CITY OF ROLLINGWOOD
CITY COUNCIL MEETING
MINUTES

Wednesday, June 17, 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 June 17, 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 Gavin Massingill called the meeting to order at 7:15 p.m.

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

   Also Present: City Administrator Alun Thomas, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenburger, Chief of Police Kristal Muñoz, and City Attorney Charles Zech

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

2. Report on the status of the Zilker Clubhouse remodel and City of Austin security measures in connection with Arnulfo Alonso Way

   Police Chief Kristal Muñoz provided an update on security at the Zilker Clubhouse. She stated that construction was starting soon and that the Austin Police Department planned on having extra security measures, such as surveillance technology.

3. Presentation and discussion of the police department's community safety campaign prepared by citizens related to law enforcement and resident awareness

Police Chief Kristal Muñoz introduced this item as the “9 PM Routine” as a community safety initiative. Under the program, at 9:00 p.m., residents will be reminded to lock vehicles, remove valuables, secure homes, and turn on exterior lighting.

Jeff Marx resident at 2516 Timberline Drive, is a member of the RWGC security team, which is a volunteer group of residents who came together this year to support the Rollingwood Police Department and City Council to help keep Rollingwood safe and secure. The current members are Casey Hoffman, Craig Cummings, Angus Littlejohn, Clinton Sever, Christopher Bray, and Jeff Marx. The group is focused on the long-term safety within the community through research and data gathering, and a common-sense approach.

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.

4. Discussion and possible action on the minutes from the May 13, 2026 City Council meeting

   Councilmember Brook Brown asked that Item 4 be removed from the Consent Agenda and considered separately.

5. Discussion and possible action to approve the Rollingwood Women's Club Fourth of July Parade and Celebration in the Park on Saturday, July 4, 2026

   Councilmember Brook Brown moved to approve the July 4th parade. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

   Mayor Massingill then returned to Item 4 for discussion.

4. Discussion and possible action on the minutes from the May 13, 2026 City Council meeting

   Councilmember Brown moved to amend the proposed minutes for the May 13 council meeting in regard to the stated motion in Agenda Item 8, to add two phrases to the statement of the motion, so that the minutes, as amended, would read as follows: “Councilmember Brook Brown moved to approve the <u>eight</u> recommended next steps outlined in the Lochner memo page <u>7-8</u> 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.” Councilmember McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

20. Discussion and possible action on a recommendation by the Mayor to employ a City Secretary

    This item was brought up before item 6.

Mayor Gavin Massingill introduced Ashley Lobb as his recommendation to council for the City Secretary position. Ashley Lobb stated that she earned her Bachelor's Degree in Criminal Justice at California State University, Sacramento, and then earned her Master's Degree in Public Administration at Grand Canyon University. She worked at the Office of the Texas Attorney General as a Records Coordinator before going to local government as a Deputy City Secretary in 2021.

Mayor Gavin Massingill returned to item 6

6. Discussion and possible action regarding an appointment to fill a vacancy on the Rollingwood Community Development Corporation (RCDC) Board

City Administrator Alun Thomas stated that due to the resignation of Barry Delcambre, RCDC had one vacancy on the board. He stated that the three applicants were Jeff Marx, Mohit Goyal, and Brad Walter. Mr. Thomas also noted that Brad Walters emailed staff and had mistakenly checked a box on his application stating that he had an unresolved felony conviction. Mr. Walters stated he was not a felon.

Councilmember Phil McDuffee moved to appoint Brad Walters to the Rollingwood Community Development Corporation (RCDC). Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

7. Discussion and possible action on installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard and other water diversion structures, including a drainage memorandum from WSB

Council discussed with Selena Brandon, Project Manager for WSB Engineering, regarding the submitted drainage memorandum. Following a review of the document, Council directed Ms. Brandon to revise the memorandum to include a clearer, more definitive conclusion and actionable summary of findings.

Mayor Pro Tem Sara Hutson moved to allow the Mayor and staff to work with WSB to complete the installation of a valley gutter at the intersection of Vale Street and Bettis Boulevard. Councilmember Kevin Schell seconded the motion. Phil McDuffee moved to amend the motion to set a project cap of $20,000. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action regarding the project scope and authorizing the mayor to prepare a bid package for the proposed off-leash area and parking lot improvements at Rollingwood Park

Mayor Gavin Massingill introduced the item and suggested preparing the bid for the off-leash area and the parking lot improvements as a single project. Councilmember Kevin Glasheen stated that he would like Robert Dial of Dial Development Services to review the bid drawings and requested that the sodding not be included in the scope of work. Mr. Glasheen suggested a community planting of the sod in the north end of the park. Council stated that they wanted drawings for a bid package.

Steve Franke of Western Hills Girls Softball expressed his disapproval of the .59-acre option of the off-leash area, specifically with the fencing line. Mayor Massingill stated that Mr. Franke should speak with Councilmember Kevin Schell and Kevin Glasheen to express his issues.

Councilmember Brook Brown moved to authorize the Mayor to develop a bid package for the planned off-leash area and parking lot improvements, with the directive to present the final package to the Council for further consideration. Councilmember Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

9. Discussion and possible action on proposed ordinance amending Ch. 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes

   Councilmember Brook Brown informed the Council of a recommendation from the Planning and Zoning Commission, noting a request to place the proposed ordinance on the agenda for the next scheduled Planning and Zoning Public Hearing.

   Councilmember Brook Brown moved to include the proposed ordinance amending Ch. 107, Section 107-3 of the Rollingwood Code of Ordinances related to Playhouses and Playscapes in the next Planning and Zoning Public Hearing. Councilmember Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

10. Update and discussion on the proposed firm water contract with the Lower Colorado River Authority (LCRA) for the purchase of up to 499 acre-feet per year of raw water

    City Administrator Alun Thomas introduced the item and recommended postponing contract submission to ensure accurate drafting. He noted the submission deadline is September 30, 2026, and confirmed that staff will submit the contract both via email and in person.

11. Update and discussion on proposed amendments regarding tree protection standards and requirements during construction activities

    This item was pulled from the agenda by Councilmember Brook Brown.

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

    Councilmember Kevin Schell introduced this item and stated that the Utility Commission passed the Oak Wilt Program with a funding cap. Mr. Schell stated that he made some changes to the program and stated that the funding cap would be $5,000 per fiscal year. Discussion on preparing an ordinance and having this as an exceptional item for Fiscal Year 2026-2027.

    Councilmember Kevin Schell moved to direct staff to work with legal counsel to draft an ordinance based on the program details presented and return it to the City Council for formal consideration at the next regular meeting. Councilmember Brook Brown seconded the motion. The motion passed with 5 in favor and 0 against.

13. Discussion and possible action regarding the adoption of regulations governing the acquisition and use of surveillance technology to ensure accountability and responsible use

    Mayor Gavin Massingill expressed privacy concerns regarding security cameras, stating he would not support the deployment of surveillance technology without a Council-adopted ordinance establishing privacy protections. Following the discussion, Council requested that staff provide relevant data and documentation for review. Mayor Massingill requested that council send staff their requirements for what should be included in the ordinance for surveillance cameras.

Elizabeth Bray resident at 103 Vale Street, voiced concerns regarding surveillance technology, noting her support for a privacy protection ordinance. Ms. Bray referenced police data indicating that 100% of vehicle burglaries occurred in unlocked vehicles, questioning the financial necessity of the proposed technology.

Councilmember Sara Hutson mentioned the recent shooting spree in Austin and that Flock cameras found the car that was involved, in Manor Texas. Mayor Gavin Massingill stated that he'd like to have an ordinance in place incase it is needed in the future.

14. Discussion and possible action on authorizing the Mayor and staff to issue a Request for Proposals for cameras and technology infrastructure

    This item was discussed conjointly with item 13.

15. Discussion and possible action on the Request for Qualifications for Owner's Representative Services for City Hall Improvements

    Fifteen applicants submitted a Request for Qualificatios (RFQ) for Owner's Representative Services for City Hall Improvements. City Administrator Alun Thomas expressed that he was pleased with the number of applicants who submitted an RFQ. He stated that Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Police Department Administrative Coordinator Mackenzie Akin, and he reviewed all fifteen submissions and rated them based on certain requirements. Mr. Thomas averaged the scores and ranked the companies from 1 to 15. Mayor Massingill suggested taking the top 7 or 8 companies and inviting them to the next City Council meeting where they can present to council for 5 minutes.

    Mayor Pro Tem Sara Hutson and Councilmember Brook Brown stated that they also read all fifteen submissions and their top 5 were the same as the staff's. Council suggested inviting the top 5 back for the next City Council meeting and have them present for 10 minutes.

16. Discussion and possible action on the City of Rollingwood's sign ordinance regarding education, enforcement, and potential changes to the Code of Ordinances

    Councilmember Hutson voiced concerns regarding traffic safety and visibility issues resulting from non-compliant construction signage at intersections or driveways, as well as signs that detract from the visual character of neighborhoods and public rights-of-way.

EXECUTIVE SESSION

17. 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

18. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding regulation of access to Almarion Way

19. Executive Session pursuant to Texas Local Government Code section 551.071 Consultation with Attorney regarding Marcie v. City of Rollingwood

    City Council went into Executive Session at 9:12 p.m.

    City Council reconvened the meeting from Executive Session at 9:42 p.m.

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

REGULAR AGENDA, CONTINUED

20. Discussion and possible action on a recommendation by the Mayor to employ a City Secretary

    Councilmember Kevin Glasheen moved to employ Ashley Lobb pursuant to Section 2-121 of the City's Code of Ordinances, appoint and employ a City Secretary for an initial term of one month. Phil McDufffee seconded the motion. The motion carried with 5 in favor and 0 against.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:43 p.m.

Minutes adopted on the 17th day of July, 2026

____
Sara Hutson, Mayor Pro Tem

ATTEST:

____
Alunn Thomas, City Administrator