

CITY COUNCIL MEETING (CITY HALL)
July 10, 2024; 6:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:30PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

CITY STAFF PRESENT

City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT AGENDA

1. **Approval of Amended Regular City Council Meeting Minutes From June 12, 2024.**
2. **Approval of City Council Budget Workshop Minutes From June 26, 2024.**
3. **Approval of Regular City Council Meeting Minutes From June 26, 2024.**
4. **Approval of the Ordinance Previously Adopted On June 12, 2024, Ordering An Election of the City of Woodcreek For Three(3) At-Large Council Member Positions in the November 5, 2024 General Election To Include Bilingual Requirements of Election Code 272. (Staff)**

Motion was made by Council Member Grummert to approve Items 1, 2 and 4 of the Consent Agenda and move Item 3 into the Regular Agenda. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

5. Report by Infrastructure and Mobility Panel Liaison. (Bailey)
- Panel Recommendation regarding road surface patchwork on North to South leg of Deerfield Drive.
6. Report by Parks and Recreation Board Liaison. (Hambrick)
 - A. Bid package request ADA bathrooms at Creekside Park
 - B. Summary for Augusta Park and POSAC details
7. Report by the Planning and Zoning Commission Liaison. (Grummert)
 - a) Resignation of Chairperson Davenport
 - b) Re-Zoning "The Triangle" From A Right-of-Way to A City Park and possible Joint Public Hearing
 - c) Preliminary Replat of Lots 9A and 11A in the Oak Orchard Enclave.
 - d) Biennial Review of the City of Woodcreek's Comprehensive Plan, Adopted October 12, 2022
8. Report by City Staff. (Burton)
 - a) Texas Division of Emergency Management/ Federal Emergency Management Agency Funds, expenditures and reimbursements related to the 2023 Winter Ice Storm Event
 - b) Update on Finances - Check Registers

REGULAR AGENDA

3. (Moved from Consent Agenda) **Approval of Regular City Council Meeting Minutes From June 26, 2024.**

Motion was made by Council Member Grummert to approve the meeting minutes from June 26, 2024, with edits. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

9. **Discuss and Take Possible Action on the Recommendation From the Infrastructure and Mobility Panel Regarding the Performance of Road Surface Patchwork On The North to South Section of Deerfield Drive, Utilizing Street Maintenance Funds.** (Bailey)

Motion was made by Council Member Bailey that we take action to approve the recommendation from the Infrastructure and Mobility Panel regarding the performance of Road Surface Patchwork on the North to South section of Deerfield Drive, not to exceed \$6,000. Motion was seconded by Council Member Grummert.

An Amended Motion was made by Mayor Pro Tem Hines to direct Freeland Turk to develop the bid package for this scope of work. Motion was seconded by Council Member Grummert.

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

10. Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission to Approve the Preliminary Replat of Lot 9A & 11A in the Oak Orchard Enclave. (Grummert)

Motion was made by Council Member Grummert to combine Items 10 and 11 and accept the Planning and Zoning recommendation and that Council approve the preliminary replat of Lot 9A & 11A of the Oak Orchard Enclave. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

This item was combined with Item #10, above.

12. Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission To Hold A Joint Public Hearing with City Council For the Possible Re-Zoning of the "Triangle" From A Right-of-Way to A City Park (P-1). (Grummert)

Motion was made by Council Member Grummert that Council hold a Joint Public Hearing with Planning and Zoning for the possible re-zoning of the Triangle from a right-of-way to a city park. Motion was seconded by Council Member Hambrick.

An Amended Motion was made by Council Member Grummert to ask Staff to work with P&Z Chair and the Mayor to set the date and time of this Joint Public Hearing to coincide with the August P&Z meeting and begin the required process associated with holding a Public Hearing. No second was offered.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

13. Discuss and Take Possible Action on the Recommendation From the Planning and Zoning Commission Regarding the Comprehensive Plan Biennial Review. (Grummert)

Motion was made by Council Member Grummert to accept the Planning and Zoning Comprehensive Plan Biennial Review. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

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

Motion was made by Mayor Pro Tem Hines to approve the final design and plan for improvements at the Triangle, with the proposal of an increase in the budget to \$3,000, utilizing \$1,000 from the P.O.S.A.C. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

15. Discuss and Take Possible Action To Adopt An Ordinance Establishing The Public Information Policy For The City of Woodcreek, Texas, As Amended By Council On May 8, 2024. (Staff)

Motion was made by Council Member Grummert to adopt amending Ordinance 24-333 establishing the Public Information Policy for the City of Woodcreek, Texas. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

16. **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)

Motion was made by Mayor Pro Tem Hines to remove the current City Arborist Request for Proposals, edit and repost for 2024-2025 budget year and add a direct solicitation action with a minimum of five(5) local vendors by City Staff. Motion was seconded by Council Member Richardson.

An Amended Motion was made by Mayor Pro Tem Hines to post the current edit starting on page 81 now. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.
Motion Passed: 5-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.
Motion Passed: 5-0-0.

17. **Discuss and Take Possible Action to Update the Policies and Procedures as it relates to the two-way communications between Council's Advisory Boards and Council.** (Grummert)

Motion was made by Council Member Grummert that we take action to update the policies and procedures as it relates to the two-way communications between Council's Advisory Boards and Council. Motion was seconded by Council Member Richardson.

Council Member Grummert moved to suspend the rules as it relates to discussion on this item because we may need more free flowing. Receiving no objection, this action was approved by Mayor Rasco.

An Amended Motion was made by Council Member Grummert to postpone this to a workshop at a future date. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands on the Postponement.
Motion Passed: 5-0-0.

18. **Discuss and take appropriate action to engage in a professional services agreement with a municipal administration consultant to provide the city with guidance on the appropriate roles and duties of the city administrator for a city like Woodcreek, to provide direct guidance to Staff and Mayor, and to serve as part-time municipal administration advisor.** (Rasco)

Motion was made by Mayor Pro Tem Hines that you select Michael Boese and Brian McDougal for Staff to consider and have a one-on-one. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

19. **Discussion and possible action to assign Council Members to individual appointees, Karen Duncan and Jim Miller, on the Planning and Zoning Commission thereby tying these appointments to election cycles per ordinance.** (Hines)

Motion was made by Mayor Pro Tem Hines that Karen Duncan's term on the Planning and Zoning Commission be assigned to Krista Richardson for purposes of aligning appointments on the P&Z with that of an election cycle, per ordinance. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Mayor Pro Tem Hines that Jim Miller's term on the Planning and Zoning Commission be assigned to Debra Hines for purposes of aligning appointments on the P&Z with that of an election cycle, per ordinance. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

20. **Discussion and possible action to accept a proposed budget for fiscal year 2024 - 2025 and direct City Staff to post on the City website before the July 20th 2024 deadline for such posting (Rasco)**

Motion was made by Mayor Pro Tem Hines to approve the proposed budget for fiscal year 2024-2025 and direct Staff to post on the City website before the July 20th, 2024 deadline for such posting. Motion was made by Council Member Hambrick.

An Amended Motion was made by Council Member Hambrick to amend the budget with all the things that we have just spoken about and move forward with this new budget amount of \$23,685 as the negative, as amended. Motion was seconded by Council Member Richardson.

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING

- i. Introduced by Council Member Grummert
 - a. Two-Way Communications as possible Workshop*
 - b. Possibly the Fund Balance Policy and Procurement Policy**
- ii. Introduced by Council Member Richardson
 - a. Tree Board Report**
- iii. Introduced by Mayor Pro Tem Hines
 - a. Rainwater Collection on City Properties*
 - b. Bathroom at Creekside Park**

ANNOUNCEMENTS

Hog Wild Event Invitation from Charlie Zech

ADJOURN

Mayor Rasco Adjourned the Meeting at 9:14 PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

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