

**CITY COUNCIL MEETING (CITY HALL)  
June 26, 2024; 4:00 PM  
Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco Called the Meeting to Order at 4:05PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Mayor Jeff Rasco  
Council Member Linnea Bailey  
Council Member Chrys Grummert  
Council Member Bob Hambrick  
Council Member Krista Richardson

ABSENT

Mayor Pro Tem Debra Hines

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie  
City Attorney, Charles Zech

**Deleted:** – A representative of Denton, Navarro, Rocha, Bernal & Zech, P.C.

**PUBLIC COMMENTS**

Public Comments were made by:

- \_ a) Jose Tormo on Item #6 and drainage.
- \_ b) Jake Jacobsen on Item #6.
- \_ c) Camilla Shedd on Item #18.

**CONSENT CALENDAR**

**1. Approval of Regular City Council Meeting Minutes From June 12, 2024.**

Motion was made by Council Member Grummert to move the minutes out of the Consent Agenda. With no objections, the Mayor moved the item into the Regular Agenda.

**REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

2. Report by Parks and Recreation Board Liaison presenting the Parks and Recreation Board's recommendation regarding the installation of a single stall restroom at Creekside Park. (Hambrick)

3. Report by Infrastructure and Mobility Panel Liaison in relation to the May 21 and May 29 meetings, topics including but not limited to concerns of the Panel's scope based on their formation document, Ordinance 24-332. (Bailey)

**REGULAR AGENDA**

**1. Approval of Regular City Council Meeting Minutes From June 12, 2024.**

Motion was made by Council Member Grummert to accept the minutes from June 12, 2024, Council Meeting as edited by Council. Motion was seconded by Council Member Richardson.

Council Member Grummert made an amendment to his motion that it comes back to Council. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Bailey

Voting Nay: Council Member Hambrick

Motion Passed: 3-1-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Bailey

Voting Nay: Council Member Hambrick

Motion Passed: 3-1-0.

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Motion was made by Council Member Grummert that the Parks Liaison make this recommendation and resubmit it on the next agenda but as a regular item to allow Council to discuss and take possible action on this. No second was received.

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**4. Approve the scope of work changes for each City Park and approve additional work submitted under the scope, not to exceed the monies awarded to the City under the Parks and Open Space Advisory Commission (POSAC) Grant. (Hambrick)**

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Motion was made by Council Member Hambrick that Council discuss and take possible action to approve the scope of work changes for each city park, mostly Augusta Park and approve additional work submitted under the scope, not to exceed the monies that have been awarded by way of POSAC.

No second was received.

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Motion was made by Council Member Hambrick that Council approve the scope of work that we are currently looking at and work changes and approve up to \$8,000 to complete the landscape architecture plan for Augusta Park and Creekside Park. Motion seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

**5. Discuss and possible action on a request for approval of a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave. (Burton)**

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Public Comment was made by Lydia Johns.

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Motion was made by Council Member Grummert that Council send a preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave to Planning and Zoning. Motion was seconded by Council Member Hambrick.

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Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

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6. Discussion and possible action on a Resolution of the City of Woodcreek removing the City Secretary for a lack of confidence in her ability to perform the duties of City Secretary. (Rasco)

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Per Mayor Rasco, Mayor Pro Tem Hines requested that with Council approval to not pick up this item and if there were no objections, to move it to the next agenda.

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Council Member Bailey objected.

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Motion was made by Council Member Grummert to table this item until the next meeting. Motion was seconded by Council Member Richardson.

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In-Person and Emailed Public Comments recorded, but not permitted:

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- a) Lydia Johns
- b) Jackie Jacobsen
- c) Camilla Shedd

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Per the City Attorney, once an item is tabled, Public Comments cannot be heard.

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Mayor Rasco Called for the vote by Show of Hands.

Voting Yea: Council Member Richardson, Council Member Grummert  
Mayor Rasco voted last as the tiebreaker

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Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

7. Discussion and possible action on the appointment of a commissioner to fulfill the remainder of a vacated term on the Planning and Zoning Commission for the City of Woodcreek. (Rasco)

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Public Comment was made by Lydia Johns.

Motion was made by Mayor Rasco to appoint Russell Scott to fulfill the remainder of the second term of Colonel Davenport's term expiring December 2024, and to extend Mr. Scott's term to next year in December 2025, in alignment with the current Ordinance 24-330, which seeks to align P&Z terms with election terms. Motion was seconded by Council Member Grummert.

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Mayor Rasco Called for the vote by Show of Hands.  
Motion Passed: 4-0-0.

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**8. Discussion and possible action to remove alternate Jake Buckner from the City of Woodcreek Tree Board.** (Richardson)

Motion was made by Council Member Richardson to remove Jake Buckner as an alternate from the Tree Board. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

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**9. Discussion and possible action to post a Request for Qualifications (RFQ) for a City Administrator for The City of Woodcreek.** (Hines)

Motion was made by Council Member Grummert to post the Request for Qualifications (RFQ) for a City Administrator for the City of Woodcreek. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

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**10. Discussion and possible action on the posting of a Request for Proposals/Bids (RFP) for a Land Management Service Contract for the City of Woodcreek.** (Hines)

Motion was made by Council Member Hambrick to enter into discussions and take possible action on the posting of an RFP for a Land Management Service Contract for the City of Woodcreek. Motion was seconded by Council Member Bailey.

An Amended Motion was made by Council Member Grummert to post the RFP for Land Management Contract Services. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.

Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Hambrick

Voting Nay: Council Member Bailey

Motion Passed: 3-1-0.

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Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

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Voting Yea: Council Member Richardson, Council Member Grummert, Council Member Hambrick

Voting Nay: Council Member Bailey

Motion Passed: 3-1-0.

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11. **Discussion and possible action on an overlay layout and cost estimate from Freeland Turk regarding the East to West leg of Deerfield and resurfacing improvements related to the 2023 Road Bond funds.** (Hines)

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Motion was made by Council Member Grummert to take action on the overlay layout and cost estimate from Freeland Turk regarding the East to West leg of Deerfield and resurfacing improvements related to the 2023 Road Bond funds. Motion was seconded by Council Member Richardson.

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An Amended Motion was made by Council Member Bailey to include a cost estimate up to \$150,000 for construction costs and site prep. Motion was seconded by Council Member Grummert.

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Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.

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Motion Passed: 4-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

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Motion Passed: 4-0-0.

12. **Discussion and possible action on road surface patch work on the North to South section of Deerfield utilizing street maintenance funds.** (Hines)

Motion was made by Council Member Grummert that we take action on road surface patchwork on the North to South section of Deerfield utilizing Street Maintenance Funds. Motion was seconded by Council Member Hambrick.

An Amended Motion was made by Council Member Bailey that we send this recommendation to the Infrastructure and Mobility Panel for their review and recommendation. Motion was seconded by Council Member Grummert.

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▼ Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.  
Motion Passed: 4-0-0.

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Mayor Rasco Called for the vote by Show of Hands on the Main Motion.  
Motion Passed: 4-0-0.

▲ 13. Discussion and possible action approving a final design and plan for improvements at The Triangle for the 2023-2024 annual beautification project. (Hines)

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▲ Motion was made by Council Member Grummert to table this item until the next meeting. Motion was seconded by Council Member Hambrick.

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▲ Mayor Rasco Called for the vote by Show of Hands.  
Motion Passed: 4-0-0.

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▼ 14. Discussion and possible action on removing the current City Arborist Request for Proposals/Bids (RFP), edit, repost for the 2024-2025 budget year, and add direct solicitation action with a minimum of five(5) local vendors by City Staff. (Hines)

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Motion was made by Council Member Richardson to table this item. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.  
Motion Passed: 4-0-0.

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**15. Discuss and Take Appropriate Action To Recommend City Staff Post A RFP For A Certified Arborist That Is Oak Wilt Qualified To Survey All Existing City Property (Referenced In Tree Ordinance 22-308 Chart Map 98.19) For Oak Wilt Disease With Treatment Recommendations, With a Budget Reallocation From the General Fund Line Item 10-510. (Richardson)**

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Motion was made by Council Member Richardson recommend City Staff post RFP for a Certified Arborist that is Oak Wilt Qualified to survey all existing City Property (Referenced in Tree Ordinance 22-308 Chart Map 98.19) for Oak Wilt Disease with Treatment Recommendations, with a Budget Reallocation from the General Fund Line Item 10-5104. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

**16. Discuss and Take Possible Action on the Roles of Council Liaison's including Possible Reassignments for Council Liaisons for Council's Advisory Boards. (Grummert)**

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Motion was made by Council Member Grummert to remove Council Member Hambrick as the Liaison for Parks Board and instead nominate him to the HOT Committee (Hotel Occupancy Tax Committee) Liaison position, replacing their current liaison.

No second was received.

**17. Discussion and possible action to change the position of Staff Support Specialist from hourly pay to a full-time (32 hours per week) salaried position. (Rasco)**

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Motion was made by Mayor Rasco to change the position of Staff Support Specialist from hourly pay to a full-time, 32 hours per week salaried position at the rate of \$33,500 annually. Motion was seconded by Council Member Grummert.

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Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

Public Comment was made by Camilla Shedd.

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18. Discussion and possible action to change the position of Code Administrator/Planner 1 from hourly pay to a full-time (40 hours per week) salaried position. (Rasco)

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Motion was made by Mayor Rasco to change the position of Code Administrator/Planner 1 from hourly pay to a full-time, 40 hours per week salaried position at an annual salary of \$60,000. Motion was seconded by Council Member Grummet.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 4-0-0.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

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- i. *Introduced by Mayor Jeff Rasco*
  - a. Proposals for City Administrator Consultants
  - b. Budget Workshops on July 3<sup>rd</sup> and July 10<sup>th</sup>
  - c. Tabled Items for Next Meeting
- ii. *Introduced by Council Member Grummet*
  - a. Update to Procurement Policy
  - b. Update to Fund Balance Policy
- iii. *Introduced by Council Member Bailey*  
Report from Infrastructure and Mobility Panel
- iv. *Introduced by Council Member Richardson*  
Report from Tree Board
- v. *Introduced by Council Member Hambrick*  
Update on Bid Package

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ANNOUNCEMENTS

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Fourth of July Parade and Free Evening Event with City of Wimberley at the VFW with music and fireworks.

August 18<sup>th</sup> Free CYJ Event – 40<sup>th</sup> Anniversary

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 6:04 PM.

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*Jeff Rasco, Mayor*

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*Suzanne Mac Kenzie, City Secretary*