



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, January 21, 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 January 21, 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 was made and 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 REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Gavin Massingill called the meeting to order at 7:00 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, City Secretary Makayla Rodriguez, Assistant to the City Administrator Lindsay Saenz, Development Services Manager Nikki Stautzenberger, Finance Director Abel Campos, Police Chief Kristal Muñoz, and City Attorney Charles Zech

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

2. Presentation and discussion on the Quarterly Investment Report for the 1st Quarter
Finance Director Abel Campos gave the Quarterly Investment report.
3. Presentation and discussion on the Budget Review for the 1st Quarter
Finance Director Abel Campos gave the Budget Review.
4. Update and discussion on the Rollingwood Police Department and law enforcement

Police Chief Kristal Muñoz discussed there has been a minor decrease in vehicle thefts, but that most instances occurred when vehicles were left unlocked with the keys inside. She continued to

report that there was also an increase in traffic and parking citations. Chief Muñoz and Mayor Gavin Massingill continued to discuss the department's investigation process, pursuit procedure, staffing levels, recruitment, and response to a recent shots fired incident.

Council Member Kevin Glasheen stated that he is interested in looking for alternative solutions to the license plate reading cameras to be notified of stolen vehicles entering the City. Mayor Gavin Massingill explained that the Police Chief Kristal Muñoz is looking into alternatives as well as expressed privacy concerns related to monitoring.

City Council and Police Chief Kristal Muñoz continued discussion on license plate reading cameras.

CONSENT AGENDA

5. Discussion and possible action on the minutes from the December 17, 2025 City Council meeting
6. Discussion and possible action regarding acceptance of Colin Harvey's resignation from the Rollingwood Community Development Corporation (RCDC)
7. Discussion and possible action to approve the Rollingwood Women's Club Easter Event on April 4, 2026 from 8:45 a.m. to 11:00 a.m.
8. Discussion and possible action to approve the Rollingwood Women's Club 5K run and event on March 29, 2026
9. 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 through 8. Council Member Kevin Schell seconded the motion.

Mayor Pro Tem Sara Hutson removed item 9 from Consent Agenda.

The motion carried with 5 in favor and 0 against.

City Administrator Alun Thomas explained that Mayor Gavin Massingill was previously given authorization to execute a Water Conservation Plan and a Drought Contingency Plan and that LCRA required a resolution to be submitted as part of the raw water application. Mayor Pro Tem discussed remaining inconsistencies and Mayor Gavin Massingill stated that the documents will be brought back next month.

REGULAR AGENDA

10. Discussion and possible action on a resolution thanking outgoing board and commission members for their service to the City of Rollingwood, Texas

Council Member Brook Brown stated that the resolution honors the service of the outgoing board and commission members.

Council Member Brook Brown moved approval of resolution 2026-01-21-10 honoring outgoing board and commission members Brian Nash, Emily Doran, Colin Harvey, and

David Smith. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

11. Update, discussion, and possible action to create a separate dedicated dog off leash area in Rollingwood Park including a recommendation from the Park Commission

Council Member Kevin Glasheen gave an overview of the focus of dog off leash areas as well as the role of the Park Commission and the RCDC. He suggested creating a working group to collaborate on a solution with members from City Council, RCDC, and the Park Commission.

Melissa Morrow, resident at 2502 Timberline Drive and Chair of the Park Commission, stated that the Park Commission formed a subcommittee for dog off leash area ideas and that they are seeking guidance from legal counsel on deed restrictions and guidance from City Council regarding a possible survey to solicit feedback from the community. She also discussed that the Park Commission is seeking approval to get quotes for a 0.4 acre and a 0.6 acre dog off leash area design from landscape architect Curt Arnette of Sitio Design.

Members of City Council discussed a recent survey of the parking lot area at the upper park.

Mayor Gavin Massingill discussed item 11 and 12 in conjunction.

Melissa Morrow stated that the Park Commission agreed to pause progress on the parking lot until the dog off leash area has more development and that they agreed on a permeable grid material for the parking lot. She also mentioned that the 0.4 acre and 0.6 acre size suggestion came from Council Member Kevin Glasheen and Alex Robinette.

Council Member Brook Brown suggested that the working group meetings are held publicly to allow the community to attend.

Members of City Council and Melissa Morrow discussed the need for a project manager and next steps.

Council Member Kevin Glasheen moved to approve Park Commission's request to get an estimate for additional services from the landscape architect. Council Member Brook Brown seconded the motion.

Don Hudson, resident at 4902 Rollingwood Drive and member of the Park Commission, commended the Park Commission's work on the dog off leash area and parking lot.

Alex Robinette, resident at 2500 Hatley Drive, discussed her involvement with the parking lot project, suggested the need for a project manager, and requested City Council to move forward with a parking lot design.

Duke Garwood, resident at 5 Rockway Cove, suggested that City Council move forward with a proposed parking lot design, suggested the need for a project manager, and expressed concern regarding a possible survey.

Laurie Mills, resident at 2610 Rollingwood Drive and member of the Park Commission, agreed that a project manager is needed and would like to move forward with a parking lot design.

City Council discussed the selection process and criteria of a project manager as well as next steps for park projects.

Landscape Architect Curt Arnette of Sitio Design discussed the proposed parking lot design and that the number of parking spots could be impacted based on what the size of the dog off leash area will be.

The motion carried with 5 in favor and 0 against.

Council Member Kevin Glasheen moved to authorize up to a \$4,000 expenditure for additional landscape architect services studying alternative dog park proposals. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

12. Update, discussion, and possible action on parking lot and park entrance improvements in Rollingwood Park

Council Member Kevin Schell requested to see examples of the proposed material for the parking lot in the next Park Commission meeting.

13. Discussion and possible action to set a date for the Spring Clean Up Event

City Administrator Alun Thomas discussed the proposed dates for the event near spring break and that Western Hills Little League preferred to hold the event on March 14th and 15th. Mayor Gavin Massingill spoke in support of holding the Spring Clean up event on March 14th and 15th.

Council Member Phil McDuffee moved to set the Spring Clean Up event for March 14th and 15th. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 4 in favor and 1 against (Glasheen).

14. Discussion and possible action regarding appointments to fill vacant positions on the Rollingwood Community Development Corporation (RCDC)

Council Member Phil McDuffee moved to appoint Fred Hartman to the Rollingwood Community Development Corporation. Council Member Kevin Schell seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Phil McDuffee moved to appoint Cathy Casey to the Rollingwood Community Development Corporation. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

Council Member Phil McDuffee moved to appoint Arun Natesan to the Rollingwood Community Development Corporation. Mayor Pro Tem Sara Hutson seconded the motion.

Council Member Kevin Schell encouraged residents to apply for boards and commissions.

The motion carried with 4 in favor and 1 against (Schell).

15. 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 stated that Lochner, formerly known as K. Freise and Associates, proposed two designs for improvements and that City Council previously authorized him to move forward while Bennett Paving was completing the Mill and Overlay project. He noted that consensus on the proposed improvements was not reached among the surrounding homes at the intersection and is requesting direction from City Council on how to proceed.

Abe Salinas of Lochner discussed that the intersection of Bettis Boulevard and Vale Street has a construction defect causing a low point in the roadway. He stated that the proposed improvements are intended to drain water towards the intersection and not to divert water to another property, correcting the defect.

Members of City Council requested a written recommendation, confirmation, or full explanation from Lochner on the two designs due to threatened litigation as well as possibly getting a second opinion. Abe Salinas discussed the difference between the two proposed improvement designs for the intersection. He discussed water flow, water diversion, and impacts to properties for each design.

Abe Salinas stated that the design will not change the quantity of runoff and that its purpose is to direct water toward the intersection. He noted that a detailed field survey of the intersection would be required to provide a more definitive confirmation that there would be no impact to surrounding homes.

City Council discussed the efficacy of an additional survey, possible impacts to nearby homes, and pricing for an additional field survey. Council Member Kevin Glasheen reiterated the request for an affirmative statement from Lochner confirming that the improvements will not have any adverse impacts on surrounding homes.

Council Member Kevin Glasheen moved to authorize the Mayor and City Administrator to spend up to \$5,000 on additional surveying on Bettis and Vale as necessary to support an opinion from the engineers of no adverse impacts on the neighbors. Council Member Phil McDuffee seconded the motion. The motion carried with 5 in favor and 0 against.

16. Discussion and possible action regarding the process for consideration of any future action regarding amendment of Chapter 107 of the Rollingwood code of Ordinances related to Playhouses and Playscapes

Council Member Brook Brown requested feedback from City Council regarding the playhouse and playscape issue. She stated that legal counsel informed the Planning and Zoning Commission that any changes made to the draft ordinance would require it to go through the notice process again since action was not taken at the last City Council meeting. She continued to discuss an additional provision and recommendation for the draft ordinance from the Planning and Zoning Commission.

City Attorney Charles Zech confirmed and recommended that the draft ordinance would need to go through the notice process again since no action was taken by City Council at their last meeting.

City Council discussed interest in continuing to work on the playhouse and playscape draft ordinance, current regulations, and next steps.

Mayor Gavin Massingill moved to item 17.

Mayor Pro Tem Sara Hutson stated that she and Council Member Brook Brown will review the proposed ordinance changes for playhouses and playscapes and bring it back to the next meeting for review.

Mayor Gavin Massingill moved back on item 17.

17. Discussion and possible action on the process for consideration of possible amendment(s) to update Chapter 107 of the Rollingwood Code of Ordinances to conform to legislative changes to Local Government Code Chapter 211, Municipal Zoning Authority, including H.B. 24 (relating to procedures for changes to a zoning regulation or district boundary) and H.B. 4506 (authorizing electronic delivery of notices of zoning changes), 89th Regular Session, effective September 1, 2025

Council Member Brook Brown discussed recent zoning changes from the legislative session and that the current zoning ordinance is not in compliance with the changes. She continued to ask City Attorney Charles Zech questions regarding annual review of legislative changes with clients. Mayor Gavin Massingill stated that the City often refers to a memo from Texas Municipal League (TML) to stay informed.

Mayor Gavin Massingill moved back to item 16.

Mayor Gavin Massingill stated that City staff will review the legislative changes memo from Texas Municipal League and ensure compliance with H.B. 24 and H.B. 456.

Council Member Brook Brown moved to ask legal counsel to bring a draft ordinance back to the Council at the next meeting that would conform the Code or Ordinances to H.B. 24 and H.B. 4506. Mayor Pro Tem Sara Hutson seconded the motion. The motion carried with 5 in favor and 0 against.

18. Discussion and possible action regarding staff review and recommendation on any needed changes to the Rollingwood Code of Ordinances arising from 2025 legislative action

Mayor Gavin Massingill reiterated that City Staff will review a memo from Texas Municipal League related to recent legislative changes.

19. Discussion and possible action on the nomination of one or more individuals to be considered for election to the remainder of a four-year term on the Board of Directors of the Travis Central Appraisal District ending December 31, 2027

City Administrator Alun Thomas explained that a member of the Board of Directors for the Travis Central Appraisal District resigned and that he is inquiring interest from City Council in nominating an individual to fill the vacancy. Mayor Gavin Massingill stated that they do not have a recommendation at this time.

ADJOURNMENT OF MEETING

The meeting was adjourned at 9:49 p.m.

Minutes adopted on the 18th day of FEBRUARY, 2026.


Gavin Massingill, Mayor

ATTEST:


Makayla Rodriguez, City Secretary