



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

**Wednesday, October 19, 2022**

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 October 19, 2022. 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 7:02 p.m.**

**Present Members:** Mayor Gavin Massingill, Mayor Pro Tem Sara Hutson, Council Member Alec Robinson, Council Member Phil McDuffee, and Council Member Roxanne McKee.

**Also Present:** City Administrator Ashley Wayman, City Attorney Charles Zech, Interim Chief of Police Kristal Munoz, Finance Director Abel Campos, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

**Present Virtually:** Park Commission Chair Chad Smith

### **PROCLAMATIONS**

2. Discussion and possible action on a Proclamation for Breast Cancer Awareness Month

Mayor Gavin Massingill proclaimed October 2022 Breast Cancer Awareness Month in the City of Rollingwood.

### **PUBLIC COMMENTS**

The following individuals spoke during public comments:

- Shanthi Jayakumar, 3309 Park Hills Drive, thanked the Mayor, Council, and staff for their hard work. She acknowledged long term resident Lorraine Wheeler and her husband for their public service and donations to the City of Rollingwood. She also acknowledged Frankie Westbrook.

She brought attention to the addresses of Rollingwood being occasionally mistaken to be in West Lake Hills. She thanked the Police Department for its excellent planning and service during the ACL Festival. She asked if the City of Austin pays for Rollingwood's service during ACL.

### **PRESENTATIONS**

3. Update regarding the November 8, 2022 Bond Election

City Administrator Ashley Wayman discussed the completion of the statutory postings of election information around the City and on the election page on the City website.

Mayor Gavin Massingill discussed the informational pages regarding the bond propositions and their addition to the website.

4. Presentation and discussion on the Quarterly Investment Report for the 4th Quarter

Finance Director Abel Campos discussed the Quarterly Investment Report for the 4<sup>th</sup> quarter of Fiscal Year 2021 – 2022.

5. Presentation and discussion on the Budget Review for the 4th Quarter

Finance Director Abel Campos discussed the Budget Review for the 4<sup>th</sup> quarter of Fiscal Year 2021 – 2022. He explained that the numbers presented are unaudited. The auditors will be here at the end of next month and the audit will be published depending on their schedule around February or March of 2023.

Council Member Phil McDuffee asked about the drainage fund. Finance Director Abel Campos explained how the drainage fund is financed.

Council Member Alec Robinson followed up about line items regarding the General Fund balance.

### **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 Council Member 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.

6. Discussion and possible action on the minutes from the August 17, 2022 City Council meeting
7. Discussion and possible action on the minutes from the September 21, 2022 City Council meeting
8. Discussion and possible action on the minutes from the September 27, 2022 Special City Council meeting

**Mayor Pro Tem Sara Hutson moved to approve Consent Agenda. Council Member Roxanne McKee seconded the motion. The motion carried with 4 in favor and 0 against.**

## **REGULAR AGENDA**

9. Discussion and possible action on a recommendation from the Park Commission regarding the installation of artificial turf infield on Hatley Field 1 by Western Hills Little League

*Mayor Gavin Massingill brought up item 10 at this time.*

Park Commission Chair Chad Smith discussed the improvement of Hatley Field with the implementation of artificial turf. He explained how it would make it a safer environment and the ability to play after rain. It takes stress off fields 3, 4, and 5 and would be able to control the drainage with this surface. This would make the field available for other activities like yoga. This would improve the maintenance of the Park for the City and Western Hills Little League.

Melissa Morrow, 2502 Timberline Drive, Park Commission member, and executive director of the facility that Joseph field sits on, spoke about the ability to use the fields and the ease of maintenance with artificial turf. She discussed safety and improvement in numbers of injuries. She did describe the downside of the artificial turf being hot, but explained that is why it only covers the infield.

City Council discussed the maintenance schedule, the warranty, the cost for removal and return to original condition. They also discussed the layout of the field with artificial turf and how bases are attached and movable. Mayor and City Council continued to discuss the advantages and disadvantages of artificial turf in regards to maintenance, City staff resources, heat, and injuries.

Melissa Morrow discussed the construction and drainage of an artificial turf field.

Council Member Roxanne McKee asked about the warranty, a proposed contract from KMI, and drainage issues.

Jess Butler, 4822 Rollingwood Drive discussed issues that City Council needs to consider including recycled tire composition, the drainage of the field including construction with water pits, the beauty of a natural park, the odor of rubber at Joseph Field, and the temperature of the outfield, infield, and parking lot. He asked Council to respect the environment, water, insects, and wildlife. He supports the kids playing, but has concerns regarding health, and requests that the children be able to play on natural grass.

John Hinton, 2 Jeffery Cove, discussed taking more time to study the comments made. His concern is with the water and the drainage. He requested the City Engineer review where the water would go with this project.

Shanthi Jayakumar provided copies to City Council of a study of the drainage of Rollingwood Community Park. She had concerns from the study and for public time in the Park. She would like community input.

Council Member Roxanne McKee and Melissa Morrow discussed water usage for cooling Joseph Field.

Chad Smith discussed proper sliding instruction on turf, the warranty agreement, drainage, preference for turf, and the timing of installation before the spring season.

Mayor Pro Tem Sara Hutson discussed research done by Victoria Johnson and would like the opportunity to read through that information.

**Mayor Pro Tem Sara Hutson moved to table this item until time certain next council meeting. Council Member Alec Robinson seconded the motion. The motion carried with 4 in favor and 0 against.**

10. Discussion and possible action on a recommendation from the Park Commission regarding amendments to the park rental rates for adult fitness activities

Council Member Alec Robinson discussed the history of the passing of a new fee structure and the sustainability of that fee structure. There were 3 vendors previously and now there is 1 vendor remaining. After the Park Commission meeting, Council Member Alec Robinson looked at the price per hour. He stated that the rate has gone from \$25 per hour to \$3 per hour.

Mayor Gavin Massingill stated that from an administrative standpoint, staff is happy to implement the policy that Council decides.

Michael Wong, 8 Inwood Circle, asked about the Park Commission's recommendation. City Administrator Ashley Wayman explained that the current rate is \$25 per hour. The new rate is a prorated rate based on size of the group and the hours per week.

Niccole Maurici, 4906 Timberline Drive and Park Commission member, explained the purpose of the fee structure as being consistent with renters within the local area. She explained the history of this item and the vendors that have left the park. She discussed the time per week, the number of participants, the residency of the participants, the costs to participants, and money made by the vendors. She would like consistency in application of fees to vendors. She discussed a comparative analysis of nearby spaces with other cities including facts and cost comparisons.

City Council asked for the comparative rates of other cities. Council Member Alec Robinson provided them for publication in the packet during the meeting.

Neissa Springmann, from Ignite, spoke regarding the spaces that they use in the Park. She discussed the timing of learning of the new rental rate policy. She explained the difficulty of the increase, the sustainability of the new fees, the expectation of the condition of the facilities, their services, and the health of body, mind, and spirit.

Council Member Phil McDuffee asked for clarification of which category Ignite aligns with in the new rental structure.

Melissa Morrow, 2502 Timberline Drive and Park Commission member, discussed keeping adult fitness activities happening in the park. There were unintended consequences of the passing of the new rental rate structure for adult fitness. She explained how the rate for an adult fitness class was calculated and the comparison with the City of Austin rates.

Neissa Springmann discussed partnering with the City of Rollingwood and supporting the Park.

City Council discussed the proposed rental rates and value of adult fitness classes in the Park.

Michael Wong requested action on this item.

**Council Member Alec Robinson moved to approve the rates as they are written in this agenda item, but then bring this item back to Council meeting in January for possible further action after a 2-month run. Council Member Phil McDuffee seconded the motion.**

**Council Member Alec Robinson amended his motion to apply only to adult fitness activities. Council Member Phil McDuffee seconded the amended motion.**

City council discussed the different groups and usage of the park. Niccole Maurici discussed sizes and usage of the park and pavilion for different groups. She asked City Council to consider consistency of rate application.

Mayor Gavin Massingill explained the ease of consistency for implementation of rates for staff.

City Council discussed the application of different rates for different groups and concerns regarding business planning purposes for vendors

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

*Mayor Gavin Massingill returned to item 9 at this time.*

11. Discussion and possible action on a recommendation from the Park Commission to allow pavilion rental during weekdays when school is not in session

Council Member Alec Robinson discussed community feedback received.

Niccole Maurici, 4906 Timberline Drive and Park Commission member, discussed the history and the ability to rent the pavilion during time slots available. The Park Commission is asking to rent during weekdays when school is not in session.

Melissa Morrow, 2502 Timberline Drive and Park Commission member, discussed that this would not include more rentals but would just allow pavilion rental during school holidays.

Council Member Phil McDuffee discussed protections put in place for impact on residents neighboring the Park.

City Administrator Ashley Wayman explained the fees for renting the pavilion for residents and nonresidents.

**Council Member Roxanne McKee moved to approve to allow pavilion rental during weekdays when school is not in session. Council Member Phil McDuffee seconded the motion.**

Mayor Pro Tem Sara Hutson asked why the pavilion rental is limited to when school is not in session. Council Member Phil McDuffee agreed that this is a good point.

Nicole Maurici explained that pavilion rental is currently only available on Saturdays and Sundays. The Park Commission is asking for consideration on this recommendation from the Park Commission.

**Council Member Roxanne McKee amended her motion to allow pavilion rental during the weekdays not to exceed 4 events per week. Council Member Phil McDuffee seconded the motion. The motion carried with 3 in favor and 1 against.**

Council Member Alec Robinson clarified that the reason for his vote against was that this was not what the Park Commission passed. The Park Commission recommended rental only when school was out.

12. Discussion and possible action on an ordinance amending the date for assessing late fees to utility service charges

City Administrator Ashley Wayman explained the ordinance previously approved for assessing late fees and that our accounting system does not allow for this to work with our billing. Bills are currently due on the 23<sup>rd</sup> of the month and the new bill is generated the first week of the following month. Due to the short window of time, the change is to ask for 3 business days and then assessment of late fees.

Mayor Gavin Massingill discussed the addition of Veronica Hernandez as Utility Billing Manager and the accounts with late fees and flexibility extended.

City Administrator Ashley Wayman explained how messages will be presented with every effort before assessing these charges beginning in January.

**Council Member Roxanne McKee moved to accept the ordinance as posed in the packet, Ordinance number 2022-10-19-12, that amends the City's Code of Ordinances Part 1 Chapter 22 Article 2 Section 22-30 - Payment. Council Member Alec Robinson seconded the motion.**

Discussion ensued regarding the length of time for the assessment of late fees.

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

13. Discussion and possible action to modify the current Designated Construction Holiday Calendar

Council Member Phil McDuffee discussed the previous adoption of the Holiday Calendar and the feedback from residents of construction performed on the most recent Federal holiday. He would like to consider adding President's Day and Texas Independence Day to the days on which construction will be prohibited. He mentioned that City staff is not here on these holidays.

Mayor Pro Tem Sara Hutson asked to add the Code Compliance Officer to the answering system. City Administrator Ashley Wayman discussed the holiday messages and agreed to add the Code Compliance Officer.

**Council Member Phil McDuffee moved to amend our current construction prohibited holiday calendar to include President's Day and Columbus / Indigenous People's Day in line with our federal holidays. Texas Independence Day will allow construction. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.**

14. Discussion and possible action on status of online message board implementation

City Administrator Ashley Wayman discussed working with the IT company and explained that server options would require cost that is above the limit authorized by Council. She spoke with the company that the City of San Marcos uses and it will cost about \$1,000 per year with additional setup fees. There is not a timeline yet.

Mayor Gavin Massingill clarified that residents will not be able to participate in the online discussion.

15. Discussion and possible action to increase the number of regular meetings of the Rollingwood City Council to a minimum of twice per month

Council Member Roxanne McKee discussed her reasons for bringing this item to the agenda including the pace of development and the City about to embark on a comprehensive review of residential zoning requiring workshops and citizen input. She anticipates a lot of work and decision making. She spoke about being more efficient and the problem with transparency in government with meetings going into late hours. She believes it is burdensome on City staff and deters people from running for City Council. She recommended a time limit on meetings and mentioned cities in the region that have at least 2 meetings per month.

City Council discussed this idea, the strain on staff resources, and their openness to this discussion.

Mayor Gavin Massingill discussed the commitment of two nights per month for those currently running for Mayor or Council. Staff resources would be greatly affected to provide council meetings twice per month as well as the other boards and commissions.

City Council discussed the timing of changing this during an election for Mayor and new Council Members.

Mayor Pro Tem Sara Hutson suggested that she would like to see the message board in place and the residential zoning task force created before voting on this item.

Shanthi Jayakumar, 3309 Park Hills Drive, offered her thoughts that the meeting could stop at a time limit and continue the next day.

Council Member Roxanne McKee discussed running meetings more efficiently with a time limit and the encouragement of more citizen participation.

16. Discussion and possible action to review applications and make appointments to the Utility Commission

City Administrator Ashley Wayman explained that there is one position open on the Utility Commission and two applicants for the Utility Commission. They have reapplied since the changes made to the requirements to serve on boards and commissions.

**Council Member Phil McDuffee moved that City Council appoint Walt Roloson to the Utility Commission. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 0 against.**

## **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.

17. City Administrator's Report
18. Chief of Police Report
19. Municipal Court Report
20. City Financials For September 2022 - Fiscal Year 2021 - 2022
21. RCDC Financials For September 2022 - Fiscal Year 2021 - 2022
22. City Stats for September 2022
23. Contract Invoices through September 2022 - Crossroads Utility Services, Water and Wastewater Service, K. Friese + Associates - IIP & MS4, K. Friese + Associates, City Engineer
24. Crossroads Utility Services Report on Water and Wastewater for September 2022
25. City Engineer Report - K. Friese + Associates
26. Texas Central Appraisal District and Tax Assessor - Notices, Letters, Documents
27. Texas Gas Service - Notices, Letters, Documents

**ADJOURNMENT OF MEETING**

**Mayor Gavin Massingill adjourned the meeting at 9:51 pm.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

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**Gavin Massingill, Mayor**

**ATTEST:**

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**Desiree Adair, City Secretary**



