



CITY OF ROLLINGWOOD
403 NIXON DRIVE, ROLLINGWOOD, TEXAS 78746
CITY COUNCIL REGULAR MEETING

Wednesday, December 21, 2016

MINUTES

The City Council of the City of Rollingwood, Texas met in a Regular Meeting on Wednesday, December 21, 2016 in the City Council Chambers of the Rollingwood Municipal Building located at 403 Nixon Drive, Rollingwood, Texas. Mayor Roxanne McKee called the meeting to order at 7:05 p.m.

Present were:

Mayor Roxanne McKee, Mayor Pro Tem Sara Hutson, Alderman Joe Basham,
Alderman Michael Dyson, Alderman Bobby Dillard, Alderman Gavin Massingill,
City Administrator Charles Winfield, City Secretary Robyn Ryan,
Chief of Police Dayne Pryor and City Attorney Doug Young

2. CITIZEN COMMENTS

No citizens signed up to speak at the meeting.

3. CONSENT AGENDA

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REGULAR CITY COUNCIL MEETING MINUTES FROM NOVEMBER 16, 2016.

Alderman Basham moved to approve the November 16, 2016 minutes, Alderman Dyson seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE REGULAR CITY COUNCIL MEETING MINUTES FROM OCTOBER 19, 2016.

Alderman Basham moved to approve the October 19, 2016 minutes, Alderman Dyson seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE SPECIAL CALLED CITY COUNCIL MEETING MINUTES FROM SEPTEMBER 27, 2016.

Due to the length of the minutes, Mayor Pro Tem Hutson asked for the minutes to be tabled until the next meeting.

4. CITY ENGINEER REPORT

CITY ENGINEER: LNV, Inc., Report - November 2016.

Marcus Naiser of LNV, Inc. presented the report; a copy was included in the council packet.

DISCUSSION AND POSSIBLE ACTION TO APPROVE CHANGE ORDER NO. 2 - INSTALLATION OF A BLACK TUBULAR STEEL FENCE ON TOP OF THE RETAINING WALL AT THE LOWER PARK.

After a brief discussion to clarify the numbers on Change Order No. 2, Alderman Basham moved to approve Change Order No. 2 in the amount of \$5,077.40, and Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE \$2,500 OF ADDITIONAL FUNDS FOR EROSION CONTROL FOR THE INWOOD DRAINAGE WALL.

Mayor McKee briefed the council on the project status; one of the neighbors would not sign-off on the project, and the project was pulled. No action was taken on the item.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A BUDGET AMENDMENT IN THE DRAINAGE FUND FOR THE HATLEY DRAINAGE PROJECT, THE HATLEY/NIXON VALLEY GUTTER, AND THE INWOOD DRAINAGE WALL THAT WERE PREVIOUSLY BUDGETED IN THE 2015-2016 FISCAL YEAR BUT NOT CONSTRUCTED UNTIL THE CURRENT 2016-2017 FISCAL YEAR.

Alderman Basham moved to allocate \$78,760 in the Drainage Fund Balance to the Hatley Drainage Project and the Nixon/Hatley Drainage Valley Gutter Project. Alderman Dillard seconded. After further discussion, Alderman Basham withdrew the motion and Alderman Dillard withdrew the second.

Alderman Basham moved to allocate \$12,000 to the Street Maintenance Fund for the Valley Gutter Projects. Alderman Dillard seconded; the motion passed 5 to 0.

Alderman Basham moved to allocate \$78,760 for the Hatley Drainage Project and the Hatley/ Nixon Valley Gutter Project, Alderman Dillard seconded; the motion passed 5 to 0.

5. REPORTS AND INFORMATION

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 – November 2016

Mayor McKee said Edgegrove Drive had recently been repaved, this was needed due to large construction trucks continued driving down Edgegrove Drive, delivering construction materials. She said she had approved for the extended repaving project at a cost of \$5,300. Mayor McKee said Public Works had completed interviews and would soon make an offer to one of the candidates. The City auditors would be completing the audit this week, and the RWPD was nominated as Department of the Year in the area.

CITY ADMINISTRATOR - City Activity Report, CITY SECRETARY - Administrative Activity Report, PUBLIC WORKS DIRECTOR – Public Works Activity Report, CHIEF OF POLICE – Police Activity and Service Call Reports for November 2016; all were included in the packet. There were questions from council members regarding the traffic plan for the Trail of Lights, and the closing of traffic on certain streets during the event, and the *time* of the closures, which was in question. They asked Chief Pryor to contact them and get information regarding the closures and time of closures for the event.

MUNICIPAL COURT - Activity Report for November 2016 was included in the packet.

CITY STATS, CITY FINANCIALS and RCDC FINANCIALS for November 2016 FY 2016-2017 were included in the packet.

INVOICES through November 2016 - LNV Inc., City Engineer, Professional Design Group, Building Official, Scanlan, Buckle & Young, City Attorney, and AWR Services, Inc., for Water and Wastewater Services; all invoices were included in the packet.

AWR SERVICES - Water and Wastewater Report and the Top Ten Water Users in the City Report for November 2016 was included in the packet.

CITY BUILDING OFFICIAL, Professional Design Group, Mike Alexander's report was included in the packet.

Texas Gas Service and Texas Central Appraisal District and Tax Assessor letters were included in the council packet.

6. BOARDS AND COMMISSIONS

DISCUSSION AND POSSIBLE ACTION TO UPDATE SECTIONS ON: HOME OCCUPATION, SWIMMING POOL FENCES, EMERGENCY AND UTILITY CONSTRUCTION PERMITS, SITE PLAN REQUIREMENTS, ESTIMATED FEES FOR EXPIRING OF BUILDING PERMITS, REVOCATION OF BUILDING PERMITS, AND EXPIRATION OF BUILDING PERMITS.

Home Occupation

Alderman Dillard **moved** to approve the Home Occupation section 1, Alderman Basham seconded for discussion purposes.

Alderman Dillard **amended the motion** to strike Number 2 and add the word “substantial” to motor vehicle traffic on Number 7. Alderman Basham re-seconded; the motion passed 5 to 0.

Swimming Pool Fences – No changes were made to the March 2016 ordinance.

Emergency and Utility Construction Permits

Alderman Basham **moved** to approve the Emergency and Utility Construction Permits section, Alderman Dillard seconded; the motion passed 5 to 0.

Site Plan Requirements

Alderman Basham **moved** to approve the Site Plan Requirement section, Alderman Massingill seconded; the motion passed 5 to 0.

Estimated Fees for Expiration of Building Permits

Alderman Basham **moved** to approve the Estimated Fees for Expiration of Building Permits section with a fee of \$100 for the permit. Alderman Basham amended the motion with a reference to the latest version of Appendix “A”. Alderman Massingill seconded; the motion passed 5 to 0.

Revocation of Building Permits

Alderman Basham **moved** to approve the Revocation of Building Permits section, Mayor Pro Tem Hutson seconded; the motion passed with 3 voting yes to the motion, with 2 NO votes by Aldermen Dyson and Dillard.

Expiration of Building Permits

Alderman Basham **moved** that a building permit authorizing the construction or alteration of a building or structure in the residential district expires upon the receipt of a Certificate of Occupancy, (CO). Alderman Dillard seconded. Alderman Basham **withdrew** the motion, and moved to **table** the motion until the City Attorney could answer some questions. Alderman Dillard withdrew the second and seconded the motion to table; the motion passed 5 to 0.

PLANNING AND ZONING REPORT - Met on December 1, 2016

Gavin Massingill reported on the Planning and Zoning Commission would consider the lighting ordinance and a landscaping plan at the next meeting.

7. OLD BUSINESS

DISCUSSION AND POSSIBLE ACTION TO APPROVE A FIRST AMENDMENT TO THE TOWNE CENTRE PUD AGREEMENT PROVIDING FOR AMENDMENTS PREVIOUSLY APPROVED BY THE COUNCIL TO CONDITIONALLY ALLOW INCREASED HEIGHTS OF STRUCTURES, A FLAT ROOF WITH SCREENING OF ROOFTOP EQUIPMENT, ADDITIONAL VISUAL AND LIGHT SCREENING OF PARKING STRUCTURE, ACCESS TO A PUBLIC GREEN SPACE, AND IMPROVEMENTS TO THE PUBLIC GREEN SPACE.

City Attorney Young briefed the council on the Towne Centre PUD agreement before them for consideration and approval.

Alderman Basham moved to approve the first amendment to the PUD agreement as presented with one exception; the reference Exhibit "B" be changed to Exhibit "C" in Paragraph #4. Alderman Dyson seconded; passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO ADOPT AN ORDINANCE ENACTING THE CHANGES IN ZONING REGULATIONS PROVIDED IN THE FIRST AMENDMENT TO THE TOWNE CENTRE PUD AGREEMENT AND CODIFYING THE ORIGINAL TOWNE CENTRE PUD REGULATIONS.

City Attorney Young briefed the council on the ordinance related to the PUD agreement.

Alderman Basham moved to approve as stated, Alderman Dyson seconded. Mayor Pro Tem Hutson asked for a sentence on the last page be deleted, and to change the date of the document. Alderman Basham accepted the amendment and Alderman Dyson re-seconded; the motion passed 5 to 0.

8. NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION TO SET A DATE IN LATE JANUARY 2017 FOR A SPECIAL MEETING ON THE MOPAC SOUTH PROJECT.

It was discussed that Alderman Dillard, Mayor McKee, Amy Pattillo and Wendi Hundley along with David Smith would meet as a sub-committee and would report back to council after that meeting; they would determine if a special meeting would be needed after the council meeting.

DISCUSSION AND POSSIBLE ACTION TO HIRE AN ALTERNATE CONSULTANT FOR THE MOPAC SOUTH PROJECT.

No action was taken on the agenda item.

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

Mayor Pro Tem Hutson moved to appoint Anna Hudson to the Planning and Zoning Commission, the motion was seconded by Alderman Dyson; the motion passed 5 to 0.

PARK COMMISSION REPORT - Met on December 5, 2016.

Park Commission member Wendi Hundley reported on tree trimming services and questioned stump removal. She said bicycle racks purchased with Rollingwood Women's Club money would be installed at the Rollingwood Park, and she added they would send out the survey monkey document/survey and would hold a special meeting on February 23, 2016 to discuss the results of the survey.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE PARK COMMISSION SURVEY MONKEY DOCUMENT.

Alderman Basham moved to approve the Park Commission Survey Monkey document and to disseminate the same. Dyson seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION ALLOWING PARKSIDE COMMUNITY SCHOOL TO UTILIZE THE UPPER PARKING LOT AS A PERMANENT STUDENT DROP OFF AND PICK UP SITE.

Alderman Basham **moved** to approve for the Parkside Community School to utilize the upper parking lot until May 2017, Alderman Dillard seconded the motion. Basham amended the motion; to get a "temporary release liability wavier" from the school. The amendment was re-seconded by Alderman Dillard; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION REGARDING THE CITY OF ROLLINGWOOD TO TAKE PART IN THE AUSTIN PARK FOUNDATION'S "IT'S MY PARK DAY" FOR PARTICIPATION IN FUTURE BEAUTIFICATION EFFORTS.

Alderman Basham moved to approve the agenda item as stated, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO PREPARE AN RFP FOR A CITY ARBORIST WITH A CERTIFICATION AS AN OAK WILT SPECIALIST.

Alderman Basham moved to prepare an RFP for a City Arborist which included language “on an as needed basis” and a certification as an Oak Wilt Specialist, the motion was seconded by Alderman Dyson; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO DEVELOP AN OAK WILT INFORMATIONAL FLYER TO BE SENT OUT TO THE RESIDENTS AT A COST NOT TO EXCEED \$600.

Alderman Dillard moved to approve the Oak Wilt informational flyer to be sent to residents as stated, the motion was seconded by Alderman Basham; the motion passed 5 to 0.

UTILITY COMMISSION REPORT – Met on December 6, 2016.

Sara Hutson said the commission discussed a re-connection fee, and establishing a base rate for wastewater service.

DISCUSS AND POSSIBLE ACTION TO RETAIN THE SERVICES OF HDR ENGINEERING TO CONDUCT A WASTEWATER RATE STUDY.

Alderman Basham moved to approve the services of HDR Engineering to conduct a wastewater rate study, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A BUDGET AMENDMENT IN THE WASTEWATER FUND FOR WASTEWATER RATE CONSULTING SERVICES.

Alderman Basham moved to approve the budget amendment as stated, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION TO AUTHORIZE MAYOR ROXANNE MCKEE AS A SIGNATORY ON THE TEXPOOL ACCOUNT FOR THE CITY.

Alderman Basham moved to approve a resolution authorizing Mayor McKee as a signatory on the TexPool account, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO ADOPT A RESOLUTION TO AUTHORIZE MAYOR ROXANNE MCKEE AS A SIGNATORY ON THE CITY BANK ACCOUNT.

Alderman Basham moved to approve a resolution authorizing Mayor McKee as a signatory on the City bank account, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO PREPARE A JOB POSTING FOR A ROLLINGWOOD MUNICIPAL COURT JUDGE.

Alderman Basham moved to approve the preparation of a job posting for a municipal court judge. Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO CHANGE THE DATE OF THE REGULAR MARCH CITY COUNCIL MEETING TO MONDAY, MARCH 6TH OR THURSDAY, MARCH 9TH AT 7:00 PM.

Alderman Basham moved to move the March regular City Council meeting to Monday, March 6th, 2017, Alderman Dillard seconded; the motion passed 5 to 0.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE ADDITIONAL HOLIDAY COMPENSATION TO EMPLOYEES: CHARLES WINFIELD, ROBYN RYAN, ABEL CAMPOS, RITA OSTRANDER, JACKIE BOB WRIGHT, JASPER LAWRENCE, ELI ARRIAGA, ANGIE DEJESUS, DAYNE PRYOR,

KRISTAL POMPA, STEVEN POMPA, AARON HOWE, DAN ARISPE, GREG DUARTE, JOSH ODOM, JESSE HERNANDEZ, AND BRYCE JOHNSON.

Alderman Basham moved to approve a holiday compensation in the amount of \$233.82 to each of the listed employees. Alderman Dillard seconded; the motion passed 5 to 0.

ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION REPORT – Met on December 15, 2016. There were no comments or questions.

DISCUSSION AND POSSIBLE ACTION TO ALLOW DECEMBER 25TH TO BE A POLICE DEPARTMENT DESIGNATED HOLIDAY IN LIEU OF DECEMBER 27TH.

Alderman Dyson moved to approve the change as stated in the agenda item and to add January 1st to the Police Departments designated holiday. Alderman Massingill seconded; the motion passed 5 to 0.

9. EXECUTIVE SESSION- No Executive Sessions were called during the meeting.

ADJOURNMENT

Mayor McKee called for adjournment; there was a motion and a second to adjourn. The meeting ended at 11:16 p.m.

Minutes adopted on the 18th day of January 2017.

Roxanne McKee, Mayor

ATTEST:

Robyn Ryan, City Secretary