



CITY OF ROLLINGWOOD SPECIAL CITY COUNCIL MEETING MINUTES

Wednesday, March 25, 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 March 25, 2026. 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 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 SPECIAL CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 7:01 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, Assistant to the City Administrator Lindsay Saenz, Police Chief Kristal Muñoz, Public Works Director Izzy Parra, and Development Services Manager Nikki Stautzenberger

PUBLIC COMMENTS

The following individuals spoke during public comments:

Shanthi Jayakamar, a resident at 3309 Park Hills Drive, wanted to thank Alun Thomas and his team for attending and helping with the spring cleanup, the event's efficiency, and the possibility of a fall cleanup that doesn't coincide with spring break.

Kirk Mitchell, a resident at 2802 Rock Way, discussed the use of two-stroke leaf blowers and similar equipment in the neighborhood and expressed concern about noise and high pollution levels. He suggested there be a presentation to ban the use of insensitive and polluting engine equipment.

PRESENTATIONS

2. Presentation and update on water pressure in the City of Rollingwood's water distribution system

A presentation on the water distribution in the City of Rollingwood was given by Public Works Director Izzy Parra, who discussed the water pressure and flow rates now that the Water CIP work is complete. Mayor Gavin Massingill mentioned that the results we wanted, to see significant improvements, are now visible, as the Water CIP work is finished. The city is also working with the Westlake Fire Department to conduct real-world scenarios to test the systems.

Thom Farrell, a resident at 3223 Park Hills Drive, asked whether our application to update the fire rating would be resubmitted, so residents can get a better rate and pay a lower premium for their fire insurance.

Fire Chief David Wilson of Travis County ESD 9 stated that the 'Insurance Service Office' issues the public protection class (PPC) rating, where a lower number is better, and Rollingwood has a PPC of two (2). The rating comprises 50% Fire Department, 10% Dispatch, some additional factors, and 40% water. With the water improvements, they can evaluate the gap between our PPC and an ISO one. Expect that, with the flow improvements, the water rating will increase slightly.

3. Presentation and discussion regarding the MoPac South Expansion Project

Mayor Gavin Massingill highlighted that CTRMA is currently in the comment period, which ends on May 3rd, 2026. A CTRMA Board meeting is scheduled at Bowie High School on April 29, 2026, at 9:00 a.m. Amy Poltillo proposed that a productive next step would be a work session with the City Council, the MoPac Task Group, the City of Westlake, and Mayor Vaughn to review and understand the new project plans. The maps presented previously were very useful.

Bill Bauch, executive director and attorney for Save Our Springs Alliance, spoke on this item and emphasized the importance of considering other critical issues with this project. These include direct threats to the natural areas around us, as well as often-overlooked problems during construction, such as air, noise, and water pollution, and delays for commuters. He invites the public to participate in a community fabric discussion on Earth Day, Wednesday, April 22, 2026, at Austin High School. The Save Our Springs Alliance is requesting an extension of the comment period, and Travis County is requesting a full environmental assessment.

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 February 18, 2026, City Council meeting
5. Discussion and possible action on amending the City of Rollingwood's Authorized Representatives for TexPool
6. Consideration and possible action on approval of a Water Conservation Plan and a Drought Contingency Plan

Council Member Brook Brown moved to approve items 5 and 6 on the Consent Agenda. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Brook Brown discussed edits to item 4 on the Consent Agenda, minutes from the February 18, 2026, City Council meeting. On page 2, item 3, the 2nd statement should read “principal and interest should be shown year by year instead of five years.” Page 3 item 11, the 3rd sentence should read “Council Member Brook Brown suggested the access being sought is a curb cut from the rear of the lot.” Page 4, the sentence beginning with Amaud Prodel, needs a verb. Item 13, the sentence beginning with Police chief, should read “for switching to Chevrolet Tahoes from the Ford Explorers.”

Council Member Brook Brown moved to approve the February 18, 2026, City Council meeting minutes as corrected. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

REGULAR AGENDA

7. Discussion and possible action on the City Hall improvement project

Mayor Gavin Massingill provided an update on discussions with Emergency Services District (ESD) 9 regarding a potential joint-use facility with the proposed City Hall project. Fire Chief David Wilson highlighted materials included in the ESD packet, noting the district’s commitment to serving Rollingwood and its interest in a joint city hall, police, and fire facility, as reaffirmed at the March 24, 2026, ESD Board meeting. He also noted that adding an additional unit would improve response times across the service area.

Mayor Massingill confirmed with Fire Chief David Wilson that the proposed \$1.5 million contribution remains an appropriate match and inquired about long-term maintenance and operational commitments, as well as the timing of an interlocal agreement. Fire Chief David Wilson noted that agreements have been made both before and during construction in the past, and either approach would work.

Council Member Kevin Glasheen asked how shared ownership and other items would be structured, and Fire Chief David Wilson said that is something they will refer to legal to work on. Additionally, Council member Kevin Glasheen asked about the 900 square feet for an apparatus bay and what the term “stacked” means in reference to the apparatus bay, as well as what other things go into an apparatus bay. Fire Chief David Wilson explained that “stacked” generally means there is enough space for two units and allows for expansion, but they are looking for a 33-foot apparatus bay to house one unit.

Mayor Gavin Massingill asked Fire Chief David Wilson what the ESD needs for the next steps, and they will need a feasibility assessment to ensure it meets their needs. They are willing to work with the city on cost-sharing as they move forward with professionals' shared studies and are willing to work with the city during that.

Mayor Gavin Massingill asked the City Council for the authority to issue a Request for Qualifications (RFQ) for a Project Manager. It would be beneficial to engage a city representative early, prior to project planning, to assist with site planning, firm selection, and overall project coordination. An RFQ process would help identify qualified candidates. The role

is envisioned as an individual hired on a monthly retainer, rather than an architecture firm serving as an owner's representative. Once proposals are received, they can be presented to City Council for brief interviews.

Council member Kevin Glasheen noted that he has someone available who can review pricing at no cost. He also added that the owner rep or project manager is very helpful in hiring architects because you are unsure of what is fair and helpful and can help with costs.

Council Member Phil McDuffee moved to grant Mayor Gavin Massingill the authority to issue an RFQ for project manager/owner's representative services. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

8. Discussion and possible action on the Fiscal Year 2026 paving projects

City Administrator Alun Thomas provided a recap of recent paving street projects, noting that while a few change orders were issued, they allowed for additional improvements such as limited curb replacement, regrading, concrete paving, and enhanced striping at key locations. Construction began in December 2025 with milling and paving, and the project was completed in January 2026 with final striping marking the project's conclusion. Of the \$500,000 allocated by City Council, \$428,050.95 was spent, leaving \$71,949.05 remaining.

Mayor Gavin Massingill noted that WSB, which oversaw the original pavement study and bid package, should amend and update its report to reflect current conditions so the City can better prioritize and continue planned improvements.

Council Member Brook Brown inquired about approximately \$72,000 in project savings and whether those funds would remain dedicated to street projects. It was clarified that the funds consist of budgeted dollars and unexpended balances, and they will remain earmarked for street-related improvements.

Council Member Brook Brown moved to give Mayor Gavin Massingill authority to request that WSB update our project to show completion of the items that have been completed in Alun's report. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

9. 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 introduced the item, noting that it has come before the Council a number of times. It was recapped that Lochner (formerly known as K. Friese and Associates) previously provided the city with initial recommendations for addressing the intersection. Following their presentation to Council, a decision was made to pause the project and engage WSB to conduct an independent evaluation. Additionally, funds were expended, as approved by City Council, to shoot grades at the intersection's streets and curbs. Mayor Gavin Massingill reiterated that he had the survey go above and beyond in terms of the number of points they shot grades on. This information was then provided to WSB, which subsequently evaluated the project in its entirety and developed a proposed scope of work and engineering costs totaling \$45,000 for the City's consideration.

Selina Brandon, Senior Project Engineer with WSB, shared that the proposal they designed not only includes a drainage analysis to show exactly what the water is doing at that intersection currently, but also whatever solution that they design, which is currently discussed as a valley gutter and also a curb raise in front of the resident on the northeast corner of that intersection and to prevent some of the flooding at the front of their property. The analysis will show that any solution provided would not impact any other residents or be diverted to anyone else, which is what the analysis is for. The final task is to develop the design.

Council Member Glasheen expressed concern regarding the cost and scope of the WSB proposal, questioning whether a more limited approach, including the use of the existing Lochner design, could provide a reasonable solution. He further stated that while engineering outcomes cannot be guaranteed, a solution based on reasonable engineering judgment and standards would be sufficient, provided it does not adversely impact neighboring properties.

Council Member Brook Brown raised concerns regarding the lack of comparability between the Lochner and WSB proposals and the absence of data to evaluate drainage outcomes. She emphasized the need for clear design criteria or standards and reiterated that any solution should improve existing conditions without negatively affecting adjacent properties.

Mayor Massingill and staff stated that Lochner's prior work did not include the level of hydrology and modeling necessary to provide that level of certainty and that the WSB proposal is intended to supply the data needed to evaluate design outcomes. They further noted that both Lochner design options were previously considered reasonable, but without modeling, the outcomes could not be fully quantified.

City Administrator Alun Thomas also indicated that the WSB scope includes development of supporting analysis and documentation to better define expected drainage performance and minimize unintended impacts.

Council Members continued discussion regarding cost, level of analysis, and desired outcomes, reiterating the importance of balancing reasonable engineering solutions with sufficient data to avoid adverse impacts to neighboring properties.

Mayor Gavin Massingill proposed a modified approach for Council consideration, suggesting that if approximately \$19,000 of the WSB scope of work is allocated to development of the bid package, the Council could approve that portion of the scope at this time and evaluate the resulting information before determining whether to proceed with the remaining work.

Council Member Brook Brown moved to approve the proposal from WSB to do Task 1-4 of their proposal for \$26,000. Council Member Kevin Schell seconded the motion.

Mayor Pro Tem Sara Hutson asked whether we had that available in the budget. Mayor Gavin Massingill responded that we do have the funds from the \$70,000 previous agenda item (street paving savings), and that it falls under the streets line item.

The motion carried with 5 in favor and 0 against.

10. Discussion, update, and possible action on the east driveway entrance improvements and parking area improvements in Rollingwood Park

Melissa Morrow, resident of 2502 Timberline Drive and Park Commission Chair, introduced Curt Arnett and provided an update on ongoing park-related planning efforts. She stated that discussions with Robert Dial included cost estimating guidance and noted that updated landscape designs for the off-leash area had been completed. She further stated that, based on input received, there may be cost efficiencies in coordinating the parking lot and off-leash area projects, and that constructing the parking lot prior to finalizing the off-leash area could result in construction inefficiencies.

Curt Arnett presented preliminary cost information comparing Truegrid and asphalt options; however, Council noted that supporting materials were not available for review at the meeting. Ms. Morrow stated that updated Truegrid cost information had been received that day and differed from earlier estimates. She reiterated that the Park Commission has expressed support for the Truegrid option due to drainage and heat reduction considerations.

Council Members discussed the need for additional information to support decision-making. Council Member Kevin Glasheen requested that cost estimates and design options be brought forward for consideration at a future meeting. Mayor Pro Tem Sara Hutson requested the inclusion of lifecycle, maintenance, and lifespan information. Council Member Kevin Schell requested a more formalized presentation of plans and associated costs. Council Member Brook Brown requested additional cost estimates and inquired about the appropriate timing and scope for development of a request for proposals.

Alex Robinette, resident of 2500 Bettis Boulevard, expressed appreciation for Robert Dial's assistance and stated that prior discussions regarding the parking lot have focused on the north area and associated excavation. She stated her preference for separating the parking lot and off-leash area projects, noting that the parking lot could proceed while still preparing the north area, thereby avoiding commitment to the off-leash area at this time. She indicated that a phased approach may provide greater efficiency and potential cost savings.

Shanthi Jayakumar, resident of 3309 Park Hills Drive, expressed concern that completing only one portion of the project could create uncertainty regarding future development of the remaining area. She stated that delaying the full project may lead to community concern and suggested that the entire project be fully designed and approved prior to initiating construction of any individual component.

Additional discussion included project timing considerations related to Little League seasonal use. Ms. Morrow noted that the Park Commission had also been directed to consider a broader, long-term plan for the area.

No action was taken.

11. Discussion and possible action regarding an appointment to fill a vacant position on the Rollingwood Planning and Zoning Commission

Council Member Brook Brown moved to appoint Patricia Barnes to the vacancy in the Planning and Zoning Commission. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

12. Discussion and possible action on the city’s waste disposal services, including the spring cleanup event, future cleanup scheduling issues, and missed pickup notifications to the city and to residents

Mayor Pro Tem Sara Hutson raised concerns about scheduling the spring cleanup during Spring Break, noting it limited participation. She suggested choosing a time when Little League is not using the parking area, since dumpsters take up significant space, and highlighted that the City’s contract allows for up to 12 dumpsters annually, creating an opportunity for an additional cleanup event.

She also noted that residents wanted to dispose of electronics that were not accepted and proposed exploring options such as using the City or Austin’s reuse and recycling center, or coordinating a single staff-led drop-off. Additionally, she suggested partnering with the Boy Scouts for volunteer support, including pickup and delivery services for residents unable to transport items, with the goal of making the program more convenient and accessible.

Council Member Kevin Schell noted that the City’s trash service also includes bulk item pickup, which Assistant to the City Administrator Lindsay Saenz confirmed. Mayor Gavin Massingill added that the City has a good contract agreement due to the low maintenance needs of the city.

Mayor Pro Tem Sara Hutson also noted a missed trash pickup and then additional delays due to a truck breakdown. Neither city staff nor residents were notified of the additional delays. She requested improved communication from Waste Connections regarding service delays so the City can keep residents informed.

13. Discussion regarding monthly reports from the City Administrator, as included in City Council meeting packets

Mayor Pro Tem Sara Hutson asked about adding back into the reports a “Top 10 Water User Report” that would not identify the user, but the addresses’ usage may be helpful so we know where the water is going.

EXECUTIVE SESSION

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

City Council went into Executive Session at 9:40 p.m.

City Council reconvened the meeting from Executive Session at 9:52 p.m.

Mayor Gavin Massingill stated there was no action taken in executive session

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:52 p.m.

Minutes adopted on the 15th day of April, 2026.

Gavin Massingill, Mayor

ATTEST:

Nikki Stautzenberger, Development Services Manager