

CITY COUNCIL MEETING (CYJ)
January 12, 2022; 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

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Aurora F. LeBrun
Councilmember Judy Brizendine
Councilmember Chrys Grummert
Councilmember Debra Hines
Councilmember Brent H. Pulley

STAFF PRESENT

City Manager Brenton B. Lewis
City Secretary Linda Land
City Attorney Bud Wymore
City Inspector Joe Tijerina
Administrative Assistant Maureen Mele

Recognition of Linda Land, City Secretary

PUBLIC COMMENTS

Public comments were made by: Jana White, Gayle Jones, and Ray Don Tilley.

Written comments that were submitted were read.

CONSENT AGENDA

At the request of citizen's: Gloria Whitehead, Eric Eskelund, and Bill Scheel, consent agenda items 5 - 12 were removed from the consent agenda and put on the regular agenda.

1. **Approval of the City Council Minutes from December 8, 2021**
2. **Approval of the City Council Minutes from December 22, 2021**
3. **Approval of Financial Statements for November 2021**
4. **Approval of Financial Statements for December 2021**

A motion was made by Councilmember Pulley to approve consent agenda items 1 - 4. The motion was seconded by Councilmember Hines.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Pulley

Voting Abstaining: Councilmember Brizendine

The motion carried with a 4-0-1 vote.

REGULAR AGENDA

- 5. Instruct Planning and Zoning Commission to Review, Adjust and/or Create Clear Guidelines Regarding Planned Unit Development District, Planned Development District, Conditional Use Permit and Mixed Use Districts with a Focus towards Conservation, the ETJ, (if applicable) and the Possible Benefits For Our Citizenry, and Present to Council Their Recommendations (Grummert)**

A motion was made by Councilmember Grummert to approve agenda item as written. The motion was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Pulley, Councilmember Grummert, Mayor Pro Tem LeBrun, Councilmember Brizendine, Councilmember Hines

The motion carried with a 5-0-0 vote.

- 6. Instruct City Staff to Remove Cubicle Dividers and Reconfigure Council Chambers to Original Design (Pulley)**

Councilmember Pulley made a motion to instruct City Staff to remove the cubicle and have the meeting space as originally designed. The motion was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Grummert, Mayor Pro Tem LeBrun, Councilmember Pulley

Voting Nay: Councilmember Brizendine

The motion carried with a 4-1-0 motion.

- 7. Request Planning and Zoning Commission to Determine the Proper Procedure to Remove the Language Regarding a Requirement of 55% Masonry from the Woodcreek Code of Ordinances to be in Compliance with the Texas Local Government Code Chapter 3000 Adopted September 1, 2019 (Grummert)**

A motion was made by Councilmember Grummert to approve the agenda item as written. The motion was seconded by Councilmember Pulley.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Brizendine, Mayor Pro Tem LeBrun, Councilmember Pulley, Councilmember Hines

The motion carried with a 5-0-0 vote.

- 8. Instruct Staff to Consult with ATTEIGN ACCOUNTANTS and ADVISORS to Develop a System to Link Expenses on the Monthly Check Register to Budget Line Items (Hines)**

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Grummert.

After discussion, a roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Brizendine, Councilmember Hines, Councilmember Grummert, Councilmember Pulley

The motion carried with a 5-0-0 vote.

9. **Request the Parks and Recreation Advisory Board Create a 2022 Event Schedule Expanding Beyond the Spooktacular Event and Luminarias for December 24th and that the City Consider How These Events could Generate Funds for City Parks in the Future.(Hines)**

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Grummert.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Brizendine, Councilmember Hines, Councilmember Grummert, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion carried with a 5-0-0 vote.

10. **Direct the City Attorney to Prepare an Ordinance Designating the City of Woodcreek Right-of-Way Green Spaces and Trees in Roadway Islands as City Parks or Protected Areas, and Regulate Parking on and around the Protected Areas, Directing Funds for Their Care and Maintenance (Hines)**

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Grummert.

After discussion, a friendly amendment was offered by Councilmember Brizendine to delete "Directing Funds for Their Care and Maintenance" since funds are available in the beautification line of the budget. The amendment was seconded by Councilmember Grummert.

A roll call vote was held on the amendment.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Brizendine, Councilmember Pulley, Councilmember Hines, Councilmember Grummert

The motion on the amendment carried with a 5-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Pulley, Councilmember Grummert, Mayor Pro Tem LeBrun, Councilmember Brizendine, Councilmember Hines

The main motion carried with a 5-0-0 vote.

11. **Request Parks and Recreation Advisory Board to Develop Annual Plans of Spring Community Volunteer Events for Clean Up and Beautification of City Green Spaces (Hines)**

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Grummert.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Brizendine

The motion carried with a 5-0-0 vote.

12. **Instruct Staff to Seek Applications for Members of the Newly Established Tree Board, Planning and Zoning Alternate Commissioner, and Parks and Recreation Advisory Board Member (Grummert)**

A motion was made by Councilmember Grummert to move as written. The motion was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Brizendine, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Pulley, Councilmember Hines

The motion carried with a 5-0-0 vote.

Agenda item 13 was discussed in an Executive Session beginning at 7:31PM. The Mayor and all Councilmembers with the exception of Councilmember Pulley entered this Executive Session. Agenda item 14 was discussed in an Executive Session beginning at 8:03PM with the Mayor and all Councilmembers present.

The Mayor and Council reconvened the meeting at 8:17PM.

13. Discuss and Take Appropriate Action on CAUSE NO. 20-1401 BRENT H. PULLEY V. GLORIA WHITEHEAD, IN HER OFFICIAL CAPACITY AS MAYOR AND PRESIDING OFFICER FOR THE CITY OF WOODCREEK CITY COUNCIL, AND THE CITY OF WOODCREEK, TEXAS (Rasco)

After the Executive Session, a motion was made by Councilmember Hines to have the city file a mutual motion to dismiss the lawsuit with prejudice. The motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

Voting Nay: Councilmember Brizendine

Voting Abstaining: Councilmember Pulley

The motion carried with a 3-1-1.

14. Discuss and Take Appropriate Action on Agreement with Hays County for Services Provided by Constable, Pct. 3 (Rasco)

After the Executive Session, Mayor Rasco announced that no action was to be taken on this agenda item.

15. Discuss and Take Appropriate Action on Compiling the Locations and Conditions of Fire Hydrants in the City of Woodcreek (Grummert)

A motion was made by Councilmember Grummert to move as written. The motion was seconded by Councilmember Hines.

Councilmember Brizendine left the meeting at 8:25PM.

After discussion, Councilmember Grummert made a motion to postpone this agenda item until the next regular City Council meeting. The motion was seconded by Councilmember Hines.

A roll call vote was held to postpone this agenda item.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

16. Discussion and Take Appropriate Action on the City of Woodcreek Policies and Procedures Manual/Binder and Possibly Take Action on Reviewing and Updating the

Individual Files within the Binder and Publishing Them on the Website for Public Access (Hines and Grummert)

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Grummert.

Mayor Rasco suggested using a task force to rewrite the manual.

Councilmember Hines amended the motion to to create a task force of staff and up to 2 Councilmembers to update the manual. The motion was seconded by Councilmember Grummert.

A roll call vote on the amendment was held.

Voting Yea: Councilmember Pulley, Councilmember Hines, Councilmember Grummert, Mayor Pro Tem LeBrun

Absent and not voting: Councilmember Brizendine

The motion on the amendment carried with a 4-0-0 vote.

A roll call vote on the main motion was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Hines, Councilmember Grummert, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The main motion carried with a 4-0-0 vote.

17. Discussion on a Revision of City of Woodcreek Code of Ordinances Chapter 151 to: 1) Clarify What “alter” Means in 151.03 of that Ordinance and 2) Provide for a “deemed approved” Deadline for Processing of Permits Under 151.08 (Pulley)

Councilmember Pulley discussed what changes were recommended and provided a handout of potential changes. Councilmember Pulley and City Attorney Wymore will continue to work on this draft ordinance.

18. Discuss and Take Appropriate Action on Possible Change in Zoning Classification, Including a Potential Zoning Overlay and/or Lot Subdivision Minimum of 1 Acre, for the Areas Described as Brook Meadow Section One; Brookmeadow Section 2; Brookmeadow Section 3; a Resubdivision of Brookmeadow Section 3, Lots 1 thru 35, 39 and 40; Brookmeadow, Section 4 a Subdivision of 15.98 Acres of Land out of the Ransom Weed Survey No. 63; Amended Plat of a Portion of Lot 19, Brookmeadow Section 4 Establishing Lot 19-A; Brookmeadow, Section 5 a Subdivision of 3.77 Acres of Land out of the Ransom Weed Survey No.63; Brookmeadow, Section 6 a Subdivision of 17.02 Acres out of the Ransom Weed Survey No 63 (Grummert)

A motion was made by Councilmember Grummert to send the ordinance as written to the Planning and Zoning Commission to review and make recommendations to City Council. The motion was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

19. Discussion and Take Action on Outlining the Permit Process on the City Website to Enhance Customer Service and Mitigate Resident Expectations (Hines)

A motion was made by Councilmember Hines to move as written. The motion was seconded by Councilmember Pulley.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Grummert, Mayor Pro Tem LeBrun, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

20. Discuss and Take Appropriate Action Establishing a City of Woodcreek Ordinance Review Committee Subject to the Texas Open Meetings Act (Grummert)

A motion was made by Councilmember Grummert to move as written. The motion was seconded by Councilmember Hines.

After discussion, Councilmember Hines made an amendment to the motion to begin accepting applications for members on the Ordinance Review Committee. The amendment was seconded by Councilmember Grummert.

Another amendment was made by Councilmember Hines to replace the wording "Alderman" with "Councilmembers" as well as correct typographical errors. The second amendment was seconded by Councilmember Grummert.

After discussion, a roll call vote on the second amendment was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The second amendment carried with a 4-0-0 vote.

A roll call vote on the first amendment was held.

Voting Yea: Councilmember Pulley, Councilmember Hines, Councilmember Grummert, Mayor Pro Tem LeBrun

Absent and not voting: Councilmember Brizendine

The first amendment carried with a 4-0-0 vote.

A roll call vote was held on the main motion.

Voting Yea: Councilmember Grummert, Councilmember Hines, Mayor Pro Tem LeBrun, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The first amendment carried with a 4-0-0 vote.

21. Discuss and Take Appropriate Action on Appointing a Deputy City Secretary and Authorizing Staff to Advertise for the Position of City Secretary (Rasco)

Mayor Rasco recommended that City Manager Lewis act as the interim Deputy City Secretary.

Councilmember Pulley made a motion to appoint City Manager Lewis to serve as the Interim City Secretary and to have the city staff to begin advertising for the City Secretary position. The motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

22. **Discuss and Take Appropriate Action on the Mayor Establishing a Platinum Panel and Guidelines Regarding Review and Recommendation on Street Repair/Reconstruction/Maintenance, Drainage, Alternative Modes of Transportation, Traffic Calming Options, Possible Funding Mechanisms, and Accepting Applications for Same (Rasco)**

A motion was made by Councilmember Pulley to approve the agenda item as written with the caveat that the guidelines be similar to the Ordinance Review Committee and that staff begin accepting applications for the panel. The motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Hines, Councilmember Grummert, Councilmember Pulley

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

23. **Discussion, Edit, and Take Appropriate Action on Draft 1 of the Informal Road Funding Survey (Hines)**

A motion was made by Councilmember Hines to postpone this agenda item until the next Special City Council meeting. The motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Pulley, Mayor Pro Tem LeBrun

Absent and not voting: Councilmember Brizendine

The motion carried with a 4-0-0 vote.

REPORTS

24. **Mayor's Report - A Minimum of One Special Meeting Will Be Called Monthly Until Further Notice (Staff will Poll Council for Availability)**

A Special City Council Meeting was called for Jan. 26, 2022 at a time to be decided upon an email poll of the Councilmembers.

25. **City Manager's Report - Waste Connections Collection Rate Adjustment**

City Manager Lewis reported on the Waste Collections increase.

ADJOURN

Mayor Rasco adjourned the meeting at 9:41PM.

Jeff Rasco, Mayor

Linda Land, City Secretary