



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, November 20, 2019

The City Council of the City of Rollingwood, Texas met in a regular meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on November 20, 2019 at 7:00 PM.

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Michael Dyson called the meeting to order at 7:01 p.m.

Present members: Mayor Michael Dyson, Sara Hutson, Wendi Hundley, Amy Pattillo, and Gavin Massingill.

Council Member Buck Shapiro joined the meeting at 7:45 p.m.

Also present: City Administrator Amber Lewis, Finance Manager Abel Campos, Police Chief Jason Brady and City Secretary Ashley Wayman.

SWEARING-IN CEREMONY OF NEWLY ELECTED OFFICIALS

2. Swearing-in ceremony of newly elected officials: Wendi Hundley, Council Member; Amy Pattillo, Council Member; and Buck Shapiro, Council Member.

Mayor Michael Dyson called up Council members Wendi Hundley and Amy Pattillo for their swearing-in ceremonies. He stated that the the swearing in of Buck Shapiro will be held when he arrives.

Judge Robby Chapman performed the swearing-in ceremonies for Council Member Wendi Hundley and Council Member Amy Pattillo.

3. Recess meeting for brief reception, congratulations, and for officials to take their positions on the dais.

Mayor Michael Dyson called for a brief recess at 7:06 p.m.

4. Call City Council Meeting back to order and call roll.

Mayor Michael Dyson called the meeting back to order at 7:10 p.m. and called roll.

Present members: Wendi Hundley, Gavin Massingill, Amy Pattillo, Sara Hutson and Mayor Michael Dyson.

5. Nomination and election of the Mayor Pro Tempore for a term of one year and to perform the duties of the Mayor in the event of the Mayor's failure, inability or refusal to act.

Wendi Hundley motioned to nominate Gavin Massingill as Mayor Pro Tempore for a term of one year and to perform the duties of the Mayor in the event of the Mayor's failure, inability or refusal to act. Sara Hutson seconded the motion. The motion passed 3-0 with one abstention.

6. Nomination and election of Council Members, which may be the Mayor, to serve as council liaisons for Police and courts, Utilities, Streets and roadways, Park and planning, Personnel; and Budget.

Mayor Michael Dyson suggested keeping the same configuration of liaisons with the exception of adding Buck Shapiro as a second liaison to Police and Courts with Amy Pattillo.

Wendi Hundley motioned to nominate the Mayor's selection for the Council liaisons to stay as they are with the addition of Buck Shapiro as a co-liaison to Police and Courts. Amy Pattillo seconded the motion.

Sara Hutson brought up the issue of the liaison groups not aligning with the current configuration of city departments. Mayor Michael Dyson agreed and asked that this be noted for next year.

The motion passed 4-0.

PUBLIC COMMENTS

The following citizens spoke during Public Comments:

- Robert Patterson, resident, spoke about human evolution and the need to collect more data in regards to animals and humans living in harmony before making any decisions.

PRESENTATIONS

7. Presentation of Certificate of Appreciation to Sergeant Stephen Pompa for 13 years of service with the Rollingwood Police Department.

Mayor Michael Dyson expressed his and the City's appreciation of Stephen Pompa for his service to the City of Rollingwood.

Police Chief Jason Brady accepted this certificate of appreciation on behalf of Sergeant Stephen Pompa, who was unable to attend the meeting.

8. Presentation, discussion and possible action on the implementation of a retirement savings plan and investment vehicle, 457 Deferred Compensation Plan, to be effective January 1, 2020, through ICMA-RC for all City employees.

Sallie Harborth with ICMA-RC gave a brief overview of the 457 plan offered through ICMA-RC and highlighted the benefits that will be offered to staff if this plan is approved and adopted.

She answered questions from council regarding the fiduciary education ICMA-RC offers, expense ratios, standard fund line-ups, and other relevant topics. She stated that the city would not incur any expenses under this plan.

Mayor Michael Dyson credited Police Chief Jason Brady with bringing this item to the City Council in an effort to increase employee benefits and to supplement employee attraction and retention efforts.

Wendi Hundley motioned to approve the implementation of a retirement savings plan and investment vehicle, 457 Deferred Compensation Plan, to be effective January 1, 2020, through ICMA-RC for all City employees. Amy Pattillo seconded the motion. The motion passed 4-0.

9. Discussion on the Quarterly Investment Report for the 4th Quarter.

Finance Manager Abel Campos discussed the highlights of the Quarterly Investment Report for the 4th Quarter.

10. Discussion on the Budget Review for the 4th Quarter.

Finance Manager Abel Campos gave the highlights of the Budget Review for the 4th Quarter. He also stated that the numbers do not reflect audited adjustments yet and are subject to change.

11. Report from AWR regarding high bills, air in the water lines, electronic meters feasibility test, and strategy to decommission abandoned water lines.

Hal Lanham with AWR discussed the possible issue of air in the water lines, whether this could produce false readings, and the installation of air relief valves. He also spoke about electronic meters, and the benefits that the City and customers can expect to see if electronic meters are installed. He explained that AWR uses Badger brand meters and spoke on the positive features of this brand of electronic water meters.

Mayor Michael Dyson summarized the conversation that took place at the Utility Commission meeting on November 19, 2019 during this same presentation by AWR.

Hal Lanham answered questions from Council regarding cost of the meters, purchasing versus lease-purchasing, cellular service concerns, and the proposal of a feasibility test.

Council Member Buck Shapiro joined the meeting at 7:45 p.m.

12. Discussion and possible action on a recommendation from Utility Commission regarding an agreement with AWR to perform an electronic water meter feasibility test.

Mayor Michael Dyson summarized the proposal from AWR on the electronic water meter feasibility test.

The Council discussed the capability of some electronic badger meters to shut off water remotely.

Wendi Hundley motioned to direct the City Administrator and/or Mayor to execute an agreement with AWR to perform an electronic water meter feasibility test. Gavin Massingill seconded the motion. The motion passed 5-0.

13. Discussion and possible action on a recommendation from Utility Commission regarding an agreement with AWR for the testing and painting of the fire hydrants.

Hal Lanham explained that the neglecting of fire hydrants is a common issue in cities. He talked about possible issues that can arise from hydrants not being actuated on a proper schedule as well as the proposal from AWR to test and paint fire hydrants in the city. He explained that this is a proactive action on the part of the city, and that it would ensure that if the fire department needs to use a hydrant it will be functional.

Wendi Hundley discussed adding some items to the contract if it is to be signed, including the deliverable of a color-coded map that could be integrated with water line map, the installation of reflective band on the hydrants, and meeting certain national standards.

Wendi Hundley moved to recommend that the City enter into an agreement with AWR for the testing and painting of the fire hydrants, amending the contract to include the deliverable of a color-coded map that could be integrated with the city's water line map, installation of reflective banding on the hydrants, the color-coding to come from the National Fire Protection Association Standard 24 and to indicate any hydrants that are not performing at 250 gallons of water per minute or more so that they can be painted black.

Amy Pattillo seconded the motion.

Sara Hutson questioned if the price would change with these amendments and Hal Lanham stated that the price would not change. Mayor Michael Dyson also asked if AWR would be on the lookout for any hydrants that are not on the map and they ensured that they would alert the city if they found any hydrants that were not notated on the map.

The motion passed 5-0.

At the conclusion of this item, Mayor Michael Dyson returned to item 2 for the swearing-in ceremony of Council Member Buck Shapiro.

Judge Robby Chapman performed the swearing-in ceremony of Council Member Buck Shapiro.

14. Presentation and status update of the Commercial Corridor Analysis from The Retail Coach.

Aaron Farmer with The Retail Coach was unable to join the meeting. Mayor Michael Dyson stated that the report would be postponed to the next Council Meeting. He spoke about the report, which was included in the packet, and the reason that this report was commissioned by RCDC.

Council Member Gavin Massingill discussed the conversation that is currently happening at the state level regarding changing from sales tax being based on place of origin to the place of destination. He stated that this would create an opportunity for small cities like Rollingwood to press that issue at the state level and TML and advocate for their cities.

15. Presentation from Chief Jason Brady Regarding the City's and other applicable street parking regulations and enforcement directives.

Mayor Michael Dyson stated that abundant construction in the city has brought on citizen comments regarding appropriate parking and enforcement.

Police Chief Jason Brady gave a presentation on parking regulations as stated in the Texas Transportation Code and particular actions that are and are not allowed by state law.

PUBLIC HEARING

16. Public Hearing on a preliminary plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

Mayor Michael Dyson opened the public hearing at 8:38 p.m.

There were no citizen comments.

Mayor Michael Dyson closed the public hearing at 8:38 p.m.

17. Discussion and possible action on a recommendation from the Planning and Zoning Commission on a preliminary plat application for the purpose of obtaining a building permit at 2514 Rollingwood Drive.

Wendi Hundley motioned to approve the preliminary plat for 2514 Rollingwood Drive. Amy Pattillo seconded the motion.

There was a discussion on the content of the motion. City Attorney Charles Zech stated that this motion is appropriate and that the language regarding the conditions that must be met before final approval do not need to be included in the motion language.

The motion passed 5-0.

18. Public hearing on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Mayor Michael Dyson opened the public hearing at 8:41 p.m.

There were no citizen comments.

Mayor Michael Dyson closed the public hearing at 8:41 p.m.

19. Discussion and possible action on an ordinance amending the City's code of ordinances section 12.06 to prohibit the operation of "motor-assisted scooters" in the City; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Sara Hutson questioned whether anything was done to promote this item. City Administrator Amber Lewis stated that this item was published in the newspaper and posted to the city's website. Wendi Hundley stated that she posted it to her Council Member Facebook Page.

Wendi Hundley stated that she has asked the City Attorney to evaluate how this applies to personal scooters versus commercial scooters. City Attorney Charles Zech stated he has looked into this and that you can differentiate between commercial and personal scooters in an ordinance, but there is still an issue of enforcement.

Wendi Hundley suggested an ordinance to this effect be drafted and that this item be brought back in another public hearing.

The Council discussed other issues regarding scooters in the City of Rollingwood, including fines and abandonment.

City Attorney Charles Zech clarified that he will look at how to enforce abandonment of scooters and will come back with an ordinance that includes that language at the next meeting.

Wendi Hundley stated that this conversation has evolved since the original public hearings on this topic and that it is worth having another public hearing to see if people want to allow personal scooters but not commercial scooters, if they want them banned altogether or if they want both types allowed.

No action was taken.

20. Public hearing on an ordinance adopting a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS; providing for the regulation of dockless vehicles: electric bicycles and bicycles equipped with GPS in the city; providing for the permit requirements for dockless vehicles: electric bicycles and bicycles equipped with GPS; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Mayor Michael Dyson opened the public hearing at 8:55 p.m.

There were no citizen comments.

Mayor Michael Dyson closed the public hearing at 8:56 p.m.

21. Discussion and possible action an ordinance adopting a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS; providing for the regulation of dockless vehicles: electric bicycles and bicycles equipped with GPS in the city; providing for the permit requirements for dockless vehicles: electric bicycles and bicycles equipped with GPS; providing for a penalty of up to \$500 per day for a violation of this ordinance; providing for severability, and an effective date.

Amy Pattillo brought up an inconsistency with the ordinance and the form included in the packet and stated that the City Administrator should be the person to address the forms to. She also clarified the estimated number of permits.

Amy Pattillo motioned to adopt a new article of the City's code of ordinances by adding Chapter 12 Traffic and Vehicles, Article 12.08 Dockless Vehicles: electric bicycles and bicycles equipped with GPS as shown in the agenda with the City Administrator being the processing agent and including that two permits will be given. Gavin Massingill seconded the motion.

The Council discussed number of permits that will be issued, locations that the City designates for bikes to be dropped off, how those locations will be proposed and approved by the city, and whether there is an opportunity to cap on the number of bikes that are allowed per permit.

The motion passed 5-0.

CONSENT AGENDA

22. Discussion and possible action to approve the minutes from the October 16, 2019 meeting.
23. Discussion and possible action on an Interlocal Agreement between the City of Rollingwood and the City of West Lake Hills for providing law enforcement and related public services in their respective cities.
24. Discussion and possible action on an addendum to the professional services agreement with Clean Scapes, LP to provide for monthly irrigation inspection services for the park and public spaces in an annual amount of \$2,940.

Wendi Hundley motioned to approve the consent agenda. Gavin Massingill seconded the motion.

Sara Hutson pointed out that a correction was made to the minutes today.

The motion passed 5-0.

REGULAR AGENDA

25. Discussion and possible action to change the current address of 2410 Vance Lane to 103 Riley Road, and to direct the Development Services Manager to make the formal address change, as requested.

Wendi Hundley motioned to direct the Development Services Manager to make the formal address change for 2410 Vance Lane to 103 Riley Road. Amy Pattillo seconded the motion.

The Council discussed the reasons given for the request and if and how this address change would affect setbacks and fencing.

The motion passed 5-0.

26. Discussion and possible action to approve the provision for a sign-on bonus and agreement form for new patrol officers of Rollingwood Police Department.

Mayor Michael Dyson stated that Police Chief Jason Brady has been working toward making the City of Rollingwood competitive with comparable cities in employee compensation and benefits. He also stated that he used his discretionary spending authority to authorize Police Chief Jason Brady to extend the bonus offer, and that the item is here tonight in hopes that the Council will approve of this item.

Police Chief Jason Brady stated that he had seen increased interest in applying for Police Department positions and that the city has had issues hiring and retaining employees, so this

bonus is an important step. He explained that it would suffice before an improved pay structure is developed and proposed. He also explained the requirements for employees to keep the full sign-on bonus.

Amy Pattillo confirmed that this bonus would only apply for future hires, and discussed the short and long-term plans for attracting quality applicants.

Buck Shapiro questioned whether this is enough of an incentive to attract and retain employees.

Sara Hutson questioned the difference between items 4 and 5 on the agreement and the Council discussed leaving both items as they are.

Amy Pattillo motioned to approve the provision for a sign-on bonus and agreement form for new patrol officers of Rollingwood Police Department. Wendi Hundley seconded the motion. The motion passed 5-0.

27. Standing agenda item ----- update, discussion and possible action regarding the Bee Cave Improvement Project TXDOT has committed to co-sponsoring with the City of Rollingwood that will address the low water crossing flooding issues, expand to 5-lanes with shoulders and sidewalks throughout Rollingwood's portion of Bee Cave Road.

Amy Pattillo distributed a timeline regarding this plan and explained that the City is applying for the Bee Caves Road project to be included in the 2045 plan. She also talked about the difference between projects being considered fiscally constrained and illustrative and the steps that need to be taken for this project to be carried out.

Mayor Michael Dyson called up item 28 explaining that it closely relates to item 27.

28. Discussion and possible action on a resolution of the City of Rollingwood of intent to commit funding and/or right-of-way acquisition for the Bee Cave Road Improvement Project.

Amy Pattillo stated that this item was meant to see if the Council is interested in passing a resolution that may help increase the plan's score.

City Administrator Amber Lewis stated that she was counseled that this does not commit the Council to expending any funds and Mayor Michael Dyson reiterated that this action would show the Council's support of this project.

Sara Hutson expressed concern about committing funding to a project that possibly could include a contra-flow project, which would not be favorable for the City of Rollingwood. Mayor Michael Dyson agreed that this is an issue he is also concerned about, but assured everyone that Rollingwood is not the only city that has a problem with this possibility, and that all discussions that the City is involved in will oppose this proposal.

Amy Pattillo echoed this idea, explaining the cohesive rejection in the region of Bee Caves Road including contra-flow.

Wendi Hundley motioned to direct the City Attorney to draft a resolution of the City of Rollingwood of intent to commit funding and/or right-of-way acquisition for the Bee Cave Road Improvement Project to be signed by the Mayor and submitted with the City's application. Amy Pattillo seconded the motion. The motion passed 5-0.

29. Standing agenda item ----- update, discussion and possible action to pass a resolution, request a meeting with, to provide information or a statement of position of the City to, and/or to request information or analyses from relevant state and local officials in connection with the proposed South Mopac expansion.

Amy Pattillo updated the Council on the timeline that has been reported for the Mopac South Project.

30. Discussion and possible action to review applications and make appointments to the Park Commission, Utility Commission, RCDC, Planning and Zoning Commission and the Board of Adjustment.

Mayor Michael Dyson stated that one application has been received from Phil McDuffee for the Park Commission

Wendi Hundley moved to appoint Phil McDuffee to the Park Commission. Amy Pattillo seconded the motion. The motion passed 5-0.

Mayor Michael Dyson called up the reports on items 33 through 43 and stated that these reports are for informational purposes only and that no discussion or action would take place.

EXECUTIVE SESSION

31. Executive session pursuant to Texas Local Government Code Section 551.071 Consultation with Legal Counsel regarding the agreement by and between the City of Austin and the City of Rollingwood for the provision of wholesale water service.

Mayor Michael Dyson adjourned the meeting into Executive Session at 9:44 p.m.

Mayor Michael Dyson reconvened the meeting into open session at 10:15 p.m.

No action was taken during Executive Session.

32. Executive session pursuant to Texas Local Government Code Section 551.071, Consultation with Legal Counsel, regarding liabilities of allowing off leash dogs in a city-owned park.

Mayor Michael Dyson adjourned the meeting into Executive Session at 10:15 p.m.

Mayor Michael Dyson reconvened the meeting into open session at 10:29 p.m.

No action was taken during Executive Session.

MAYOR AND DEPARTMENT REPORTS

All reports are posted to inform the public. No discussion or action took place on these items.

33. City Administrator's Report

34. Municipal Court Report

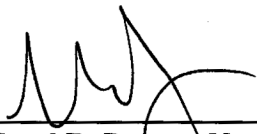
35. Chief of Police Report

36. City Engineer- LNV, Inc., Report
37. Contract invoices through October 2019 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer, Professional Design Group, Inspections, ATS, Building Official, Denton, Navarro, Rocha Bernal and Zech, PC., City Attorney
38. City Stats for October 2019
39. City Financials for October 2019 - FY 2019-2020
40. RCDC Financials for October 2019 - FY 2019-2020
41. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
42. Texas Gas Service - Notices, Letters and Documents.
43. AWR Services, INC., Report on Water and Wastewater for October 2019

ADJOURNMENT OF MEETING

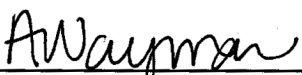
Mayor Michael Dyson called for adjournment at 10:31 p.m. Wendi Hundley motioned to adjourn the meeting. Sara Hutson seconded the motion. The motion passed 5-0.

Minutes Adopted on the 18th day of December, 2019.



Michael R. Dyson, Mayor

ATTEST:



Ashley Wayman, City Secretary