



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, November 19, 2025

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 19, 2025. 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 REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 7:15 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 Kevin Schell

Also Present: City Administrator Alun Thomas, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Police Chief Kristal Muñoz, and Utility Billing Manager Veronica Hernandez

SWEARING-IN CEREMONY OF NEWLY ELECTED OFFICIALS

2. Swearing-In ceremony of newly elected officials: Council Member Brook Brown, Council Member Phil McDuffee, and Council Member Kevin Schell

Brook Brown, Phil McDuffee, and Kevin Schell were sworn in as Council Member.

3. Recess meeting for five minutes

Mayor Gavin Massingill recessed the meeting at 7:19 p.m.

4. Call City Council meeting back to order

Mayor Gavin Massingill called the meeting back to order at 7:23 p.m.

5. Discussion and possible action on approval of a resolution honoring outgoing Councilmember Alec Robinson

Mayor Gavin Massingill read the resolution honoring Alec Robinson and his service to the City of Rollingwood.

Shanthi Jayakumar, resident at 3309 Park Hills Drive, discussed Alec Robinson's accomplishments and contributions during his tenure as Council Member and thanked him for his service.

Council Member Brook Brown moved to approve Resolution 2025-11-19-05. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

6. Nomination and election of the Mayor Pro Tempore for a term of one year and to perform the duties of Mayor in the Mayor's absence

Mayor Gavin Massingill moved to appoint Council Member Sara Hutson as Mayor Pro Tem. Council Member Brook Brown seconded the motion. The motion carried with 5 in favor and 0 against.

PUBLIC COMMENTS

The following individuals spoke during public comments:

Jeff Marx, a resident at 2516 Timberline Drive, discussed his interest in a separated dog park and that he gathered feedback from some residents as well as distributed flyers to solicit additional input regarding a separated dog park. He apologized for any confusion about whether his flyer was official communication from the City. Mr. Marx recommended that the Park Commission hold a meeting to obtain feedback on the size, placement, and amenities of a separated dog park.

Mayor Gavin Massingill clarified the process for setting agenda items for City Council meetings.

Justin Nolan, resident at 4812 timberline Drive, spoke in support of a separated dog park in Rollingwood Park and discussed children's interaction with dog waste on field 3, 4, and 5.

AJ Whitney, resident at 2803 Hatley Drive, shared concerns regarding the addition of a spillway near his home in connection with the Water CIP project.

Christine Whitney, resident at 2803 Hatley Drive, shared her experience with City notices and discussed the addition of a spillway near her home in connection with the Water CIP project, including potential impacts to her property.

Genie Nyer, resident at 206 Ashworth Drive, shared her appreciation to improve the City's infrastructure and asked for mindfulness when repaving streets.

Nancy Littlejohn, resident at 5015 Timberline Drive, shared information about diseases that can be contracted from dog waste exposure and expressed support for a separate dog park.

Thom Farrell, resident of 3223 Park Hills Drive, requested that the City ask Central Texas Regional Mobility Authority (CTRMA) to pause construction of other projects until other northbound main roads are completed.

CONSENT AGENDA

7. Discussion and possible action on the minutes from the October 15, 2025 City Council meeting
8. Discussion and possible action on the minutes from the November 17, 2025 Special City Council meeting for canvassing returns of the Special Election
9. Discussion and possible action regarding acceptance of Kevin Schell's resignation from the Board of Adjustment
10. Discussion and possible action on a resolution to deny the rate application proposed by Texas Gas Service

Council Member Brook Brown moved to approve the Consent Agenda. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

11. Discussion and possible action on awarding a Request for Proposal for the City of Rollingwood's 2025 Mill and Overlay Project for street improvements

Mayor Gavin Massingill discussed that the City worked with WSB Engineers to complete the request for proposal process for the Mill and Overlay project and that WSB recommended rewarding the project to Bennett Paving, Inc. City Administrator Alun Thomas discussed the bid package and proposals received for the Mill and Overlay project.

Council Member Brook Brown discussed her appreciation for Lone Star Paving Company. Ms. Brown and Mayor Gavin Massingill discussed streets to be paved for the Mill and Overlay project and the Water CIP project.

Council Member Kevin Glasheen moved to award the bid to Bennett Paving Inc. Council Member Kevin Schell seconded the motion.

Mayor Pro Tem Sara Hutson and City Administrator discussed the addendum.

The motion carried with 5 in favor and 0 against.

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

Mayor Gavin Massingill explained that the City's engineers, Lochner, formally known as K. Frieze and Associates, provided two solutions to improve the intersection of Vale Street and Bettis Boulevard. He stated that the proposed solutions have been shared with the residents at the intersection and that consensus has not yet been reached.

13. Discussion and possible action on a recommendation from the Utility Commission to credit the utility bill appeal for 104 Kristi Drive in the amount of \$4,786.86

City Administrator Alun Thomas discussed the leak that occurred at 104 Kristy Drive, contractor involvement, the timeline of the leak, and that the Utility Commission recommended approval of a full credit to Mr. Van Winkle.

Council Member Kevin Schell moved to grant the applicant the \$4,786.86 as requested and recommended by the Utility Commission. Council Member Kevin Glasheen seconded the motion.

Members of the City Council discussed the benefits of enrolling in EyeOnWater, the possible origin of the damaged pipe, and questions related to the first notice of the leak at 104 Kristy Drive.

Andrew Van Winke, resident at 104 Kristy Drive, stated that he did not notice an accumulation of water or the damaged pipe on his property.

The motion carried with 5 in favor and 0 against.

14. Discussion and possible action on an ordinance amending Chapter 107, Section 107-3 and adding Section 107-85 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Council Member Brook Brown discussed that her version of the draft ordinance of Playhouses and Playscapes was not included in the meeting packet and requested to postpone action. City Council agreed to discuss the matter next month.

Mayor Pro Tem Sara Hutson moved to postpone until the next meeting. Council Member Brook Brown seconded the motion. The motion carried with 4 in favor and 1 abstention (Schell).

15. Discussion and possible action on a request from Rollingwood Women's Club to display holiday lights in the park

Laurie Mills, resident at 2610 Rollingwood Drive, stated that the Rollingwood Women's Club requested to install lights in the park throughout the month of December and to hold a tree lighting ceremony, and that the Park Commission approved the request.

Emily Nolan, resident at 4812 Timberline Drive, discussed the details of the tree lighting ceremony, noting that it will be held on December 7th as well as the event and light installation will be funded by the Rollingwood Women's Club.

Council Member Brook Brown moved to approve the request from the Rollingwood Women's Club to display holiday lights in the park and the associated events planned for the ceremony as proposed. Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

16. Discussion and possible action on a request from Western Hills Girls Softball for Field 2 improvements at Rollingwood Park exceeding \$1,000

City Administrator Alun Thomas stated that he received a request from Steve Franke of Western Hills Girls Softball to perform infield work on Field 2 in Rollingwood Park that exceeds \$1,000, in which he is seeking City Council approval per the Lease Agreement with Western Hills Little League. Mr. Thomas explained that the Park Commission recommended approval of Mr. Franke's request.

Steve Franke discussed infield work that he would like to perform on field 2.

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

17. Discussion and possible action to amend the lease agreement with Western Hills Little League to modify the required approval amount of \$1,000 for improvements

City Administrator Alun Thomas explained that Steve Franke requested an increase to the \$1,000 threshold for maintenance and improvement requests under the lease with Western Hills Little League due to rising costs. He stated that the Park Commission recommended raising the threshold to \$7,500 for maintenance before coming to City Council for approval while keeping the requirement for City Council approval for improvements exceeding \$1,000.

Steve Franke requested amendments to the lease for clarification on maintenance and improvements.

Council Member Kevin Glasheen moved to approve as recommended by the Park Commission. Council Member Phil McDuffee seconded the motion.

Council Member Brook Brown suggested that Mr. Glasheen's motion include an amendment to the lease with Western Hills Little League.

Council Member Glasheen amended his motion to also delegate authority to the Mayor to amend the contract. Council Member Phil McDuffee seconded the amendment to the motion.

Council Member Kevin Schell asked if Western Hills Little League and Western Hills Girls Softball are separate entities. Steve Franke confirmed that Western Hills Girls Softball and Western Hills Little League are separate nonprofit organizations. He explained that Western Hills Girls Softball has a sublease with Western Hills Little League, but the lease with the City is held with Western Hills Little League. Mr. Franke stated that any changes to the City lease will impact the sublease.

The amended motion carried with 5 in favor and 0 against.

18. Discussion and direction on the City's Park Master Plan

Council Member Kevin Glasheen discussed the Park Commission's efforts in recent improvements in Rollingwood Park and noted that the purpose of the item was to review their role in the planning and improvement process. He stated that the Park Master Plan is not prescriptive and that the Commission's formal role in implementing the plan was removed from the Code of Ordinances. He clarified that he does not intend to create a new plan or disregard the existing Park Master Plan. Mr. Glasheen also expressed support for a separate dog park and emphasized the importance of a collaborative process for finding a solution.

Mayor Gavin Massingill explained that the Park Master Plan was intended as a list of potential improvements for the community. He noted that it would not be feasible to complete all projects in the plan as some would conflict or overlap with others.

Laurie Mills stated that another Park Master Plan is not needed and supports a separate dog park.

David Smith, resident at 106 Laura Lane, emphasized the importance of maintaining the Park Master Plan, communication on direction, and advised that the City should avoid altering the Plan into a study to qualify for state or federal grants.

Council Member Kevin Glasheen and David Smith discussed a process for sharing supporting data to City Council and other boards and for a separated dog park. Mayor Gavin Massingill stated that members of City Council have designated emails and that any other communication for boards and commissions can be sent to City staff.

Christine Whitney, resident at 2803 Hatley Drive, discussed her experience with grants and highlighted the importance of having a Park Master Plan to receive grants.

Amy Patillo, resident at 3 Rock Way Cove, shared her experience in developing the Park Master Plan while serving on the Park Commission. She suggested including an appendix to document improvements made by the Park Commission.

19. Discussion and possible action to establish a requirement for parking plans or permits for events and construction activities to designate where multiple vehicles will be parked in the City

Mayor Pro Tem Sara Hutson discussed gatherings that occurred over the weekend without coordination or notification to the City, which caused parking and traffic issues. She expressed concerns about safety and accessibility and highlighted the need for a process to coordinate with the City, implement parking plans, and educate residents on state parking regulations to ensure consideration for the community.

Jenn Kuhn, resident at 5003 Timberline Drive, shared that a home tour at a nearby residence caused traffic and parking issues. She suggested that City Council should not allow commercial use of homes for marketing purposes or require the company to cover the cost of parking compliance and mitigation.

Mayor Gavin Massingill stated that citations were issued for parking violations and expressed interest in establishing a process for a potential solution.

Members of City Council discussed and asked questions regarding how other cities address these issues and working with contractors to improve parking during construction projects.

Jeff Marx suggested possible solutions to address parking issues.

Police Chief Kristal Muñoz stated that a process is needed but emphasized the consideration of where vehicles would be parked. She also advised residents to contact the Police Department's non-emergency number if they observe such parking issues.

20. Discussion and possible action on clarifying or establishing rules for food trucks, catering vehicles, and coffee trucks operating within the City limits

Mayor Pro Tem Sara Hutson discussed receiving notice of a coffee truck event at the Western Hills Athletic Club parking lot that had not been approved by City Council. She emphasized that the City's special use permit process should be followed, expressed concerns about private businesses operating on residential property, and suggested holding these events in the park instead of near homes. She also discussed that residents should not pressure staff to ignore the Code of Ordinances.

Mayor Gavin Massingill and City Council discussed the coffee event, ensuring that the coffee truck is on Western Hills Athletic Club property, the current approval process for special use and peddler permits, and possible solutions for future food truck events.

Mayor Gavin Massingill discussed differentiating Western Hills Athletic Club coffee and food trucks from commercial vendors, and they should have separate permits. He stated that he does not want staff to police commercial food trucks and emphasized that residents should not be required to obtain a permit for a food truck at their home for a private event.

City Council continued discussion on possible solutions, enforcement discretion, and existing regulations. Council Member Kevin Schell asked City Administrator Alun Thomas to develop solutions to make it easier for food truck events in park zoned areas. Mayor Pro Tem Sara Hutson emphasized the need for clarity in the Code of Ordinances for City staff.

Council Member Kevin Schell moved to allow two more events in the Western Hills Athletic Club parking lot starting no earlier than 7:00 a.m. Mayor Pro Tem Sara Hutson seconded the motion. The motion carries with 5 in favor and 0 against.

21. Discussion and possible action to adopt a revised parking ordinance applicable during the time(s) of Austin City Limits (ACL) and other events held in Zilker Park

Council Member Kevin Glasheen discussed a ticket issued to a resident for parking outside the assigned parking zone during a City of Austin event. He requested feedback from Police Chief Kristal Muñoz on whether the parking ordinance should be simplified, including the possibility of removing the red and blue zones and having one parking zone throughout the city.

Police Chief Kristal Muñoz explained that residents can sign an affidavit to have a ticket dismissed if it was issued during a City of Austin event. She stated that the affidavit process is meant to protect residents and their visitors and that the affidavit option was offered to the resident involved. She continued to say that the City encountered more issues when there was a single parking zone as residents closest to City of Austin events were unable to park near their homes due to others taking the available spaces.

Council Member Kevin Glasheen stated that if the Police Department experiences administrative issues with the parking zones, they should inform City Council.

City Council and Police Chief Kristal Muñoz discussed the current process, the parking zones, and parking stickers and guest passes distributed by the Police Department.

22. Discussion and possible action on a resolution casting votes for the Travis Central Appraisal District Board of Directors

Council Member Brook Brown moved to cast votes on behalf of Debbie Cartwright and Bruce Elfant for TCAD Board of Directors. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

EXECUTIVE SESSION

23. Executive Session pursuant to section 551.072 of the Texas Government Code for deliberation regarding the purchase, exchange, lease, or value of real property

City Council went into Executive Session at 10:53 p.m.

City Council reconvened the meeting from Executive Session at 11:32 p.m.

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

ADJOURNMENT OF MEETING

The meeting was adjourned at 11:33 p.m.

Minutes adopted on the _____ day of _____, 2025.

Gavin Massingill, Mayor

ATTEST:

Makayla Rodriguez, City Secretary