



CITY OF ROLLINGWOOD CITY COUNCIL MEETING MINUTES

Wednesday, December 16, 2020

On Wednesday, December 16, 2020 at 6:30 p.m., the City Council of the City of Rollingwood, Texas held a regular meeting, open to the public, via video conference and telephone in accordance with an order of the Office of the Governor issued March 16, 2020. The public was able to watch this meeting live and had the opportunity to comment via audio devices with the following meeting login information:

Link: <https://us02web.zoom.us/j/84611115582?pwd=SFBjVDdPSEtibUx6UnJzU21EZnMyUT09>

Toll-Free Numbers: (833) 548-0276 or (833) 548-0282

Meeting ID: 846 1111 5582

Passcode: 2020

The public was permitted to offer public comments via their audio devices when logged in to the meeting or telephonically by calling in as provided by the agenda and as permitted by the presiding officer during the meeting. A video recording of the meeting was made and posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request. The following items were discussed:

CALL REGULAR CITY COUNCIL MEETING TO ORDER

1. Roll Call

Mayor Michael Dyson called the meeting to order at 6:31 p.m.

Present Members: Mayor Michael Dyson, Mayor Pro Tem Gavin Massingill, Council Member Sara Hutson, Council Member Wendi Hundley, Council Member Amy Pattillo, and Council Member Buck Shapiro.

Also Present: City Administrator Amber Lewis, City Attorney Charles Zech, Assistant City Administrator Ashley Wayman, and Development Director Carrie Caylor.

PUBLIC COMMENTS

There were no public comments.

PRESENTATIONS

2. Presentation, discussion, and possible action on a quote from Nelisa Heddin Consulting to perform a study of the City's LUE assignment and policy.

Mayor Michael Dyson called up item 3 to be discussed in conjunction with this item.

Nelisa Heddin, with Nelisa Heddin Consulting, presented a quote to perform a study of the city's LUE assignment and policy.

Council Member Buck Shapiro joined the meeting during this item.

The City Council discussed expectations of the consultant and staff in this process, the wastewater rate study, and the calculation of LUEs.

3. Presentation, discussion and possible action on a quote from Nelisa Heddin Consulting to perform a water rate study.

Nelisa Heddin, with Nelisa Heddin Consulting, presented a quote to perform a water rate study.

The City Council asked questions regarding customer classes and future infrastructure needs and their incorporation into the rates.

Amy Pattillo motioned to approve quotes for City's LUE assignment and policy and water rate study proposal. Wendi Hundley seconded the motion.

Amy Pattillo withdrew her motion.

Amy Pattillo motioned to approve the LUE Determination proposal from Nelisa Heddin. Wendi Hundley seconded the motion.

The City Council discussed designating a project manager or primary point of contact from the city, as well as how to better communicate meetings where information is reviewed.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

Amy Pattillo motioned to approve the water rate study proposal by Nelisa Heddin. Wendi Hundley seconded the motion.

Sara Hutson suggested that the water rate study be postponed.

The City Council discussed the timing of this proposal and whether it made sense to revisit this proposal at a later date.

Amy Pattillo amended her motion to postpone the water rate study proposal by Nelisa Heddin. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

4. Presentation, discussion and possible action on a scope of services for easement location and identification from WSB Engineering.

Jay Kennedy, with WSB Engineering, presented a scope of services for easement location and identification.

The City Council discussed the GIS features of the proposal, the data available from the county, the housing of and access to the data, as well as how this project would be paid for.

Amy Pattillo motioned to authorize the City Administrator and Mayor to negotiate a contract with WSB Engineering pursuant to the scope of services, and also including maintenance, to bring back to the Council next meeting, and also bring back a proposed budget amendment to fund the contract. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

CONSENT AGENDA

All Consent Agenda items listed are considered to be routine by the City Council and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a City Council Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

5. Discussion and possible action on the minutes from the November 18, 2020 City Council meeting.
6. Discussion and possible action on an ordinance amending Subdivision 2. Residential Tree Canopy Management of the City's Code of Ordinances.

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

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

REGULAR AGENDA

7. Discussion and possible action regarding an appeal of the determination by the Building Official to not permit a curb cut for a parking pad on Edgegrove Drive for 4830 Rollingwood Drive.

Mayor Michael Dyson explained that this item was requested to be brought back at the last Council Meeting.

Development Director Carrie Caylor discussed this appeal and the new information that has been provided.

The City Council further discussed the city's applicable code sections, the appeal, plat, and site plan.

Amy Pattillo motioned to direct staff to determine whether the proposed driveway is in conformance with the city's code. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

8. Discussion and possible action on the fencing, landscaping and off-street parking plans as part of a site plan application by Western Hills Athletic Club.

Development Director Carrie Caylor discussed that there is a specific requirement that Council approve landscaping and fencing plans within park zoning.

The City Council discussed this item and Buck Shapiro suggested that this item be postponed until WHAC reaches out to the surrounding neighbors.

The City Council discussed providing additional notice or a public hearing, as well as other considerations in the code regarding this item.

Brian Nash discussed that the pool board has not approved a plan yet or decided to move forward with any applications.

The City Council and Development Director Carrie Caylor further discussed this process and information that has been submitted at this point.

Gavin Massingill suggested that this item be postponed.

9. Discussion and possible action on amendments to section 2-151, Ethics, of the city's Code of Ordinances.

Mayor Michael Dyson discussed the background on this item and explained that this section of the code has undergone a legal review.

City Attorney Charles Zech discussed his proposed amendments to this code section.

The City Council discussed the proposed amendments.

Amy Pattillo motioned to direct the City Attorney to provide an example code of conduct for potentially replacing sections related to violations. Gavin Massingill seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

10. Discussion and possible action on a review of section 2-57 Presiding Officer; Mayor Pro Tempore; Council Liaisons of the city's Code of Ordinances.

Mayor Michael Dyson discussed the background on this item.

City Attorney Charles Zech discussed the proposed amendments to this section.

The City Council discussed the role of the Council Liaisons.

City Attorney Charles Zech discussed the Texas Open Meetings Act rules as they pertain to Council Members attending board and commission meetings.

Amy Pattillo motioned to approve the amended changes to section 2-57. Gavin Massingill seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – No**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Abstain**

The motion passed 3-1 with one abstention.

City Attorney Charles Zech stated that this would be brought back as an ordinance at the next meeting.

11. Discussion and possible action regarding a policy for waiving or reducing of fees and/or requirements in conjunction with the removal of diseased, dead, or immediately dangerous protected trees.

City Administrator Amber Lewis discussed this draft policy.

Amy Pattillo motioned to approve a policy for waiving or reducing of fees and/or requirements in conjunction with the removal of diseased, dead, or immediately dangerous protected trees. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

12. Discussion regarding Pegasus' role with the Strike Force.

Amy Pattillo discussed that she had received questions from Strike Force members and that she wanted to address Pegasus' role at City Council.

City Administrator Amber Lewis addressed the duration of the contract.

The City Council further discussed this item.

13. Discussion and possible action to appoint a Planning and Zoning Commission member to serve on the Comprehensive Plan Strike Force.

Mayor Michael Dyson stated that Jordan Scott would no longer be serving on the Strike Force.

Sara Hutson motioned to appoint Alex Robinette to the Planning and Zoning Commission position on the Comprehensive Plan Strike Force. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

14. Discussion and possible action to appoint David Smith as the Vice Chair of the Comprehensive Plan Strike Force.

Mayor Michael Dyson stated that Jordan Scott was previously serving as the Vice Chair of the Comprehensive Plan Strike Force.

The City Council discussed the makeup of the Strike Force.

Amy Pattillo motioned to appoint David Smith as the Vice Chair of the Comprehensive Plan Strike Force. Wendi Hundley seconded the motion.

Mayor Michael Dyson called for a roll call vote:

- **Mayor Pro Tem Gavin Massingill – Yes**
- **Council Member Sara Hutson – Yes**
- **Council Member Wendi Hundley – Yes**
- **Council Member Amy Pattillo – Yes**
- **Council Member Buck Shapiro – Yes**

The motion passed 5-0.

15. Discussion and possible action regarding the January 20, 2021 City Council Meeting date.

Assistant City Administrator Ashley Wayman explained that this is Inauguration Day and that staff wanted to make sure that there were no conflicts for attendance.

The City Council discussed this scheduled Council meeting.

No action was taken on this item.

16. 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 gave an update on this project.

The City Council discussed preparing a letter stating the city's position on this project.

17. 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.

Mayor Michael Dyson discussed the history of this project and the impacts that it will have on Rollingwood.

REPORTS

All reports are posted to inform the public. No discussion or action will take place on items not on the regular or consent agenda.

18. City Administrator's Report
19. Municipal Court Report
20. Chief of Police Report
21. City Engineer- LNV, Inc., Report
22. City Stats for November 2020
23. Contract invoices through November 2020 - AWR Services, Inc., Water and Wastewater Services, K. Friese & Associates - IIP & MS4, LNV, Inc., City Engineer.
24. City Financials for November 2020 - Fiscal Year 2020-2021
25. RCDC Financials for November 2020 - FY 2020-2021
26. Texas Central Appraisal District and Tax Assessor - Notices, Letters and Documents.
27. Texas Gas Service - Notices, Letters and Documents
28. AWR Services, INC., Report on Water and Wastewater for November 2020

ADJOURNMENT OF MEETING

The meeting was adjourned at 10:29 p.m.

Minutes Adopted on the 20th day of January, 2021.


[Michael R. Dyson \(Jan 21, 2021 12:54 CST\)](#)

Michael R. Dyson, Mayor

ATTEST:



Ashley Wayman, City Secretary






12-16-2020 CC Minutes

Final Audit Report

2021-01-21

Created:	2021-01-21
By:	Ashley Wayman (awayman@rollingwoodtx.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgSs1KKTZ-t5OVP7nfxmQ-llosbOIZ1CR

"12-16-2020 CC Minutes" History

-  Document created by Ashley Wayman (awayman@rollingwoodtx.gov)
2021-01-21 - 5:36:47 PM GMT- IP address: 23.168.160.66
-  Document emailed to Michael R. Dyson (mdyson@rollingwoodtx.gov) for signature
2021-01-21 - 5:37:10 PM GMT
-  Email viewed by Michael R. Dyson (mdyson@rollingwoodtx.gov)
2021-01-21 - 6:53:27 PM GMT- IP address: 23.112.39.194
-  Document e-signed by Michael R. Dyson (mdyson@rollingwoodtx.gov)
Signature Date: 2021-01-21 - 6:54:13 PM GMT - Time Source: server- IP address: 23.112.39.194
-  Agreement completed.
2021-01-21 - 6:54:13 PM GMT