



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

**Wednesday, May 18, 2016
MINUTES**

The City Council of the City of Rollingwood, Texas met in the Regular City Council Meeting on Wednesday, May 18, 2016 in the City Council Chambers of the Rollingwood Municipal Building located at 403 Nixon Drive, Rollingwood, Texas. Mayor Thom Farrell called the meeting to order at 7:01 p.m. Present were:

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

Alderman Bobby Dillard was not present at the meeting.

2. CITIZEN COMMENTS

There were no citizens present at the meeting.

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

SPOTLIGHT ON ROLLINGWOOD - PLAINS CAPITAL BANK, 2705 Bee Caves Road, Suite 120.
Mayor Farrell stated Plains Capital Bank were active participants in the Rollingwood area.

4. CONSENT AGENDA

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

Alderman Basham moved to approve the minutes of March 16, 2016, Alderwoman McKee seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MINUTES FROM THE REGULAR CITY COUNCIL MEETING ON APRIL 20, 2016.

Alderwoman McKee moved to approve the minutes of April 20, 2016, Alderman Basham seconded; the motion passed 4 to 0.

5. CITY ENGINEER REPORT - LNV, Inc., Report - April 2016

Marcus Naiser and Jay Campbell of LNV, Inc. presented the engineers report for April 2016. A copy of the report was included in the council packet. There was discussion among the council regarding drainage and detention receptacles in the city.

6. 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.

CITY ADMINISTRATOR Charles Winfield reported on City Activity for April 2016; a copy was included in the council packet.

CITY SECRETARY Robyn Ryan reported on Administrative Activity for April 2016; a copy was included in the council packet.

PUBLIC WORKS DIRECTOR Jackie Bob Wright was absent from the meeting. The report for April 2016 was included in the council packet.

CHIEF OF POLICE Pryor reported on activity and service call for April 2016; a copy of the report was included in the council packet. There was discussion regarding the recent changes to Uber services in the Austin area and discussed "Blues on the Green" festival and potential issues that would possibly arise during the festival.

DISCUSSION AND POSSIBLE ACTION TO GIVE THE MAYOR THE AUTHORITY TO CLOSE THE ROADS OR ANY OTHER REMEDY DEEMED NECESSARY DURING THE 2016 BLUES ON THE GREEN FESTIVAL - MAY 25, JUNE 22, JULY 13 AND AUGUST 3, 2016.

Alderman Basham moved to approve the agenda item as stated, Alderwoman McKee seconded; the motion passed 4 to 0. Alderman Basham said the August date stated in the agenda item was the 3rd, not the 6th as read by the mayor.

DISCUSSION AND POSSIBLE ACTION TO PURCHASE A NEW PATROL CAR FOR THE POLICE DEPARTMENT.

Alderman Basham moved to approve a new patrol car for the Police Department not to exceed \$38,513; the money will come from the Contingency Fund, the motion was seconded by Alderwoman McKee; the motion passed 4 to 0.

MUNICIPAL COURT Activity Report for April 2016 was included in the council packet.

CITY STATS, CITY FINANCIALS AND RCDC FINANCIALS for April 2016 were included in the council packet.

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

AWR SERVICES - Water and Wastewater Report for April 2016 and an update on the Top Ten Water Users in the City; all reports were included in the council packet.

DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH FIRST CITIZENS BANK FOR AN ONSITE CHECK SCANNER FOR AWR SERVICES, INC. TO BE USED FOR ROLLINGWOOD UTILITY PAYMENT PROCESSING, THERE ARE NO CHARGES FOR THE SCANNER OR SERVICE.

Brett Lanham from AWR Services, Inc. addressed the council asking if they had any questions. He asked for discussion regarding approval of the check scanner for AWR staff use; to process utility payments. Mayor Farrell stated the City would be going out for RFQ's for new banking services, and wanted to wait until that process finished, before agreeing to a scanner service for AWR.

The mayor **tabled** the item until June 2016 meeting.

DISCUSSION AND POSSIBLE ACTION TO APPOINT AN AGENT OF AWR TO USE A FACSIMILE SIGNATURE OF THE APPROPRIATE OFFICER OF THE CITY PURSUANT TO TEX. GOV'T CODE CHAPTER 618 FOR THE PURPOSE OF ENDORSING UTILITY INSTRUMENTS OF PAYMENT FOR DEPOSIT IN THE CITY'S ACCOUNTS AT THE APPROPRIATE FINANCIAL INSTITUTION.

The mayor **tabled** the item until June 2016 meeting.

CITY BUILDING OFFICIAL - Professional Design Group - Mike Alexander.

Mr. Alexander was not present at the meeting; the report was included in the council packet. There were no comments.

Texas Gas Service Report was not included in the packet, and would be added when received. Texas Central Appraisal District documents were in the council packet. There were no comments.

7. BOARDS AND COMMISSIONS

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

Alderman McKee moved to appoint Carolyn Horne to the Park Commission, Alderman Basham seconded; the motion passed 4 to 0.

PARK COMMISSION REPORT - Met on May 2, 2016

Park Commission Council Liaison Dyson updated the council on discussions at the May Park Commission meeting. Mr. Dyson said the Park Commission (PC) was an active and passionate group of people and city ordinance stated the purpose of the Park Commission was to implement and develop the Rollingwood Park "Master Plan". The 2004 Master Plan did not show what was currently in the park and the sub-committee had worked to catalog all park assets. The Park Commission members wanted to know the next steps in regard to the plan; they were asking for City Council direction. Mayor Farrell stated he did not want to spend a lot of money re-doing the plan.

PARK COMMISSION ITEM - DISCUSSION AND POSSIBLE ACTION TO APPROVE THE MAYOR'S MONARCH PROGRAM FOR THE CITY

Alderman Basham moved for Mayor Farrell and Mayor Pro Tem Hutson to discuss items 1-26 on the list to see what items could be reasonably completed by the City. The motion was seconded by Mayor Pro Tem Hutson; the motion passed 4 to 0.

PARK COMMISSION ITEM - DISCUSSION AND POSSIBLE ACTION TO DIRECT THE PARK COMMISSION TO CONTINUE THE DEVELOPMENT OF THE PARK MASTER PLAN

There was an extensive discussion among council members. Suggestions during the discussion were:

- 1) Update the existing master plan – Add what was not currently on the plan,
- 2) Consultation with LNV, Inc. or a landscape architect to look at the current master plan, and give suggestions,
- 3) Keep it in-house - do the updates by PC (which would keep costs down),
- 4) Ask the citizens "what do people want in the park"? and
- 5) Put together a Survey Monkey with basic questions about what citizens want in the park.

The council sent the item back to the Park Commission to investigate Survey Monkey to determine what the residents want in the park. There was no further discussion or action taken on the item.

PARK COMMISSION ITEM - DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE THE PARK COMMISSION TO PUT OUT A REQUEST FOR BIDS FOR THE PURPOSE OF PUTTING A PERMANENT BARRIER AROUND THE OAK TREE IN THE UPPER PARK BETWEEN THE BALL FIELDS AND THE WESTERN HILLS ATHLETIC CLUB.

Alderman Dyson updated the council on the tree; there was concern that cars parking too close to the oak tree may be compressing the dirt, possibly damaging the tree roots. Public Works had installed railroad ties around the tree to keep people from parking near the tree, but people were moving the ties in order to park under the tree, and that process did not have the preventative impact as previously determined. Dyson added, the Park Commission suggested a post and chain system, similar to what City of Austin does at Zilker Park. Mayor Farrell said he would take measures to put that type of barrier around the tree; no formal action was taken.

UTILITY COMMISSION REPORT - Met on May 3, 2016 – There was no report.

PLANNING AND ZONING REPORT - Met on May 5, 2016 – There was no report.

ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION REPORT – No Meeting was scheduled on May 19, 2016. There was no report.

8. OLD BUSINESS

DISCUSSION AND POSSIBLE ACTION TO ESTABLISH A PROGRAM TO PROMOTE ECONOMIC DEVELOPMENT AND STIMULATE BUSINESS AND COMMERCIAL ACTIVITY IN THE CITY BY PROVIDING FOR UTILITY FEE WAIVERS OR REDUCED UTILITY FEES FOR CERTAIN COMMERCIAL DEVELOPMENTS IN THE CITY.

The mayor **tabled** the item.

DISCUSSION AND POSSIBLE ACTION TO AUTHORIZE A UTILITY FEE WAIVER OR REDUCTION OF UTILITY FEE IN CONNECTION WITH THE TOWNE CENTER COMMERCIAL DEVELOPMENT.

The mayor **tabled** the item.

9. NEW BUSINESS

DISCUSSION AND POSSIBLE ACTION TO APPROVE THE HIRING OF TWO SUMMER INTERNS TO WORK APPROXIMATELY FROM MID JUNE TO MID AUGUST

Alderman Basham moved to approve the hiring of 2 summer interns, Mayor Pro Tem Hutson seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH AN INFORMATION TECHNOLOGY COMPANY TO SERVE AS COMPUTER TECHNICAL SUPPORT/REPAIR FOR ALL DEPARTMENTS AT CITY HALL

Alderman Dyson moved to approve an agreement with Networkitects and for the mayor to sign the contract after the City Attorney had completed a legal review of the contract. Alderman Basham seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO AMEND CHAPTER 8 OF THE CITY CODES TO INCLUDE MOSQUITO BREEDING AREAS AND COMPOSTING RECEPTACLES AND TO INSTRUCT THE CITY ATTORNEY TO PREPARE AN ORDINANCE FOR CITY COUNCIL FOR APPROVAL AT THE NEXT REGULAR MEETING

The mayor wanted the agenda item sent to Planning and Zoning for consideration and recommendation to city council.

DISCUSSION AND POSSIBLE ACTION TO REVIEW HEATING AND COOLING CONTRACTOR BIDS, TO SELECT ONE CONTRACTOR AND APPROVE AN AGREEMENT FOR REPLACING THE DUCT WORK IN THE ADMINISTRATIVE OFFICES

Alderman Basham moved to approve the contractor bid with Precision Air in the amount of \$5,400 to replace the duct work in the administrative offices at City Hall, Mayor Pro Tem Hutson seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO AMEND CHAPTER 3 OF THE CITY CODE OF ORDINANCES TO ADD NEW SECTION 3.01.003 TO PROVIDE FOR DESIGNATED ROUTES TO BE USED BY CERTAIN HEAVY CONSTRUCTION VEHICLES PURSUANT TO A BUILDING PERMIT; AND TO AMEND SECTION 3.01.001 TO REQUIRE SIGNAGE IN CONNECTION WITH CONSTRUCTION ACTIVITIES AND TO REQUIRE THAT STORED DIRT, FILL, AND OTHER MATERIALS BE COVERED OR ENCLOSED BY SILT FENCING IN CERTAIN CIRCUMSTANCES.

Alderman Basham moved to amend Chapter 3 of the City Code; to add 3.01.003 to provide for designated routes to be used by certain heavy construction vehicles pursuant to a building permit; and to amend section 3.01.001 to require signage in connection with construction activities and in the appropriate section in the code to require that stored dirt, fill, and other materials be covered or enclosed by silt fencing in certain circumstances. Mayor Pro Tem Hutson seconded; the motion passed 4 to 0.

DISCUSSION AND ACTION TO AMEND CODE OF ORDINANCES CHAPTER 10 TO CLARIFY THE EFFECT ON CERTAIN GRANDFATHERING RIGHTS OF A UNIFORM SUBMISSION DATE ESTABLISHED BY THE PLANNING AND ZONING COMMISSION WITH REGARD TO SUBDIVISION APPLICATIONS.

Alderman Basham moved to approve the agenda item as stated, Alderwoman McKee seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION AUTHORIZING THE MAYOR TO SIGN AN ADVANCED FUNDING AGREEMENT WITH TxDOT FOR THE BIKE LANE PROJECT

Alderwoman McKee moved to approve the agenda item as stated, Alderman Basham seconded; the motion passed 4 to 0.

DISCUSSION AND POSSIBLE ACTION TO APPROVE A THREE-WAY STOP SIGN CONFIGURATION AT THE INTERSECTION OF ASHWORTH AND KRISTY.

The item was referred to the Planning and Zoning Commission for research and consideration.

MAYOR'S REPORT - April 2016 – Mayor Farrell said he and Jackie Bob Wright attended the Oak Wilt meeting held at the City of West Lake Hills that week. He added there were many active areas of Oak Wilt in the surrounding areas and all bordering entities needed to be involved in order to contain the oak wilt problem. City of Lakeway, City of West Lake Hills, The Hills, Sunset Valley, City of Austin, and Travis County were represented at the meeting.

UPDATE, DISCUSSION AND POSSIBLE ACTION REGARDING THE REPAIRS TO THE WALL AT THE LOWER ROLLINGWOOD PARK.

There was an update only: staff was looking at the various construction methods for the wall at the lower park.

DISCUSSION AND POSSIBLE ACTION TO REVIEW THE 2016-2017 BUDGET ITEMS AND TO REVIEW CURRENT UTILITY P & L'S.

Mayor Farrell did a review of budget items and preliminary numbers to start the next fiscal year. Items discussed were:

- 1) Assessed valuations preliminary estimates \$831,000.
- 2) New values would be \$60 million, including the Endeavor Project.
- 3) Water and wastewater funds would be discussed next month; adding there was a deficit.
- 4) Budget amendments would take place at the June meeting.
- 5) Errors on the financials had been corrected regarding the engineering items.

There was a brief discussion; no action was taken on the agenda item.

EXECUTIVE SESSION – There were no Executive Sessions called during the duration of the meeting.

ADJOURNMENT

Mayor Farrell called for adjournment. There was a motion and a second to adjourn; the meeting ended at 10:43 pm.

Minutes adopted on the 15th day of June 2016.

Thom Farrell, Mayor

ATTEST:

Robyn Ryan, City Secretary