



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, May 19, 2021

On Wednesday, May 19, 2021 at 6:30 p.m., the City Council of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/85389410980?pwd=MGEvN3hoVGtyTEd0cUJvRHNKRO1BQT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 853 8941 0980

Passcode: 2021

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Michael Dyson called the meeting to order at 6:31 p.m.

Present Members: Mayor Michael Dyson, Councilmember Wendi Hundley, Councilmember Sara Hutson and Councilmember Amy Pattillo.

Also Present: City Administrator Amber Lewis, City Attorney Charles Zech, Finance Director Abel Campos, Police Chief Jason Brady, Development Services Director Carrie Caylor, and Assistant City Administrator Ashley Wayman.

Mayor Michael Dyson stated that Councilmembers Gavin Massingill and Buck Shapiro were unable to attend this meeting.

PUBLIC COMMENTS

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Council with regard to matters on the agenda will be received at the time the item is considered.

2. Public Comments

There were no public comments.

PUBLIC HEARING

3. Public hearing, discussion and possible action on an ordinance amending platting notice requirements

Development Services Director Carrie Caylor discussed the administrative approval process that the City Council approved last month, as well as the ordinance that was before them.

Mayor Michael Dyson opened the public hearing at 6:37 p.m.

No individuals spoke during the public hearing.

Mayor Michael Dyson closed the public hearing at 6:38 p.m.

Councilmember Wendi Hundley motioned to approve an ordinance amending platting notice requirements as specified. Councilmember Amy Pattillo seconded the motion.

Councilmember Sara Hutson asked questions regarding the ordinance and the notice process.

City Attorney Charles Zech clarified the ordinance before the City Council and discussed the current platting process. He also discussed state law requirements.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a City Councilmember has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

4. Discussion and possible action on the minutes from the April 21, 2021 City Council Meeting

5. Discussion and possible action on an ordinance authorizing a budget adjustment in the amount of \$67,900 to fund the Valve, Manhole, GPS and Mapping Project by M.E. Simpson and a budget adjustment in the amount of \$13,000 to fund a project focused on creating an inventory and performing inspections on the city's lift stations, making recommendations regarding communications and emergency power supply, and identifying appropriate sources of funding by WSB Engineering

Councilmember Wendi Hundley motioned to approve the consent agenda. Councilmember Amy Pattillo seconded the motion.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

REGULAR AGENDA

6. Discussion and possible action on a License Agreement with i9 Sports for use of the athletic fields

City Administrator Amber Lewis stated that Justin Cannon, with i9 Sports, was in attendance, and explained the motions made pertaining to this request at the Park Commission meeting.

Mayor Dyson clarified the results of the votes at the Park Commission meeting.

Councilmember Wendi Hundley discussed the requested use of the fields and the deed restrictions of the city park.

Councilmember Wendi Hundley motioned to approve a License Agreement with i9 Sports for the use of the athletic fields 1,2,3,4 and 5, for the times and dates in the license agreement as submitted in the agenda packet. Councilmember Amy Pattillo seconded the motion.

The City Council further discussed this request.

Catherine Scott asked why the City Council is voting on more fields than the Park Commission recommended.

The City Council discussed the Park Commission recommendation.

Marnie Fitzgerald asked how this use works within the current lease with Little League and Girls Softball.

Councilmember Wendi Hundley explained the lease and how this additional use will fit in.

Steve Franke, with WHGS, discussed that i9 has been an approved sub-lessee with them in the past and that under the new lease they must take their request to sub-lease to the city. He stated that the board is fully in support of i9 leasing the fields as requested.

Councilmember Wendi Hundley stated that she values the community that meets at the park with their dogs, but that the city has to prioritize the use of the fields for children. She also discussed how she believes this points to the need for a separate off-leash dog area.

Councilmember Sara Hutson discussed youth sports versus commercial use of the fields as well as the fees that will be charged to i9.

Justin Cannon, with i9, clarified the length of the use of the fields, as well as that the fee is based on \$25 per field, per hour for the three fields.

Phil McDuffee indicatd that youth sports and off leash dog use of the fields can both be accommodated without a separate off-leash area if Fields 1 and 2 were available for off-leash use during the baseball/softball off-season when Fields 3,4,5 need maintenance.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – No**

The motion passed 2-1.

7. Discussion and possible action to authorize the City Administrator to sign a Release of Liability Agreement with the owner of 4 Randolph Place for a curb cut to mitigate standing and stagnant water

City Administrator Amber Lewis stated that the property owner is here to answer any questions for him and discussed this request.

Andy Hollon, owner of 4 Randolph Place, discussed the perpetual standing water in front of his house and that he simply wants to drain it. He stated that he approves of the release of liability being presented.

Councilmember Amy Pattillo motioned to authorize the City Administrator to sign a Release of Liability Agreement with the owner of 4 Randolph Place for a curb cut to mitigate standing and stagnant water. Councilmember Wendi Hundley seconded the motion.

Councilmember Wendi Hundley clarified that K. Friese, the City Engineer, had reviewed this project and Development Services Director Carrie Caylor stated that Lauren with K. Friese had not seen any issue with this design.

Councilmember Sara Hutson discussed the size of the pipe and explained that this would cause a lot of water to go through his yard.

Andy Hollon responded to this concern, stating that they are comfortable with the amount of water that would add to the drainage in their yard.

The Council discussed what actions could be taken if the curb cut or pipe is not found to be a good solution to this problem.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

8. Discussion and possible action on the fencing and landscaping plans and the off-street parking plan for the purposes of a building permit at the Western Hills Athletic Club

Development Services Director Carrie Caylor explained that this item first came before City Council in December and discussed this request from the Western Hills Athletic Club.

Councilmember Wendi Hundley discussed the need for this to go to the Board of Adjustment.

The City Council and Development Services Director Carrie Caylor discussed the requirements of this lot, including the greenbelt and setback requirements.

The City Council discussed whether this should go to the Board of Adjustment before the Council makes a decision on the landscaping plan and Development Services Director Carrie Caylor discussed staff's decision to bring this item to Council first but stated that taking it to the Board of Adjustment first would also be an option.

Brian Nash, Vice President of the Western Hills Athletic Club, discussed that the Board would really like this to be pushed forward, even if it was contingent on the Board of Adjustment's decision.

Marnie Fitzgerald discussed that the pool board paid specific attention to impervious cover in the construction of the structures during the last renovation of the buildings.

The City Council further discussed the property structures, impervious cover, and the process for furthering this request.

Brian Nash again requested that this be contingently approved.

Councilmember Wendi Hundley motioned to approve the fencing and landscaping plans and the off-street parking plan for the purposes of a building permit at Western Hills Athletic Club. Councilmember Amy Pattillo seconded the motion.

Councilmember Sara Hutson discussed the outstanding issues with the impervious cover and questioned why this item was so urgent at this time.

Catherine Scott discussed the state of the tennis courts and requested that this move on to the Board of Adjustment.

Councilmember Wendi Hundley amended her motion to read, "To approve the fencing and landscaping plans and the off-street parking plan for the purposes of a building permit at Western Hills Athletic Club contingent on the Board of Adjustment granting the pool a variance." Councilmember Amy Pattillo seconded the amendment.

The City Council and Brian Nash further discussed this request and impervious cover limitations.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – No**

The motion passed 2-1.

Aparna Katragadda, next-door neighbor to the tennis courts, discussed her concern about a conduit for future lights at the tennis courts.

Mayor Michael Dyson stated that any future lighting plans would have to come back to the City Council.

Brian Nash stated that there is no plan to light the tennis courts.

Aparna Katragadda asked if there has been a review of the parking plan and Councilmember Wendi Hundley stated that the parking plan was being kept the same.

The City Council and the Western Hills Athletic Club Board Members present further discussed that there was no intent to use the electricity for lighting.

9. Discussion and possible action on a proposal from WSB Engineering for additional easement and GIS plan work associated with the Easement Location and Identification Study in an amount not to exceed \$6,000

City Administrator Amber Lewis introduced Jay Kennedy to discuss this proposal.

Jay Kennedy, with WSB Engineering, discussed the proposal and the status of the Easement Location and Identification Study. He also previewed the GIS Map for the Council and audience to see.

The City Council and staff discussed this proposal.

Councilmember Wendi Hundley motioned to approve a proposal from WSB Engineering for additional easement and GIS plan work associated with the Easement Location and Identification Study in an amount not to exceed \$6,000. Councilmember Amy Pattillo seconded the motion.

Councilmember Sara Hutson asked if there was a list of the phase two easements and Jay Kennedy stated that they have all the documents in their possession. He stated that there were approximately 75 easements remaining.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

Jay Kennedy stated that he believed that this project could be completed by the next City Council Meeting.

Mayor Michael Dyson called up item 14 at this time.

10. Discussion and possible action on an ordinance authorizing a budget adjustment in the amount of \$6,000 to fund additional work associated with Easement Location and Identification Services

Councilmember Wendi Hundley motioned to approve an ordinance authorizing a budget adjustment in the amount of \$6,000 to fund additional work associated with Easement Location and Identification Services. Councilmember Amy Pattillo seconded the motion.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

11. Discussion and possible action to select a financial institution for banking services for the City of Rollingwood and the Rollingwood Community Development Corporation and to authorize the Mayor to execute a contract with services to begin August 1, 2021 and extend through July 31, 2026

Mayor Michael Dyson discussed this item and staff's recommendation to select First Citizens Bank, the city's current bank.

City Administrator Amber Lewis explained why staff is recommending staying with First Citizens Bank.

Councilmember Amy Pattillo motioned to select First Citizens Bank for banking services for the City of Rollingwood and the Rollingwood Community Development Corporation and to authorize the Mayor to execute a contract with services to begin August 1, 2021 and extend through July 31, 2026. Councilmember Wendi Hundley seconded the motion.

Councilmember Sara Hutson stated that it is sad that of all the banks in Rollingwood the city does not bank with one of them.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

12. Discussion and possible action on an ordinance adopting a vested rights process and permit expiration

Development Service Director Carrie Caylor briefly described this item.

Councilmember Amy Pattillo motioned to approve an ordinance adopting vested rights process and permit expiration. Councilmember Sara Hutson seconded the motion.

City Attorney Charles Zech explained the state law that pertains to this ordinance and that this ordinance creates a process for vested rights concerns.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

13. Discussion and possible action regarding Austin Energy and recent communications about the system-wide inventory of utility poles within Rollingwood’s jurisdiction, the locations and ages of critical infrastructure in the City of Rollingwood and the electrical grid information provided therewith, information about repairs within the jurisdiction on any Rollingwood tract, the amount of revenue generated from pole attachment fees and the cost of servicing these poles on an annual basis and anticipated tree trimming by its licensees limited to permitted windows for trimming oak trees

Mayor Michael Dyson introduced this item, discussing that the Austin Energy is not adhering to the city’s windows of oak trimming.

Councilmember Amy Pattillo discussed a recent call with Austin Energy regarding energy circuits, vegetation trimming, and the reasons for outages.

City Administrator Amber Lewis discussed the next steps in this process and stated that she would be looking for any direction that the City Council could give.

Councilmember Amy Pattillo discussed that staff could follow up with Austin Energy to get reports on outages at lift stations and other highly affected areas in the city.

The City Council further discussed getting a greater understanding about the deficiencies in the power grid in Rollingwood.

Mayor Michael Dyson called up item 15 at this time.

14. Discussion and Possible Action regarding uses of Zilker Park that impact the City of Rollingwood, including but not limited to, the high volumes of traffic cutting through the City of Rollingwood as vehicles enter and exit Zilker Park

Councilmember Amy Pattillo discussed the intent of this agenda item and discussions that have been had with the Austin Transportation Department.

Councilmember Wendi Hundley explained that she was unable to work with Councilmember Amy Pattillo on this item because Councilmember Amy Pattillo had been working with Councilmember Sara Hutson already. She also discussed the city's Traffic Study for this area and how it may relieve issues of cut through traffic.

Mayor Michael Dyson opened it up to public comment at this time.

Chinna Natesan, resident on Riley Road, explained that they experience these traffic issues often and that the stop sign has not provided much relief. He discussed a potential solution to this problem.

The City Council discussed this traffic issue, and the safety issues that it causes.

Councilmember Wendi Hundley further discussed her intent with this item and that she would like it to be brought back at a future meeting.

The City Council and Police Chief Jason Brady further discussed traffic issues and safety concerns.

Councilmember Wendi Hundley discussed asking staff to get pricing for some of the possible solutions discussed and stated that she would work with staff on what the median would look like and what the dimensions would be.

City Administrator Amber Lewis discussed that the City of Austin is looking into traffic calming in this area and stated that this is something that the city could explore with Austin.

The City Council and City Administrator Amber Lewis discussed a recent meeting with the neighborhood associations near Zilker and the City of Austin regarding Zilker Park.

Councilmember Amy Pattillo further discussed this item and the topics that she would like to see focused conversation on.

Chinna Natesan discussed getting the City of Austin's attention with a temporary barrier.

The City Council further discussed approaches to these traffic issues, including sending a letter to the City of Austin requesting meetings regarding traffic from Zilker Park.

Mayor Michael Dyson discussed that he would be willing to send this letter as well as his concerns with the approach the city takes with the City of Austin.

Councilmember Amy Pattillo motioned to request that the Mayor send an official request from the City of Rollingwood to Mayor Adler and City Manager Cronk requesting a series of meetings between the City of Austin and the City of Rollingwood to collaborate on input from the City of Rollingwood regarding current uses of Zilker Park and the Zilker Vision Planning Process with regards to addressing traffic, public safety, and other issues that impact the City of Rollingwood. Councilmember Wendi Hundley seconded the motion.

Councilmember Wendi Hundley thanked Councilmember Amy Pattillo for this item and trying to give the City of Rollingwood a seat at the table with the City of Austin.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

Councilmember Wendi Hundley asked the City Council if they were okay with her working with staff to investigate temporary and permanent barriers to discuss at a future meeting.

Mayor Michael Dyson called up item 10 at this time.

15. Discussion and possible action to move the August regular City Council meeting to Wednesday, August 25

Mayor Michael Dyson explained that the usual meeting date in August falls on the first day of school.

The City Council discussed whether this meeting date change needs to be made.

Councilmember Amy Pattillo motioned to move the August regular City Council meeting to Wednesday, August 25. Councilmember Wendi Hundley seconded the motion.

The City Council discussed whether the Council should wait to move this meeting until the rest of the City Council is in attendance to vote.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

16. Discussion and possible action to approve the FY 2021-2022 Budget Calendar

Councilmember Amy Pattillo motioned to approve the FY 2021-2022 Budget Calendar. Councilmember Wendi Hundley seconded the motion.

Mayor Michael Dyson called a roll-call vote:

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**
- **Councilmember Sara Hutson – Yes**

The motion passed 3-0.

17. Standing agenda item ----- update, discussion and possible action to pass a resolution, request a meeting with, to provide information or a statement of position of the City to, and/or to

request information or analyses from relevant state and local officials in connection with the proposed South Mopac expansion

Councilmember Amy Pattillo discussed a meeting with Gunnar Seaquist from Bickerstaff and the engineer and the progress that has been made.

18. Standing agenda item ----- update, discussion and possible action regarding the Bee Cave Improvement Project TXDOT has committed to co-sponsoring with the City of Rollingwood that will address the low water crossing flooding issues, expand to 5-lanes with shoulders and sidewalks throughout Rollingwood's portion of Bee Cave Road

Mayor Michael Dyson asked whether this standing item could be removed from the agenda considering that potential funding has been pulled for the next five years.

Councilmember Amy Pattillo agreed, stating that this item could be placed on the agenda as needed. She also discussed a call she had with Commissioner Howard and stated that she would put an item on the next agenda if there were any developments.

Mayor Michael Dyson thanked everyone who stayed on the meeting.

REPORTS

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

19. City Administrator's Report
20. Chief of Police Report
21. Municipal Court Report
22. City Engineer Report - K. Friese & Associates
23. City Stats for April 2021
24. Contract invoices through April 2021 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, K. Friese & Associates, City Engineer
25. City Financials for April 2021 - Fiscal Year 2020-2021
26. RCDC Financials for April 2021 - Fiscal Year 2020-2021
27. Texas Gas Service - Notices, Letters and Documents
28. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents
29. AWR Services, INC., Report on Water and Wastewater for April 2021

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:27 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Michael R. Dyson, Mayor

ATTEST:

Ashley Wayman, City Secretary