



## **CITY OF ROLLINGWOOD SPECIAL CITY COUNCIL MEETING MINUTES**

**Monday, November 06, 2023**

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 November 6, 2023. 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 SPECIAL CITY COUNCIL MEETING TO ORDER**

1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 4:03 p.m.**

**Present Members:** Mayor Gavin Massingill, Council Member Phil McDuffee, Council Member Alec Robinson, Council Member Brook Brown, and Council Member Kevin Glasheen (virtually)

**Also Present:** City Administrator Ashley Wayman, City Secretary Desiree Adair, Utility Billing Manager Veronica Hernandez, and Assistant to the City Administrator Makayla Rodriguez.

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action regarding the acceptance of drainage easements for the Nixon/Pleasant Drainage Project
3. Discussion and possible action regarding the acceptance of the drainage easements for the Hubbard/Hatley/Pickwick Drainage Project

**Council Member Brook Brown moved to approve the consent agenda. Council Member Phil McDuffee seconded the motion.**

Mayor Gavin Massingill thanked the residents who worked with the City to donate the easements.

**The motion carried with 4 in favor and 0 against.**

**REGULAR AGENDA**

4. Discussion and possible action to select a contractor for the Water CIP and Drainage projects

City Administrator Ashley Wayman discussed the price points and bids for all of the packages, the bid tabulation and the five percent contingency.

Mayor Massingill and City Council discussed the details of the bid packages and alternates.

**Council Member Brook Brown moved to award a construction contract to AO Services for the Water Bond packages 1 – 4, the Hubbard/Hatley drainage improvement project, and the Nixon/Pleasant drainage improvement project and to include the five percent contingency for any change orders and all alternates. Council Member Phil McDuffee seconded the motion.**

**Council Member Brook Brown     Aye  
Council Member Alec Robinson    Aye  
Council Member Phil McDuffee    Aye  
Council Member Kevin Glasheen   Aye**

**The motion carried with 4 in favor and 0 against.**

5. Discussion and possible action to grant the Mayor authority to negotiate a contract for Construction Oversight of the Water CIP Bond Program Packages 1-4 and drainage projects as selected by the City Council

City Administrator Ashley Wayman explained the proposal from Dial Development Services for construction oversight services and their rates. Ms. Wayman also explained the proposal from Raba Kistner for construction materials testing services.

Mayor Gavin Massingill discussed the reasons for these construction oversight and materials testing services.

**Council Member Phil McDuffee moved to grant the Mayor authority to negotiate a contract for construction oversight of the Water CIP Bond Program Packages 1 – 4 and drainage projects as selected by City Council. Council Member Brook Brown seconded the motion.**

City Council and Mayor Gavin Massingill discussed concerns in the proposal and solutions to these concerns.

**The motion carried with 4 in favor and 0 against.**

**Council Member Phil McDuffee moved to approve of sum not to exceed \$15,000 for materials testing with K Friese with Mr. Dial. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

6. Discussion and possible action on an amendment to the city's general engineering services contract with K. Friese and Associates to include conveyance of as-built documentation and updates to the city's GIS database

Council Member Brook Brown discussed ensuring that the as-built documents for the system get incorporated into the Rollingwood system. She would like this to be looked at by the City Attorney so that at the end of these projects we have the details incorporated into our mapping systems.

Mayor Gavin Massingill asked Council Member Brook Brown to read into the record the highlighted items she was discussing:

- K Friese + Associates proposal from March 22, 2023 City Council meeting - Attachment A - Scope of Services – design submittal consisting of the original set of plans, the project manual, an electronic copy of plans and project manual, and electronic files (AutoCAD) of the survey base map and proposed pipeline alignments including geotechnical bored hole locations,
- Construction oversight including creating conformed documents and preparing record drawings, and
- Program schedule – including as-builts.

Council Member Brook Brown discussed ownership issues of electronic files, and proposed having the documents specify that the City be able to use the documents for City purposes.

Council Member Phil McDuffee asked questions about ownership of these files, and Council Member Kevin Glasheen stated that license to use is what is needed and specification of the format.

Mayor Gavin Massingill stated that we will bring this item back for discussion.

**ADJOURNMENT OF MEETING**

**Mayor Gavin Massingill adjourned the meeting at 4:42 p.m.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2023.**

\_\_\_\_\_  
**Gavin Massingill, Mayor**

**ATTEST:**

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**Desiree Adair, City Secretary**