



CITY OF ROLLINGWOOD
403 NIXON DRIVE, ROLLINGWOOD, TEXAS 78746
CITY COUNCIL MEETING
Wednesday, December 16, 2015

MINUTES

The City Council of the City of Rollingwood, Texas met in the Regular City Council Meeting on Wednesday, December 16, 2015 in the City Council Chambers of the Rollingwood Municipal Building located at 403 Nixon Drive, Rollingwood, Texas. Mayor Pro Tem Sara Hutson called the meeting to order at 7:00 p.m. Present were:

Mayor Pro Tem Sara Hutson, Alderman Joe Basham, Alderwoman Roxanne McKee,
Alderman Michael Dyson, Alderman Bobby Dillard,
City Administrator Charles Winfield, City Secretary Robyn Ryan,
Public Works Director Jackie Bob Wright,
Chief of Police Dayne Pryor and City Attorney Doug Young

Mayor Thom Farrell previously notified the City Council that he would be absent from the meeting due to a death in his family.

2. CITIZEN COMMENTS

There were no citizen present and no comments.

3. PRESENTATIONS, RECOGNITIONS, ROLLINGWOOD EVENTS, SPOTLIGHT ON ROLLINGWOOD BUSINESSES

Presentation and Swearing In Ceremony of Newly Hired Police Officers: Jesus (Jesse) Hernandez and Bryce Johnson.

Chief Pryor made introductions and brief comments of the newly hired officers.

Mr. Hernandez graduated from Brownwood College and Mr. Johnson graduated from Texas State University; both men graduated in 2015 from the CAPCOG Police Academy. City Secretary Robyn Ryan performed the swearing-in ceremony for Jesus Hernandez and Bryce Johnson. Chief Pryor presented the new officers with their badges. There were photographs and applause from the audience.

Update and Introduction of New Administrative Staff Support/Receptionist - Rita Ostrander
City Secretary Robyn Ryan introduced Admin Assistant Rita Ostrander who began working at the City on December 9, 2015. Rita would serve as the front desk receptionist, assistant to department heads and staff and serve as the utility clerk for the public works department.

Spotlight on Rollingwood - R Bank, 3103 Bee Caves Road, Suite 110, Austin, Texas 78746
The item was tabled until the January meeting.

4. CONSENT AGENDA

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES FROM THE REGULAR CITY COUNCIL MEETING OF NOVEMBER 18, 2015

Alderman Basham moved to approve the Consent Agenda, Alderwoman McKee seconded; the motion passed 5 to 0.

5. CITY ENGINEER REPORT

Marcus Naiser of LNV, Inc. presented his report for November 2015; the engineering report was included in the council packet.

DISCUSSION AND POSSIBLE ACTION TO AMEND CHAPTER 8 OF THE CITY CODE OF ORDINANCES REGULATING DISCHARGES INTO THE MUNICIPAL STORM SEWER SYSTEM (MS4)

Alderman Basham moved to approve the amendment to Code of Ordinance Chapter 8, Alderman Dyson seconded; the motion passed 5 to 0.

UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING THE REVIEW OF BIDS FOR THE RETAINING WALL AT THE LOWER PARK AND TO AUTHORIZE THE MAYOR TO SELECT A CONTRACTOR FROM THE BID OPENING ON DECEMBER 18TH OR TO CALL A SPECIAL CALLED CITY COUNCIL MEETING FOR THE PURPOSE OF REVIEWING THE BIDS AND SELECTING A CONTRACTOR FOR THE PROJECT.

Alderman Basham moved to set a Special Called City Council meeting on December 22, 2015 at 7:00 pm to review and set a bid for the construction project at the lower park; Alderman Dyson seconded. There was an amendment to the motion to allow the mayor to cancel the meeting if there was not sufficient information presented at the bid opening to hold the special meeting. The motion was re-seconded by Alderman Dyson; the motion passed 5 to 0.

6. REPORTS AND INFORMATION

Notice to Public: The following reports are available to the public at the City's administrative offices and posted to the City's website. Discussion may occur as to any matter included in such reports.

Mayor's Report - Update on CTRMA and South MoPac Project and on CAMPO

City Administrator Charles Winfield updated the council, stating that CAMPO wanted to meet with the City after the first of the year regarding the project.

City Administrator Charles Winfield reported on city activity, City Secretary Robyn Ryan reported on Administrative Activity and Public Work Director Jackie Bob Wright presented Public Works activity for November 2015; all report were included in the council packet. Update on Top Ten Water Users in the City: There was a question about the top "10" water user list; Mr. Wright reported that none of the residents on the "top ten" list were repeat water offenders.

Chief of Police Dayne Pryor reported on department activity and calls of service for November 2015; the report was included in the council packet. The Municipal Court report for November 2015 was also included in the council packet.

The City Stats, City Financials, and RCDC Financials for November 2015 were presented at the meeting; all were included in the council packet.

Invoices through November 2015: LNV Inc., City Engineer / Professional Design Group, Building Official / Scanlan, Buckle & Young, City Attorney / AWR Services, Inc., Water and Wastewater Services; all invoices were included in the council packet.

AWR Services, Inc. reports for Water and Wastewater for November 2015 were included in the council packet. The City Building Official report Professional Design Group, Mike Alexander sent his report and was included in the council packet.

The Texas Gas Service letters and Texas Central Appraisal District documents were included in the packet.

7. BOARDS AND COMMISSIONS

DISCUSSION AND POSSIBLE ACTION TO MAKE APPOINTMENT(S) TO BOARDS AND COMMISSIONS

Alderwoman McKee moved to appoint Joanne Parker to the Park Commission. The motion was seconded by Alderman Basham; the motion passed 5 to 0.

Alderwoman McKee moved to appoint Christopher Meakin to the Utility Commission. The motion was seconded by Alderman Basham; the motion passed 5 to 0.

PLANNING AND ZONING REPORT - Met on December 3, 2015

Alderwoman McKee briefed the council on the items discussed at the meeting; higher fences in construction areas, and requiring fences in and around swimming pools and a schedule for filing dates for residential building applications. The residential PUD's, and short term rentals would be addressed at the January 7, 2016 meeting.

PARK COMMISSION REPORT - Met on December 7, 2015

Tom Yemington from the WHGS Board was present at the meeting and he asked the council if they had questions regarding the Park Commission discussion on the WHGS Capital Improvement Plan. It was stated that the Park Commission would be working on a new "master plan" and the WHGS improvements items would be looked at in conjunction with the development of the new master plan.

DRAINAGE SUBCOMMITTEE AND PUBLIC INPUT MEETING - Met on December 7, 2015

There was no discussion or comments from the subcommittee.

UTILITY COMMISSION REPORT –

There was no December meeting and no comments.

ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION REPORT - Meeting Scheduled December 17, 2015

There was no report or comments from RCDC.

8. OLD BUSINESS

DISCUSSION AND POSSIBLE ACTION TO AMEND THE CITY CODE OF ORDINANCES DEALING WITH RUNNING COMMERCIAL BUSINESSES OUT OF SINGLE-FAMILY RESIDENCES, AND OR USING SINGLE-FAMILY RESIDENCES AS THE PRIMARY OFFICE

Alderman Basham moved to approve the amendment to the City Code of Ordinances. Alderman Dillard seconded the motion. There was a lengthy discussion among the council members with input from City Attorney Young. Alderman Basham added to the original motion to accept all but 14.02.202 (a) 3. The motion was re-second by Alderman Dillard.

Alderman Basham amend his original motion and to approve the changes to the ordinance in its entirety. Re-second by Alderman Dillard; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO REVIEW AND APPROVE A LIST OF RESIDENTIAL CITY STREETS TO BE INCLUDED IN THE CAMPO BIKE LANE GRANT

After a brief discussion the item was tabled.

UPDATE ON THE LAW ENFORCEMENT APPRECIATION DAY SCHEDULED FOR FEBRUARY 2016

Alderwoman McKee stated that the date for the appreciation lunch needed to be changed to the first Saturday in March, which was the 5th, 2016.

Update on Phone System Selection for City Hall

Charles Winfield updated the City Council on the research on the phone system.

After a lengthy discussion it was determined to add an action item to the December 22nd special called meeting for discussion and action on the phone system.

UPDATE ON THE 3 MONTH TRAFFIC FLOW DATA MONITORED BY THE ROLLINGWOOD POLICE DEPARTMENT FROM SEPTEMBER TO DECEMBER 2015 AND DISCUSSION AND POSSIBLE ACTION RESULTING FROM THE INFORMATION PRESENTED AND TO POSSIBLY HIRE AN ENGINEER TO STUDY AND SERVE AS A CONSULTANT ON TRAFFIC ISSUES IN THE CITY

Chief Pryor asked the council to table the item until the information could be retrieved from the police department data base. The item was tabled.

STANDING AGENDA ITEM --DISCUSSION AND POSSIBLE ACTION FOR THE CITY COUNCIL TO CALL FUTURE "SPECIAL CALLED" MEETINGS OF THE ROLLINGWOOD CITY COUNCIL FOR ANY ITEMS DISCUSSED AND DEEMED NECESSARY

A special called meeting was called for Tuesday, December 22nd, 2015, to discuss incoming bids and the phone system.

UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING THE IMPLEMENTATION OF PREVIOUSLY APPROVED SECURITY MEASURES INSIDE OF THE CITY MUNICIPAL BUILDING

Alderman Basham said he had talked to Mayor Farrell about a security system at city hall; slider locks and/or keypads for the chairs of the boards and commissions to access the building.

The item was tabled until more information could be compiled.

9. NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION TO DEVELOP A "LOCAL AGENCY" PROFILE ON THE NEXTDOOR SOCIAL MEDIA WEBSITE

Alderman Dyson moved for City Administrator Charles Winfield to set up a local profile for Nextdoor, the motion was seconded by Alderman Dillard. Alderman Dyson amended his motion to say "in accordance with the same city website policy measures". The motion was re-seconded by Alderman Dillard; motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO ADDRESS OAK WILT CONTAINMENT MEASURES IN THE CITY

There was a discussion among the council members. No action was taken; more information would be brought back in January.

DISCUSSION AND POSSIBLE ACTION TO ADOPT AMENDMENTS TO THE CODE OF ORDINANCE RELATED TO TEXAS FOOD ESTABLISHMENT RULES PER GUIDELINES BY THE TEXAS HEALTH AND HUMAN SERVICES COMMISSION

Alderman Basham moved to approve the ordinance as stated and Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION FOR THE CITY TO ADVERTISE FOR A "REQUEST FOR PROPOSALS" (RFP) FOR A DEPOSITORY AGREEMENT WITH LOCAL BANKS FOR THE CITY'S BANKING NEEDS

Alderman Basham moved for the city to advertise for RFP for a Depository Agreement with local banks, Alderwoman McKee seconded; the motion passed 5 to 0. This item would be brought back at the January meeting.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE ADDITIONAL HOLIDAY COMPENSATION TO EMPLOYEES

Mayor Pro Tem Hutson said Mayor Farrell had put the item on the agenda. He wanted to use the money from the sale of the ACL tickets to compensate the employees as a holiday bonus.

15 people qualified for the compensation. Alderman Basham moved to divide the money by 15 employees on the list, and give the new employee Rita Ostrander \$50. Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE AN APPEAL OF WHOLESALE WATER AND WASTEWATER RATES CHARGED BY THE CITY OF AUSTIN

City Attorney Young had an update regarding the appeal of the rates: He said the City of Rollingwood had approved an expenditure of \$2,500 for an attorney to represent the City. He added that the City of Sunset Valley had appropriated \$5,000 to engage an attorney and to work with the City of Rollingwood to see if an appeal was appropriate. Mr. Young said he had talked with a utility firm and they saw the case the same as his views on the situation: a 90 day attorney deadline for an appeal, which was imminent, and since the Rollingwood had already engaged David Smith, Sunset Valley wanted to participate and to do a dual tracks to appeal the rates. He

felt the City of Rollingwood did not need to take any further action and he would report back to Sunset Valley on any decisions that Rollingwood made on the collaboration.

9.07 DISCUSSION AND POSSIBLE ACTION TO DIRECT THE CITY ATTORNEY TO PREPARE AN ORDINANCE ON DRAINAGE FEES

This item was tabled until the January meeting.

10. EXECUTIVE SESSION

EXECUTIVE SESSION - PURSUANT TO TEXAS GOV'T CODE SECTION 551.071 TO CONSULT WITH THE CITY ATTORNEY REGARDING POSSIBLE WATER AND WASTEWATER RATE CHANGES FROM THE CITY OF AUSTIN

No executive session was called during the meeting.

EXECUTIVE SESSION - PURSUANT TO TEXAS GOV'T CODE SECTION 551.071 TO CONSULT WITH THE CITY ATTORNEY REGARDING AN ORDINANCE ON DRAINAGE FEES

No executive session was called during the meeting.

11. ADJOURNMENT

There was a motion and a second to adjourn; the meeting ended at 10:23 p.m.

Adopted on the 20th day of January, 2016.

Thom Farrell, Mayor

ATTEST:

Robyn Ryan, City Secretary