



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, March 17, 2021

On Wednesday, March 17, 2021 at 6:30 p.m., the City Council of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/86772474776?pwd=WVkrWDMwTGxubVEyb3krbCtQa2VVQT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 867 7247 4776

Passcode: 2021

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Michael Dyson called the meeting to order at 6:33 p.m.

Present Members: Mayor Michael Dyson, Councilmember Sara Hutson, Councilmember Wendi Hundley, and Councilmember Amy Pattillo.

Mayor Pro Tem Gavin Massingill joined the meeting at 6:40 p.m.

Also Present: City Administrator Amber Lewis, City Attorney Charles Zech, Police Chief Jason Brady, Public Works Superintendent Justin White, Public Works Technicians Nate Hart and Vicky Ballard, and Assistant City Administrator Ashley Wayman.

PUBLIC COMMENTS

Citizens wishing to address the City Council for items not on the agenda will be received at this time. Please limit comments to 3 minutes. In accordance with the Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda.

Citizens who wish to address the Council with regard to matters on the agenda will be received at the time the item is considered.

2. Public Comments

The following individuals spoke during public comments:

- Mayor Michael Dyson discussed the passing of former Council Member John Lindell, thanking him for his service and offering condolences to his friends and family on behalf of the City of Rollingwood. He also discussed National Colorectal Cancer Awareness Month and proposed that item 12 be postponed.
- Jordan Scott thanked the Mayor, Council, Staff and the contractors that served during the winter snow storm.
- Marnie Fitzgerald thanked the Mayor for postponing item 12.
- Melissa Morrow thanked the Mayor for postponing item 12 and stated that she would be happy to serve on an off-leash advisory committee.
- Laura Richardson agreed that discussion on item 12 should be postponed.
- Don Hudson agreed that discussion on item 12 should be postponed.
- Councilmember Wendi Hundley stated that she and Councilmember Buck Shapiro had planned to postpone this item based on the feedback received from the community.

Mayor Pro Tem Gavin Massingill joined the meeting during this item.

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.

3. Discussion and possible action on the minutes from the February 24, 2021 City Council meeting.

**Mayor Pro Tem Gavin Massingill motioned to approve the Consent Agenda.
Councilmember Wendi Hundley seconded the motion.**

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

Mayor Michael Dyson called up item 12 at this time.

REGULAR AGENDA

4. Discussion and possible action on a Preliminary Engineering Report for the Nixon Pleasant Drainage Project.

Mayor Pro Tem Gavin Massingill discussed the progress being made on this project.

Lauren Winek-Morin and Abe Salinas with K. Friese and Associates, gave an overview of this project and answered questions from the City Council regarding the phases and design of the project, the project timeline, any potential adverse impacts, and discussions that have been had with the affected neighbors.

Kevin Schell discussed how he and the neighbors have been involved with some of the steps in this process.

Councilmember Amy Pattillo thanked Councilmember Hutson and Mayor Pro Tem Gavin Massingill for their work on this project.

City Administrator Amber Lewis discussed potential action the City Council could take on this item.

Mayor Pro Tem Gavin Massingill moved to extend the due diligence within the PER for the Pleasant Nixon project to authorize K. Friese to not expend more than \$5,000 to scope the project and coordinate with stakeholders on Phase 1 which includes Segment 1 and the channel improvements. Councilmember Sara Hutson seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

Mayor Pro Tem Gavin Massingill clarified that this would be back before City Council at the April meeting.

5. Presentation and discussion on an after action report of the response to the February 2021 Winter Weather Event

City Administrator Amber Lewis thanked the Staff for their response to the winter weather event. She presented the after action report.

Mayor Michael Dyson and Councilmember Wendi Hundley thanked the staff for their work during the event, as well as the community for their response. They also thanked the staff for putting this after action report together.

6. Discussion and possible action to direct the City Engineer to draft an RFP for water and wastewater Emergency Services and Operations and Maintenance

City Administrator Amber Lewis discussed that this is a technical RFP and that it would be best for the City Engineer to draft it.

Councilmember Wendi Hundley motioned to direct the City Engineer to draft an RFP for water and wastewater Emergency Services and Operations and Maintenance. Councilmember Amy Pattillo seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

6. Discussion and possible action on a proposal from M.E. Simpson Co. to perform a Valve, Manhole, GPS and Mapping Project and to direct staff to prepare a budget amendment to fund the project to be brought back to the next City Council meeting.

City Administrator Amber Lewis discussed the need for this project.

Mike Simpson with M.E. Simpson Co., Inc. discussed the services provided by the company and the project being proposed for Rollingwood. He answered questions from the City Council regarding whether old water lines and valves could be located and mapped, what happens with valves that are broken in the process, and communicating with the residents regarding this project.

Councilmember Wendi Hundley motioned to accept a proposal from M.E. Simpson Co. to perform a Valve, Manhole, GPS and Mapping Project and to direct staff to prepare a budget amendment to fund the project to be brought back to the next City Council meeting. Councilmember Amy Pattillo seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

8. Discussion and possible action on a proposal from WSB Engineering for a project focused on creating an inventory and performing inspections on the City's lift stations, making recommendations regarding communications and emergency power supply, and identifying appropriate sources of funding and to direct staff to prepare a budget amendment to fund the project to be brought back to the next City Council meeting.

City Administrator Amber Lewis discussed this project.

Jay Kennedy introduced Chris Petree with WSB. He discussed the issues the city has had with their sanitary sewer lift stations and backup power supplies and how the proposed project could help Rollingwood with emergency preparedness.

The City Council discussed creating redundancy in the city's emergency response.

Councilmember Wendi Hundley motioned to accept a proposal from WSB Engineering for a project focused on creating an inventory and performing inspections on the City's lift stations, making recommendations regarding communications and emergency power supply, and identifying appropriate sources of funding and to direct staff to prepare a budget amendment to fund the project to be brought back to the next City Council meeting. Mayor Pro Tem Gavin Massingill seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

9. Discussion and possible action on a policy for on-call pay for public works employees.

Mayor Michael Dyson and City Administrator Amber Lewis discussed this proposed policy.

Wendi Hundley motioned to approve the policy for on-call pay for public works employees as presented in the packet. Sara Hutson seconded the motion.

The City Council discussed ways to amend this policy.

City Administrator Amber Lewis proposed that this policy be adopted today and amendments be brought back next month.

Councilmember Wendi Hundley amended her motion to state that amendments will be brought back at the next City Council meeting. Councilmember Sara Hutson seconded the amendment.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

10. Discussion and possible action on a utility bill relief program due to the February 2021 winter weather event as recommended by the Utility Commission.

Assistant City Administrator Ashley Wayman discussed the proposed utility bill relief program.

Councilmember Amy Pattillo motioned to approve the utility bill relief program due to the February 2021 winter weather event as recommended by the Utility Commission. Councilmember Sara Hutson seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

11. Discussion and possible action regarding stewardship of the city's Waterwise Garden at city hall

Councilmember Sara Hutson discussed the clearing that had been done at the Waterwise Garden in the past few months.

Councilmember Wendi Hundley gave the history of this item since she served on the Park Commission.

Phil McDuffee thanked Public Works Operator Vicky Ballard for her hard work in the park and discussed education regarding native Texas plants. He also discussed his volunteer work in the garden the past weekend.

The City Council further discussed the Waterwise Garden and the work being done.

12. Discussion and possible action to repeal or amend Sec. 4-94(a)(1) of the City Code of Ordinances; and to create an Off-Leash Area Advisory Committee to identify needed improvements and maintenance, to assess public opinion, shape policy, survey off-leash users and park visitors who are not off-leash users, determine wants and needs, and form community partnerships to support maintenance, and operations; and move toward expanding the city's off-leash resources.

Councilmember Wendi Hundley motioned to postpone this item to the April City Council Meeting. Councilmember Amy Pattillo seconded the motion.

The City Council discussed this item and the way that items are posted to agendas and requirements of the Open Meetings Act.

Elizabeth Bray discussed the agenda item language and information in the packet.

Don Hudson stated that he was signing off and thanked the City Council for their time.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

Mayor Michael Dyson called up item 4 at this time.

13. Discussion and possible action regarding a plan for education and support for removal of plants and trees that were severely damaged by or did not survive Winter Storm Uri and any other projects that support Oak Wilt and Wildfire Prevention efforts; and any budget required for evaluation and replacement on City property.

Councilmember Amy Pattillo discussed this agenda item.

Councilmember Amy Pattillo motioned to direct the City Administrator to consult with the Director of Public Works, the Chief of Police, the Westlake Fire Department Chief and any other key stakeholders which may include other local elected officials or entities that may be able to assist us with working on wildfire prevention and oak wilt education, to identify any recommended educational resources and support elements for the next stage of plant and tree removal resulting from Winter Storm Uri, and to start planning for wildfire prevention efforts in the city. Councilmember Wendi Hundley seconded the motion.

Councilmember Amy Pattillo also asked for an initial action item report of educational resources and other things that the city council would need to be forward thinking about addressing the impacts of the storm and preparing for the future.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

14. Update, discussion and possible action on the requested Oak Wilt Ordinance.

City Attorney Charles Zech explained that parts of the proposed ordinance pose an issue regarding enforcement.

Councilmember Wendi Hundley motioned to direct City Attorney Charles Zech to bring back in ordinance form an amendment to Section 18-209(a) that “Any person or company licensed by the City to perform tree trimming and/or removal work who discovers or suspects oak wilt infestation or an infected oak wilt tree shall report that information to the City Administrator by the next business day. The City will confirm oak wilt, and if confirmed, the owner of the property shall be notified of the nuisance tree.” Councilmember Sara Hutson seconded the motion.

The Council further discussed enforcement of this ordinance.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**

- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

15. Discussion and possible action to request that P&Z evaluate and make recommendations on a residential landscaping ordinance, in consultation with the Development Services Director

Councilmember Sara Hutson discussed how this item came about and that a landscaping ordinance would be helpful for drainage issues.

Councilmember Wendi Hundley asked that agenda item 20 be brought up and discussed in conjunction with this item.

Mayor Michael Dyson called up item 20 to be discussed at this time.

Councilmember Wendi Hundley discussed that water lines should not be excluded from the landscape discussion.

Councilmember Wendi Hundley motioned to request that P&Z evaluate and make recommendations on a residential landscaping ordinance, in consultation with the Development Services Director. Councilmember Sara Hutson seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

16. Update on the status of the LUE study

City Administrator Amber Lewis gave an update regarding the Commercial LUE Assignment Study.

Councilmember Amy Pattillo discussed that Nelisa Heddin has included a call for input in the study in her attached memo regarding this project.

The City Council further discussed the information to be provided to Nelisa Heddin.

17. Discussion and possible action to request the Utility Commission evaluate and draft a policy for council review and adoption to require that new residential water meters installed at the request of the property owner be digital meters paid for by the property owner

Councilmember Sara Hutson discussed this item and that this would be a way to make a dent in what might be a large expenditure in the future.

The Council discussed whether the type of water meter that the city would use has been determined, the current electronic meter test program, and how this proposed program could work.

Councilmember Sara Hutson motioned to request the Utility Commission evaluate and draft a policy for Council review and adoption to require that new residential water meters installed at the request of the property owner be digital meters paid for by the property owner. Councilmember Wendi Hundley seconded the motion.

The City Council further discussed this proposal.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

18. Discussion and possible action to direct the City Administrator to provide report of up-to-date cost estimations for future funding consideration, including but not limited to: Valve and waterline location GIS study; Decommissioning old waterlines; Replacing water lines less than 2"; Cul-de-sac waterline project; Moving remaining backyard waterlines to the street; Replacing water meters; and any other projects identified through City Council discussion

Councilmember Wendi Hundley discussed this item.

Councilmember Wendi Hundley motioned to direct the City Administrator to provide a report of up-to-date cost estimations for future funding consideration, including but not limited to: Valve and waterline location GIS study; Decommissioning old water lines; Replacing water lines less than 2"; Cul-de-sac waterline project; Moving remaining backyard water lines to the street; Replacing water meters; and any other projects identified through City Council discussion. Councilmember Amy Pattillo seconded the motion.

Councilmember Amy Pattillo clarified that this would not include obtaining new cost estimates, but only cataloging current cost estimates.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

19. Discussion and possible action regarding Texas Water Development Board 2021 Regional Water Plan, including discussion of current and future water agreements with the City of Austin

and LCRA, water treatment options, wastewater treatment options, and financial assistance opportunities

Councilmember Wendi Hundley discussed this item.

The City Council further discussed the city's options and contacts and directed staff to bring this back with more information at the next meeting.

20. Discussion and possible action to require property owners to call 811 to locate gas lines and to contact City of Rollingwood to locate water lines, and to require property owners to flag city water lines and to use best practices to protect city water lines before any digging or excavation activities begin and to assess associated fees to be charged.

This item was discussed in conjunction with item 15.

21. Consideration of street sweeping in the residential areas to support the city's MS4 permit

Councilmember Sara Hutson discussed the need for street sweeping.

The City Council directed staff to look into options for street sweeping and bring them back to the next meeting.

22. Discussion and possible action to request that the USPS replace and relocate the damaged (and unusable) mail drop box currently at the corner of Rollingwood Drive and Wallis

Councilmember Sara Hutson discussed this mailbox, how to go about getting it replaced, and potentially having it upgraded to a drive up mailbox in a location near the upper park.

Mayor Michael Dyson called up item 23 to be discussed in conjunction with this item.

Councilmember Amy Pattillo discussed this item and what locations would be well suited for this.

The City Council discussed potentially having an Amazon hub in the city.

Councilmember Amy Pattillo motioned to direct the Chief of Police to evaluate one or more preferred locations for placement of a blue collection box and that the City Administrator request that the local postmaster place a collection box in one of the preferred locations. Councilmember Sara Hutson seconded the motion.

The Council discussed who would be best to draft and send the letter to the local postmaster.

Councilmember Amy Pattillo amended her motion to add that the City Administrator shall draft a letter for submission by the Mayor to request that the local postmaster place a collection box in one of the preferred locations. Councilmember Sara Hutson seconded the amendment.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**

- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

23. Discussion and possible action regarding the placement and procurement of secure collection box receptacles and hub facilities within Rollingwood.

This item was covered under item 22.

24. Discussion and possible action to direct the City Administrator to create a report to identify funding strategies for future projects including but not limited to: Tax notes; Bonds; Low interest rate loan programs; TIF/TIRZ; Economic development corporation; Donation programs; right of way donations and to bring back to Council for future discussion and consideration.

Councilmember Wendi Hundley discussed this item and the information that has already been collected.

The City Council discussed potential ways to get this project done.

Councilmember Wendi Hundley suggested having USCA do the same presentation for the Comprehensive Plan Strike Force as was done for the City Council.

25. Discussion and possible action to review applications and make appointments to the Park Commission, Utility Commission, RCDC, Planning and Zoning Commission and the Board of Adjustment

Mayor Michael Dyson discussed the open Board and Commission positions and outstanding applications.

Mayor Pro Tem Gavin Massingill motioned to appoint Michael Hall to the Rollingwood Planning and Zoning Commission. Councilmember Sara Hutson seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**
- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

Councilmember Wendi Hundley motioned to appoint Chad Smith to the Rollingwood Park Commission. Councilmember Amy Pattillo seconded the motion.

Mayor Michael Dyson called for a roll-call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Councilmember Sara Hutson – Yes**
- **Councilmember Wendi Hundley – Yes**

- **Councilmember Amy Pattillo – Yes**

The motion passed 4-0.

26. Standing agenda item ----- update, discussion and possible action to pass a resolution, request a meeting with, to provide information or a statement of position of the City to, and/or to request information or analyses from relevant state and local officials in connection with the proposed South Mopac expansion.

Councilmember Amy Pattillo stated that there was not an update on this item.

27. Standing agenda item ----- update, discussion and possible action regarding the Bee Cave Improvement Project TXDOT has committed to co-sponsoring with the City of Rollingwood that will address the low water crossing flooding issues, expand to 5-lanes with shoulders and sidewalks throughout Rollingwood's portion of Bee Cave Road.

Council Member Amy Pattillo stated that she is waiting on information from TXDOT and that she is ready to get an opportunity to fund safety improvements on Bee Caves Road.

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.

- 28. City Administrator's Report
- 29. Municipal Court Report
- 30. Chief of Police Report
- 31. City Engineer Report - K. Friese & Associates
- 32. City Stats for February 2021
- 33. Contract invoices through February 2021 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, K. Friese & Associates, City Engineer
- 34. City Financials for February 2021 - Fiscal Year 2020-2021
- 35. RCDC Financials for February 2021 - FY 2020-2021
- 36. Texas Gas Service - Notices, Letters and Documents
- 37. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents
- 38. AWR Services, INC., Report on Water and Wastewater for February 2021

ADJOURNMENT OF MEETING

The meeting was adjourned at 11:06 p.m.

Minutes Adopted on the _____ day of _____, 2021.

Michael R. Dyson, Mayor

ATTEST:

Ashley Wayman, City Secretary