



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, July 15, 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 July 15, 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 were 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 Pro Tem Sara Hutson called the meeting to order at 7:15 p.m.

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

Also Present: City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Director of Community Development Nikki Stautzenberger, Director of Communications and Public Affairs Mackenzie Akin, Chief of Police Kristal Muñoz, and City Attorney Charles Zech

PUBLIC COMMENTS

There were no public comments.

REGULAR AGENDA

Mayor Pro Temp Sara Hutson brought up Regular Agenda Item 10.

10. Discussion and possible action to recognize and thank the staff, volunteers, and community sponsors of the Rollingwood 4th of July parade and party in the park

Sandra Farrell, resident of 3223 Park Hills Drive, and Shanthi Jayakumar, resident of 3309 Park Hills Drive, each addressed the City Council thanking the many volunteers who contributed to the success of the Rollingwood Women's Club Fourth of July parade and celebration

Councilmember Brook Brown additionally offered a resolution to "give thanks to all of the community volunteers that have been identified by Sandra and Shanthi, to all the commercial

donors, and especially to the city staff and Rollingwood Police Department for the success of this parade." Sara Hutson seconded. The motion carried with 5 in favor and 0 against.

PRESENTATIONS

2. Presentation by firms regarding their qualifications submitted in response to the Request for Qualifications for Owner's Representative Services for City Hall Improvements

Five firms were invited to present to the City Council regarding their qualifications submitted in response to the Request for Qualifications for Owner's Representative Services for City Hall Improvements. The firms presented in random order, in which they drew the order of presentation as they arrived: Johnson, Mirmiran, and Thompson, Inc., Square One Consultants, Windsor Group Advisory & Management LLC, AG|CM, and Broaddus & Associates.

3. Presentation and discussion on the Quarterly Investment Report for the 3rd Quarter

Finance Director, Abel Campos, gave the Quarterly Investment Report for the 3rd Quarter.

4. Presentation and discussion on the Budget Review for the 3rd Quarter as of June 30, 2026

Finance Director, Abel Campos, gave the Budget Review for the 3rd Quarter as of June 30, 2026.

CONSENT AGENDA

5. Discussion and possible action on the minutes from the June 17, 2026 City Council special meeting
6. Discussion and possible action on the minutes from the June 17, 2026 City Council regular meeting
7. Discussion and possible action on an ordinance calling the General Election to elect one (1) Mayor and two (2) Councilmembers on the Uniform Election date of November 3, 2026
8. Discussion and possible action on a resolution verifying that all City of Rollingwood employees and officials completed the annual cybersecurity and artificial intelligence training required by the Texas Government Code

Councilmember Phil McDuffee moved to approve the consent agenda. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

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

The City Council discussed the proposed Oak Wilt Prevention, Mitigation, and Remediation Program. Councilmember Kevin Schell noted that he provided feedback to legal counsel later than he intended to, and so the revised version incorporating that feedback was received shortly before the meeting. Because the City Council had not had sufficient time to review the revised language, he recommended this item be brought back the following month for further

consideration. He noted that the revisions did not fundamentally change the substantive provisions and invited the City Council to provide feedback on the current draft.

Mayor Pro Temp Sara Hutson asked about the provision addressing water usage associated with the program, and the concern was how baseline water usage would be calculated, particularly given seasonal differences in water consumption. It was clarified that the intent is to use the same methodology as the City's water leak program, under which the baseline is based on usage during the corresponding month of the previous year rather than an annual or winter average.

No action was taken. The item will be brought back for further consideration at a future meeting

11. Discussion and possible action to receive a recommendation from the Planning and Zoning Commission and set a public hearing date on a proposed ordinance amending Ch. 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

Councilmember Brook Brown introduced this item, and the proposed ordinance regarding playhouses and playscapes, which the Planning and Zoning Commission had reviewed and determined was ready to proceed to a public hearing. Council Members considered whether to hold a joint public hearing with the Planning and Zoning Commission or to have the Commission conduct a separate public hearing.

Council Members discussed the timing and cost of conducting a public hearing, including the potential benefit of combining this ordinance with other proposed ordinances currently under consideration by the Planning and Zoning Commission. Staff noted that 30 days' notice is required for the public hearing. Council Members discussed waiting until additional items are ready in order to consolidate the required notices and hearings.

Council Members expressed preferences to defer setting the public hearing until other Planning and Zoning Commission items are ready for consideration, potentially in September or later. Council also discussed obtaining input from the Planning and Zoning Commission regarding whether a joint or separate public hearing would be preferable.

No action was taken. The item will be brought back when additional Planning and Zoning Commission items are ready for public hearing.

12. Status report on the LCRA raw water rights contract

City Administrator Alun Thomas updated the City Council on the status of the LCRA Raw Water Rights Contract. Mr. Thomas noted that outside legal counsel has been retained, who is working with the City's engineers, Lochner, to facilitate discussions regarding the contract. The review focuses on the interplay between the City's contracts with LCRA and the City of Austin, and on ensuring compliance with applicable reporting requirements.

There is a hard deadline for the City Council to take action on this contract by September 30, 2026, and it is anticipated that additional information, a resolution, or a final document will be available for City Council's consideration in August.

No action was taken.

13. Discussion and possible action on the nomination of one individual to be considered for election to a six-year term on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool for a term expiring October 1, 2032

City Administrator Alun Thomas to be considered for election to a six-year term on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool for a term expiring October 1, 2032.

Councilmember Brook Brown moved to nominate Alun Thomas to be considered for election to a six-year term on the Board of Trustees of the Texas Municipal League Intergovernmental Risk Pool for a term expiring October 1, 2032. Councilmember Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

EXECUTIVE SESSION

14. Executive session pursuant to section 551.074 of the Texas Government Code for discussion of personnel matters regarding the applications for and the appointment of a City Secretary

City Council went into Executive Session at 8:57 p.m.

City Council reconvened the meeting from Executive Session at 9:19 p.m.

Mayor Pro Tem Sara Hutson stated that no action was taken during Executive Session.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:19 p.m.

Minutes adopted on the 19th day of August, 2026.

Gavin Massingill, Mayor

ATTEST:

Erin Penney, City Secretary