin Massingill discussed item 100-65-1 for tree trimming services.

Mayor Gavin Massingill and asked if they wanted to make changes to the approved exceptional items. The City Council discussed possible items to be removed and discussed his recommendation to select the voter approval rate.

Mayor Pro Tem Sara Hutson voted to adopt exceptional item 100-65-1 for additional tree trimming services. The informal vote carried with 4 in favor and 1 against (Robinson).

Council Member Kevin Glasheen voted to remove \$50,000 from exceptional item 100-55-1 and item 100-55-2, pursuant to the previous discussion about the combination of 100-55-1 and 100-55-2.

Council Member Brooke Brown – No

Council Member Alec Robinson – Yes

Council Member Kevin Glasheen – Yes

Council Member Phil McDuffee – Yes

Mayor Pro Sara Hutson – No

The informal vote carried with 3 in favor and 2 against.

Mayor Gavin Massingill stated these exceptional items would be rolled into the budget for the September 18, 2024 meeting.

The City Council and City Attorney Charles Zech discussed the RCDC project approval process.

Mayor Gavin Massingill took a recess at 7:28 p.m.

Mayor Gavin Massingill called the meeting back to order at 7:36 p.m.

Mayor Gavin Massingill moved back to Public Comments.

PUBLIC HEARING

3. Public hearing, discussion and possible action on a city-initiated rezoning of 5100 Rollingwood Drive (Parcel ID 107772) from the Commercial District (C) to the Residential District (R)

Mayor Gavin Massingill stated that this item is back and that the Planning and Zoning Commission recommended to approve the rezoning of 5100 Rollingwood Drive.

Mayor Gavin Massingill opened the public hearing at 7:49 p.m.

No individuals spoke during the public hearing.

Mayor Gavin Massingill closed the public hearing at 7:49 p.m.

Council Member Brook Brown moved to approve ordinance 2024-08-21-03 amending the official zoning map by rezoning 5100 Rollingwood Drive from the Commercial to the Residential district. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

4. Public hearing, discussion and possible action on an ordinance amending the zoning code to prohibit the rental of amenities in the residential zoning district

Mayor Gavin Massingill stated that the item is back after receiving a recommendation from the Planning and Zoning Commission to approve the ordinance.

Mayor Gavin Massingill opened the public hearing at 7:51 p.m.

No individuals spoke during the public hearing.

Mayor Gavin Massingill closed the public hearing at 7:51 p.m.

Council Member Brook Brown moved approval of ordinance 2024-08-21-04 amending the Article II Division II Section 107-69 to provide for the prohibition of rental of residential amenities. Council Member Phil McDuffee seconded the motion.

City Council asked questions and discussed definition of amenities as well as the difference between recreational and commercial use.

The motion carried with 5 in favor and 0 against.

PRESENTATIONS

5. Annual MS4 presentation from K. Friese and Associates

Maritza Almada and Abe Salinas of K. Friese and Associates gave the annual MS4 presentation as part of the City's MS4 permit. She discussed the permitting process, compliance, minimum control measures, and best practices.

City Council thanked Ms. Almada for the update.

6. Update from UniVista regarding the IT Services Transition

City Administrator Ashley Wayman shared a brief recap of the City's transition to UniVista for IT services and that Rob Echols was present to give an update on the migration process.

Rob Echols of UniVista gave City Council an update on the migration process.

CONSENT AGENDA

7. Discussion and possible action on the minutes from the July 17, 2024 City Council meeting
8. Discussion and possible action on the minutes from the August 8, 2024 Special City Council meeting

Mayor Gavin Massingill removed items 7 and 8 from the Consent Agenda.

Mayor Gavin Massingill discussed the length of previous meeting minutes and that moving forward, the minutes will be more streamlined to reflect meeting items, general discussions, and motions.

Mayor Pro Tem Sara Hutson moved approval of item 7, the minutes from the July 17, 2024 City Council meeting. Council Member Brook Brown seconded the motion.

Council Member Brook Brown and Council Member Sara Hutson discussed amendments to be made to the meeting minutes.

The motion carried with 5 in favor and 0 against.

Mayor Pro Tem Sara Hutson moved approval of the minutes from the August 8, 2024 special City Council meeting. 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 a resolution authorizing the Mayor to engage in discussions with various entities regarding the securement of water rights a contract for wholesale water service, and procure professional services related thereto

Mayor Gavin Massingill discussed the city's water contract with the City of Austin and explained why Rollingwood should consider procuring its own water rights.

Council Member Phil McDuffee moved adoption of resolution 2024-08-21-09. Mayor Pro Tem Sara Hutson seconded the motion.

City Council asked questions of Mayor Gavin Massingill regarding water usage and water rights.

The motion carried with 5 in favor and 0 against.

10. Discussion and possible action on a recommendation from the Park Commission regarding the use of the lower park for a movie night event for Eanes Elementary on December 7, 2024

City Administrator Ashley Wayman discussed the recommendation from the Park Commission to approve the Eanes ISD movie night with the same terms as their previous event.

Courtney Harvey, President of Eanes Elementary PTA, explained that the event from last year was successful and shared details for the movie night this year.

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

11. Update, discussion and no action on an ordinance amending Section 18-56 of the City's Code of Ordinances regarding the regulation of outdoor pickleball play

Council Member Kevin Glasheen provided an update that City Council is not taking action on the sound ordinance at this time to allow Glen Harris to work with Corky Logue to come to an understanding.

Glen Harris, 3012 Hatley Drive, stated his agreement with the statement from Council Member Kevin Glasheen.

12. Discussion and possible action on a recommendation from CRCRC to amend recommendations previously adopted by the City Council on July 17, 2024 regarding residential building height

City Administrator Ashley Wayman discussed that City Council directed legal counsel to draft residential building height amendments and that the CRCRC now has additional recommendations to be considered.

Dave Bench, Chair of the CRCRC and resident at 1 Randolph Place, stated that the recommendations have been reviewed by Planning and Zoning and there has been much discussion. He continued to say that the CRCRC has finalized the recommendations.

The City Council and City Administrator Ashley Wayman discussed the previously scheduled joint public hearing on September 4th and that it was requested to be delayed.

City Council discussed public hearing requirements, the September 4th public hearing, and concerns. They also discussed having a joint meeting with City Council, Planning and Zoning, and CRCRC to review the recommendations.

Mayor Gavin Massingill called up item 14 in conjunction with item 12.

Tony Stein, member of the Planning and Zoning Commission, agreed that having a joint City Council, Planning and Zoning and CRCRC meeting would be helpful and shared his thoughts in regards to drafting code when there may be changes to the recommendations after the joint meeting.

Council Member Kevin Glasheen moved to have a joint meeting as discussed with CRCRC, Planning and Zoning, and City Council on September 4th but don't request counsel to draft anything until after the meeting then send it to counsel to draft. Council Member Phil McDuffee seconded the motion.

City Administrator Ashley Wayman discussed that City Council will also need to cancel the public hearing and schedule a joint public meeting that includes CRCRC.

Council Member Kevin Glasheen withdrew his motion.

Council Member Kevin Glasheen moved to cancel the September 4th joint public hearing. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Kevin Glasheen moved to set a joint public meeting on September 4, 2024 with City Council, Planning and Zoning, and CRCRC. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

City Council and Dave Bench discussed the September 4th joint meeting, the scheduling of future meetings, notice for public hearings, and drafting language.

Council Member Brook Brown amended the motion to set a joint public meeting on September 4, 2024 with City Council, Planning and Zoning, and CRCRC with supporting documentation being provided in based on what has been seen tonight. Council Member Kevin Glasheen seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).

Mayor Gavin Massingill advised City Council to include the consideration of the residential landscape and tree canopy management to the September 4th joint public meeting.

Council Member Kevin Glasheen moved to add the residential tree canopy management to the September 4th meeting previously approved. Council Member Phil McDuffee seconded the motion. The motion carried with 4 in favor and 1 against (Robinson).

Council Member Kevin Glasheen moved to add to the September 4th agenda the possibility to set future public hearings. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.

Mayor Gavin Massingill recommended that City Council not take action on the packet document and that Charlie Zech will create rough draft of the language for consideration and discussion at the September 4th meeting.

Dave Bench stated that there are more building height recommendations and that all of the recommendations have been approved by the CRCRC. He also discussed the previous Planning and Zoning meeting.

13. Discussion and possible action on a recommendation from the CRCRC that the City Council and Planning and Zoning Commission hold a workshop regarding the proposed amendments related to residential building height

City Administrator Ashley Wayman explained that there was a recommendation to hold a workshop with City Council and Planning and Zoning with the engineers. She stated that City Council would need to take action to schedule the workshop in order to have it.

Mayor Gavin Massingill clarified that he can use his budget discretionary spending authority but if it exceeds a certain amount it will need to be approved by City Council.

Council Member Kevin Glasheen moved extend item 13 to carry it forward to the September 4th joint meeting. Council Member Alec Robinson seconded the motion.

City Council discussed the workshop.

The motion carried with 5 in favor and 0 against.

14. Discussion and possible action to cancel the September 4, 2024 Joint Public Hearings regarding proposed amendments to the city's Code of Ordinances regarding residential building height and residential landscape and tree canopy management and possible action to schedule future joint meetings or public hearings

This item was discussed in conjunction with item 12.

15. Discussion and possible action on an ordinance designating that the front yard of a lot shall be the yard which abuts the addressed street

Council Member Brook Brown discussed the previous Planning and Zoning Commission discussion on this topic and the two draft ordinances in the packet.

City Council and City Administrator Ashley Wayman discussed next steps for these ordinances and information provided by the fire marshal.

Council Member Brook Brown to send the draft in the packet that's labeled Draft Ordinance Front Yard (4879-9544-3644.3) - Updated 8/20/2024 to Planning and Zoning with a request that they consider and take action on whether any changes need to be made before setting a public hearing. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

16. Discussion and possible action to adopt a resolution to designate the city administrator as the acting city secretary

Council Member Brook Brown discussed that there are statutory duties of the City Secretary in the Code of Ordinances and that this resolution would formally appoint City Administrator Ashley Wayman as acting City Secretary.

Council Member Brook Brown moved to adopt draft resolution 2024-08-21-16. Mayor Pro Tem Sara Hutson seconded the motion.

Mayor Gavin Massingill stated that applications have been received for the position and he plans to update City Council in an executive session at the Special City Council meeting on September 4th.

The motion carried with 5 in favor and 0 against.

17. Discussion and possible action on an ordinance amending Chapter 2 of the City's Code of Ordinances, adding Article VIII regarding water line breakage

City Administrator Ashley Wayman discussed that City Council approved a policy for water line breaks at their June meeting and that this ordinance would allow enforcement of the policy.

Council Member Brook Brown moved to adopt draft ordinance 2024-08-21-17 reimbursement for water line breaks. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

18. Discussion and possible action regarding the Administrative Services Agreement between the City of Rollingwood and the Rollingwood Community Development Corporation

City Administrator Ashley Wayman discussed the annual administrative services agreement with the RCDC and stated that the RCDC approved \$72,000, which is the same amount as they approved last year in their budget.

Council Member Kevin Glasheen moved to approve the agreement. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

19. Update on the status of the Rollingwood Trademark Applications

City Administrator Ashley Wayman stated that the trademark applications were rejected. She stated that staff would work with legal to amend the applications and bring back more information next month.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:46 p.m.

Minutes adopted on the _____ day of _____, 2024.

Gavin Massingill, Mayor

ATTEST:

Ashley Wayman, City Administrator