



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

**Wednesday, May 13, 2026**

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 May 13, 2026, at 7:00 PM. 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 are physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and is posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL REGULAR CITY COUNCIL MEETING TO ORDER**

1. Roll Call

**Mayor Gavin Massingill called the meeting to order at 7:00 p.m.**

**Present Members:** Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Councilmember Brook Brown, Councilmember Kevin Schell, Councilmember Phil McDuffee, and Councilmember Kevin Glasheen

**Also Present:** City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Chief of Police Kristal Muñoz, Development Services Manager Nikki Stautzenberger, and City Attorney Justin Plescha

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

2. Discussion and possible action on the minutes from the April 14, 2026 Special City Council meeting
3. Discussion and possible action on the minutes from the April 15, 2026 Regular City Council meeting
4. Discussion and possible action on a resolution to reauthorize the use of online message boards or similar internet applications for certain municipal boards, commissions, and entities
5. Discussion and possible action regarding acceptance of Barry Delcambre's resignation from the Rollingwood Community Development Corporation

**Councilmember Brook Brown moved to approve the Consent Agenda. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.**

## **REGULAR AGENDA**

6. Discussion and possible action to approve the Fiscal Year 2026-2027 Budget Calendar

**Councilmember Brook Brown moved to approve the Budget Calendar for Fiscal Year 2026-2027. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

7. Update regarding the Boy Scout Troop service project to clean up the wilderness area in the northeast corner of the upper park

Councilmember Kevin Schell recognized Steve Marcie and local Boy Scout troops 31, 2572, and 550 for completing a park cleanup project that removed a roll-off dumpster full of debris and deadwood from the northeast corner of the park. Public Works assisted with disposal efforts.

**Councilmember Kevin Schell moved to approve having the Mayor and staff draft a thank-you letter from the City Council thanking the Boy Scout Troops who helped in the cleanup. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

8. Discussion and possible action on creating a separate off leash dog park, reconfiguring the existing baseball facilities, sprinkler system, and the parking lots at the park; and advancing those projects with a project manager, design professionals, and engineering services to move the projects forward

Councilmember Kevin Glasheen commended the Parks Commission, community members, and RCDC representatives for their collaborative and deliberative work on the park plans under consideration. Special recognition was given to Parks Commission Chair Melissa Morrow, commission members, community contributors, and landscape architect Kurt Arnette for their extensive efforts throughout the planning process, including numerous design iterations and public input discussions. Councilmember Kevin Glasheen noted that all proposed ideas were carefully considered and invited Chair Melissa Morrow to present an overview of the process and current plans.

Parks Commission Chair Melissa Morrow thanked the Parks Commission, City Council, RCDC representatives, and community members for their collaboration and input throughout the park planning process. She emphasized the project's transparent and deliberative approach and noted that multiple design iterations incorporated public feedback and regulatory considerations before inviting landscape architect Curt Arnette to present the plan evolution.

Curt Arnette of Sitio Design presented his designs and drawings from when he first started to where they are now.

**Councilmember Kevin Glasheen moved to approve "Plan 16" as the general design and layout for the park improvement project, including the revised parking lot layout, removal of the north parking lot area, irrigation improvements, and other conceptual elements discussed during the meeting, while recognizing that specific details such as fencing**

**would return for further review. The motion was seconded by Councilmember Kevin Schell. The motion carried with 5 in favor and 0 against.**

Councilmember Kevin Glasheen asked that an item to discuss fencing be placed on the June City Council agenda.

**Councilmember Brook Brown moved to approve the recommended next steps outlined in the Lochner memo related to engineering and drainage review for the proposed park improvements and directed that progress updates be reported back to City Council as the work proceeds. Discussion clarified that the review would focus on the approved concrete parking lot concept and associated drainage impacts, with additional analysis to be completed by Lochner as needed. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.**

9. Discussion and possible action to approve amending the compensation provided to members of the reserve police force

City Administrator Alun Thomas presented a proposed ordinance amendment to resolve conflicts in City Code regarding compensation for reserve police officers. The amendment updated outdated references, authorized the Mayor or City Administrator to activate reserve officers as needed, limited reserve officers to 20 hours per week, and authorized the Mayor to set compensation rates not to exceed the base pay of a patrol officer.

The council discussion included questions about workers' compensation and medical coverage for reserve officers.

**Councilmember Brook Brown moved to approve the proposed ordinance amendment to provide compensation to members of the reserve police force. Councilmember Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

10. Discussion and possible action on development of an oak wilt prevention, mitigation, and remediation program

Councilmember Kevin Schell opened discussion on the continued spread of oak wilt within Rollingwood, noting that recent infections are consistent with the Forest Service's 2022 "Hot Zone" projections. He shared that two heritage oaks on his property were recently infected, and that after consulting an arborist who recommended fungicide injections, both trees have shown improvement. He noted this approach has proven effective when infections are identified early.

Councilmember Kevin Schell further explained that he worked with the Mayor and staff to develop a draft ordinance framework for Council consideration. The framework is intended to establish a long-term, proactive City response focused on public awareness, prevention, early detection, treatment incentives, and formalized procedures to ensure continuity through future staff and leadership transitions. He noted that urban trenching is no longer widely recommended due to cost and limited effectiveness.

Council and staff discussed a range of potential measures, including homeowner education on identifying and reporting oak wilt symptoms, regular arborist surveillance, and staff training to aid in early detection. Formalized neighbor notification procedures were also discussed for situations where infections are identified nearby. Treatment incentives were also proposed,

including temporary water-rate relief for affected homeowners to support intensive watering during treatment, administered similarly to the City's existing leak adjustment process, along with potential reimbursement assistance for qualifying treatment expenses to encourage early self-reporting. Discussion also addressed the heightened risk of spread posed by infected red oaks via beetle transmission and the importance of catching infections early for successful treatment outcomes.

Mayor Gavin Massingill and staff noted that formalizing the framework by ordinance would help ensure long-term continuity. Councilmember Phil McDuffee and other Councilmembers expressed support for taking proactive action and ensuring the process would not be delayed by scheduling constraints. Staff indicated that any water-use incentive program could be modeled after the City's leak adjustment process and potentially supplemented through future budget requests.

Council generally expressed support for continued discussion and further development of the proposal.

**Council Member Kevin Schell moved to request feedback from the Utility Commission on the impacts of providing additional water usage above normal, at the city's cost plus an administrative fee, to support property owners impacted by oak wilt. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.**

11. Discussion, update, and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures

Councilmember Phil McDuffee introduced this item, citing recent rainfall events and resulting damage to neighboring properties, and expressed a desire to move forward with remediation efforts at the Vale Street and Bettis Boulevard water diversion structures.

City Administrator Alun Thomas provided an update on the engineering review process. As previously directed by Council, a second opinion was sought after Lochner presented two initial options — a valley gutter installation and a full intersection reconstruction. WSB has since conducted an additional survey of the property at 305 Vale Street, incorporating data from the prior detailed area survey. Staff indicated WSB is on track to deliver an initial draft proposal by May 22nd for staff review, with refinements expected over the following one to two weeks. The full proposal is anticipated to be ready for Council consideration at the June 17th regular meeting.

Staff noted that WSB has conducted an in-depth hydrological and hydraulic study but has not yet sent over their recommendation. Mayor Gavin Massingill noted that based on recent rainfall observations, the valley gutter option appeared to be a viable solution, referencing that the diversion built at Hatley and Nixon performs well.

Council requested that the WSB report be distributed to Councilmembers as soon as it is available so that questions can be addressed in advance of the June meeting so Council can be prepared to take action.

No Action was taken on this item.

12. Discussion and possible action regarding the regulation, permitting, and adoption of fees for commercial motion picture and television productions

Mayor Gavin Massingill introduced this item, noting the City has no existing permit framework to handle commercial film or television production requests. A prior inquiry from a Fortune 100 company seeking to use City park space highlighted the gap. Staff presented a draft ordinance modeled after Beverly Hills' film permitting framework for Council feedback.

City Council discussion centered on limiting scope to truly commercial productions while excluding personal use, real estate, and similar filming. Council agreed the ordinance should not preemptively authorize use of City property, with such requests on a case by case basis. Councilmember Phil McDuffee cautioned that production companies often solicit bids from multiple cities and select the lowest bidder, and recommended an earnest money requirement to protect staff time. Councilmember Kevin Schell expressed skepticism about the overall benefit, suggesting the City be restrictive and that any exceptions be discussed at the Council level before staff engagement.

No Action was taken on this item.

13. Discussion on Google Fiber installation actions and status of service availability throughout the city

Mayor Pro Tem Sara Hutson raised concerns about recent Google Fiber installation activity near the completed Hubbard-Hatley drainage project, noting that the newly restored areas had been disturbed without the City being notified. She also noted they did not completely clean up and that we aren't sure that what they re-applied to the soil is adequate. She further noted that her area of the City still lacks Google Fiber service and requested a timeline update.

City Administrator Alun Thomas clarified that Google Fiber had returned to repair a fiber line severed during the drainage installation, and that staff had directed them to avoid the freshly repaved street during the repair which is why they were digging inside the curb. City Administrator Alun Thomas confirmed that construction is expected to be complete by May 20th, after which the system will transition to operations for customer signups. Development Services Manager Nikki Stautzenberger confirmed Google Fiber is permitted in three areas, Hubbard, Hatley, and Almarion Way, and that restoration requirements include darker fill material in newer paved areas to match existing surfaces. Staff acknowledged cleanup has been insufficient and indicated Public Works is monitoring compliance.

No Action was taken on this item.

14. Discussion and possible action on various drainage issues throughout the city

Mayor Pro Tem Sara Hutson opened discussion on various drainage issues throughout the City, noting that recent rainfall events had produced substantial video footage of problem areas.

Councilmember Kevin Schell reported that the Pleasant/Nixon drainage project performed well during the recent storm event, which produced approximately two inches of rain in under 15 minutes. Water was directed as intended, with only a few areas identified by staff indicated that can be addressed by Public Works. Mayor Gavin Massingill credited Robert Dial's oversight of the project for its successful outcome. The Hatley storm drain was also observed functioning effectively during the event.

Mayor Pro Tem Sara Hutson raised that the Bettis and Inwood intersection near the Keller house is a drainage concern requiring engineering attention. Council and staff noted that the drainage inlet installed at the adjacent construction site is not located at the low point of the road, causing water to bypass the inlet and continue down the street. Recent modifications to the inlet did not address the underlying issue but were purely cosmetic. Mayor Gavin Massingill noted there are also irregularities with the curbing on the opposite side that should be looked at. Staff agreed that some relatively simple fixes could significantly improve conditions, and noted that future requests involving existing drainage features should be used as an opportunity to address known problems at the same time.

**Councilmember Kevin Schell moved to authorize city staff to get a cost estimate for an initial assessment on potential improvements to the drainage infrastructure at Bettis and Inwood. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.**

15. Discussion and possible action regarding enforcement of ongoing compliance with drainage plans and water quality facilities that are required for issuance of building permits

Mayor Pro Tem Sara Hutson raised concerns that residents have spoken to her about the fact that the City is not enforcing compliance with drainage plans and water quality facilities. She has been made aware of instances of water quality facilities not being maintained or being removed. There are enforcement measures mentioned in our code.

Mayor Pro Tem Sara Hutson raised concerns about the City's enforcement of drainage plan requirements and water quality infrastructure tied to building permits. She noted resident complaints that the City is not enforcing its drainage requirements and cited several known instances where required infrastructure had been removed, altered, or never installed without enforcement action. She emphasized that the City's code requires features included in permitted plans to remain in service ongoing, and that enforcement tools and fines are available.

Discussion between TCEQ-mandated water quality tanks and drainage structures included in the city-approved drainage plans. Mayor Gavin Massingill acknowledged that drainage structures modified from approved plans are the City's responsibility to enforce, and agreed that if a water quality tank is tied to a drainage plan, its removal would also warrant enforcement action. Mayor Pro Tem Sara Hutson referenced a prior incident in which the City's inaction resulted in a neighbor's yard being severely damaged, ultimately leading to a TCEQ fine against the responsible homeowner after the affected neighbor filed a complaint directly with TCEQ. She expressed a preference for the City to address such issues internally rather than relying on TCEQ intervention.

Mayor Gavin Massingill indicated they would research available reporting mechanisms and committed to reviewing known drainage plans for compliance. Additionally, he noted that code enforcement is currently largely complaint-driven, but that staff will follow up on known issues.

No Action was taken on this item.

16. Discussion and possible action regarding traffic control and enforcement throughout the city

Mayor Pro Tem Sara Hutson raised several traffic safety concerns at various locations within the city that could benefit from additional controls to enhance public safety.

Mayor Pro Tem Sara Hutson raised safety concerns about the USPS blue collection box at the corner of Rollingwood Drive and Wallace Street, noting that vehicles cresting the hill on Rollingwood Drive from Zilker Park cannot see the intersection until they are upon it. She requested the mailbox be relocated to the Rollingwood Park parking lot. City Administrator Alun Thomas confirmed a relocation request is pending with the postal service. City Council also noted that existing striping on Rollingwood Drive should be inspected for fading, with Mayor Gavin Massingill suggesting restriping be included in the upcoming budget.

Mayor Pro Tem Sara Hutson described a dangerous situation on Bee Cave Road near the guardrail, where traffic can stop unexpectedly around a blind curve up to Rollingwood Drive with no advance warning signage. She noted that comparable intersections on the other side of Loop 360 feature elevated traffic signals, additional side-mounted signals, and flashing advance warning signs, none of which are present at this location. City Administrator Alun Thomas noted that a "watch for stopped traffic" sign is available in the standard sign manual and may be applicable. Staff indicated they are already in contact with the responsive TxDOT engineer regarding additional speed-limit signage along Bee Caves Road and will raise concerns about visibility and advance warnings at the same time.

Mayor Pro Tem Sara Hutson noted that many vehicles on Bee Cave Road will make a U-turn around the existing delineator posts, creating confusion and dangerous conditions. City Administrator Alun Thomas indicated he would contact the Westlake Police Chief to get a collaborative response.

Lastly, Mayor Pro Tem Sara Hutson noted that the driveway striping at the Trader Joe's development has faded entirely, creating lane confusion at the traffic signal. City Administrator Alun Thomas confirmed he has contacted the property owner multiple times without resolution. City Council suggested a formal letter from the Mayor may help prompt action.

City Administrator Alun Thomas provided an update on a resident request regarding traffic safety at the intersection of Timberline Drive and South Peak Drive. The primary concern involves vehicles traveling down South Peak and cutting the corner speeding onto Timberline Drive where children play. The resident had implemented their own traffic-calming measures and requested options such as speed bumps and stop signs.

Staff consulted with Police Chief Kristal Muñoz, Public Works Director Izzy Parra, and Robert Dial to assess options. A mobile radar device was deployed to collect speed data. A stop sign was considered but not recommended as a first step.

The planned response is the installation of double yellow centerlines using reflective thermoplastic beads, beginning on South Peak before the intersection, wrapping through the corner, and continuing onto Timberline Drive. Mayor Gavin Massingill requested that the white edge lines be restriped and pushed as far into the street as possible to narrow the travel lane. He also requested that the centerline be extended sufficiently down Timberline Drive to address vehicles approaching from below, noting that the existing curve-ahead sign is difficult to see.

Nancy Littlejohn, a resident of 5015 Timberline Drive, spoke regarding her concern about the corner of Timberline Drive and South Peak Drive and the safety of the area. She suggested that data should be collected and a possible traffic study.

Staff will proceed with striping improvements and monitor conditions before considering further measures.

No Action was taken on this item.

17. Discussion and possible action on establishing a deadline for submission of supporting documents for public meeting agenda items

Councilmember Kevin Schell introduced this item, citing accessibility issues caused by the current practice of updating the agenda packet PDF after the agenda is posted. City Administrator Alun Thomas explained that the City's agenda management software combines the agenda and packet, meaning any update requires briefly unpublishing the agenda. This conflicts with the Open Meetings Act's continuous posting requirement during the three business days preceding a meeting. The only current workaround is updating the PDF directly, which, due to the size, is hard to access on mobile devices and lacks the links available in the HTML version.

City Administrator Alun Thomas noted that the Open Meetings Act notice requirement applies only to the agenda, not the packet. Staff confirmed that the vendor indicated that same afternoon that any changes to posted content require that documents be fully recreated and republished, suggesting the current software may be unable to provide the needed functionality without a workaround or replacement. Councilmember Brook Brown suggested decoupling the agenda and the packet as a potential solution.

Councilmember Kevin Schell offered to work with staff over the following month to identify a technical solution before any procedural changes are considered.

No Action was taken on this item.

18. Discussion and possible action on the City Hall improvement project

Mayor Gavin Massingill updated the City Council that the RFQ was published and that the City has proactively reached out to a few companies to respond; about 3 firms have confirmed they will submit. The bid opening is scheduled for Monday, June 8, 2026 at 10:00 a.m.

No Action was taken on this item.

### **EXECUTIVE SESSION**

19. Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the vacant City Secretary position

**City Council went into Executive Session at 9:49 p.m.**

**City Council reconvened the meeting from Executive Session at 10:11 p.m.**

Mayor Gavin Massingill stated that no action was taken during the executive session.

### **ADJOURNMENT OF MEETING**

**The meeting was adjourned at 10:11 p.m.**

**Minutes were adopted on the 17th day of June 2026.**

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**Gavin Massingill, Mayor**

**ATTEST:**

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**Nikki Stautzenberger, Development Services Manager**