

SPECIAL CITY COUNCIL MEETING (CITY HALL)
February 21, 2023; 3:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco called the Meeting to Order at 3:05P.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Brent Pulley
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Debra Hines

ABSENT

Council Member Bob Hambrick

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered.

CONSENT CALENDAR

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

Report by Planning and Zoning Committee Liaison. – None Offered.

Report by Ordinance Review Committee Liaison. – None Offered.

Report by Parks and Recreation Board Liaison. – None Offered.

Report by Platinum Roads Panel Liaison. – None Offered.

Report by Tree Board Liaison. – None Offered.

Report by City Manager. – None Offered.

Report by City Secretary. – None Offered.

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES

Ad Hoc Workgroup, Chapters 154-157 (Development Workgroup) – None Offered.

SPECIAL ORDERS

UNFINISHED BUSINESS AND GENERAL ORDERS

NEW BUSINESS

Discussion before workshop was to hold regular, future workshops the Tuesday after the Regular Council Meetings, which will reduce the length of discussions that normally occur during Council Meetings.

Official time to submit items for agendas is 1P on Monday before week of the meeting, by Resolution. Workshop will be an open-ended discussion about where we are now; not about finger pointing or blame; regroup as a team and as a family. The goal is to get everyone on the same page (Council, Citizens, Staff). We need to communicate well and often to be successful.

1. Workshop to Discuss Policies, Procedures, Roles and Legislation.

Mayor Rasco opened the Workshop at 3:22P.

Important to focus on Comprehensive Plan to achieve goals. The more we can focus on policy and strong committees to carry out our vision, we will be our best Council. Staff, Council and Committees continue to take classes to learn and become better at what we do. (Mayor Rasco)

- i. Woodcreek is an aldermanic, Type A General Law City. (pg. 4), chartered in the '80s [1984].

Attention was brought to page 96 in the packet, Resolution 2021-12-22-01 that governs how Council operates. Not included [provided for] the packet is the Resolution to Add Location for Meetings.

NEW STAFF ITEM: Council would like ALL Resolutions added to City Website.

Discussion that the City Website needs an overhaul.

NEW STAFF ITEM: Council Member Hines would like a list of Staff Responsibilities.

- a) *Emails:* City Manager Rule stated that recipients listed on the "TO" line are expected to respond/take action and the "CC" line does not expect a response. He is creating a delineation of job duties, and will provide within the next month, a list of duties for the City Secretary and Office Admin/Receptionist. (all emails previously sent to both)

Files: Mayor Rasco mentioned that Staff is trying to organize many years of files from previous Staff [electronic and physical].

- b) Discussion of the triage of Council's "To Do" list for Staff, quarterly, with the first discussion to be held on March 14th. City Manager Rule suggested Council provide guidance for prioritizing tasks from Council, in addition to their own list. Mayor Rasco agreed. City Manager Rule stated he is in the process of reviewing the list that was submitted to him and updating it with the project/item status. Items supplied by Council will only be added with the consensus of the Council as a whole.

Council Member Hines asked if the items could be added to a Survey Monkey survey for Council Members to rank the importance, to save time in a workshop/meeting.

- c) Council Member Grummert asked about “Local Government Code 21.003 Members of Municipal Governing Bodies May Volunteer”.

Roger Gordon stated that if a volunteer opportunity is not funded by the City, then individuals can volunteer wherever we want. Don't need permission from the City to volunteer.

- ii. Council Member Hines expressed concern that soft deadlines aren't giving Staff enough time to prepare agendas. Mayor Rasco stated a full staff will help.

NEW STAFF ITEM:

Mayor Rasco would like Staff to send Council an invite in Outlook after every meeting is set.

Council Member Grummert referenced “Council Liaison 411” document in relation to when committees should provide agenda items.

NEW ITEM: Clarify language in the “Council Liaison 411” document.

NEW STAFF ITEM:

Policy for Advisory Boards direction, similar to the “Council Liaison 411” document.

City Manager Rule stated that he has informed all Advisory Boards that their agenda deadline for agenda items is the same as Council's, Monday before week of their meeting, and they have all been advised, but Staff does not always receive information.

NEW ITEM:

Chairs of Advisory Boards, moving forward, are to copy their liaison on agenda submissions to Staff, but not create the agenda.

- iii. (Covered in “ii”, above)
- iv. Discussion of who should write Resolutions, Ordinances, etc. Mayor Rasco expressed that we should use everyone in their respective positions. Purpose is to get our citizens what they need.

Mayor Pro Tem Pulley summarized that a simple fix in the Code could potentially be handled at Council level but as the complexity increases, Code should be sent to professionals. Everyone has an entrepreneurial spirit to fix things, but not necessarily the experience.

City Manager Rule said that Staff is bound to adhere to motions made by the Advisory Boards, but the City Administrator should have some type of authority to limit communications between Advisory Boards and Vendors as there are multiple communications to the vendors by members of the same Advisory Board(s).

Roger Gordon stated that Council Liaison Policy could be cleaned up before passed.

Additional discussion on how to create policies.

Mr. Gordon stated that there are several policy areas that can be revisited: agendas, tasking and funding.

Mr. Gordon stated that typically policies are defined by Resolutions.

Mayor Rasco made a suggestion to combine with the Liaison 411, as Body/Chair 411 document that becomes resolution that is the policy for how liaisons work with the Bodies and how everything works with the Council.

City Manager Rule summarized that there is a difference between policies and procedures. Procedures are internal details on how to perform a task. Policies would go in front of City Council. An Ordinance would be on the books for a long time; Resolutions are short-term laws; and then there are procedures, such as a Policy Manual.

Council Member Hines stated that her understanding from the discussions that Resolutions are actually needed for: Social Media Policy, Liaison Policy, and Fund Balance Policy.

City Manager Rule says that by doing this, it makes everything cleaner administratively. He restated that the need to go through the "To Do" lists.

Mayor Rasco closed the Workshop at 5:24P.

2. Discuss and Take Possible Possible Action on Items Discussed During Workshop Session.

Motion was made by Council Member Hines to add to the Communication Policy that we directed the City Attorney Mr. Gordon and City Manager Rule to write, I would like for them to create a broadened Communications Policy, to include the Social Media Policy, the existing 411 and add a portion for the Advisory Bodies. (2:24:04)

Motion was seconded by Council Member Grummert.

A roll call vote was held.

Voting Yea: Mayor Pro Tem Brent Pulley, Council Member Linnea Bailey,
Council Member Chrys Grummert, Council Member Hines

Motion Passed: 4-0-0.

ANNOUNCEMENTS

Mayor Rasco announced the prepared Proclamation.

Motion was made by Council Member Grummert that Council pass the Proclamation naming March 2023 as Woodcreek Emergency Preparedness Month. Motion was seconded by Council Member Hines.

A roll call vote was held.

Voting Yea: Council Member Bailey, Council Member Grummert, Council Member Hines, Mayor Pro
Tem Pulley

Motion Passed: 4-0-0.

ADJOURN

Mayor Rasco Adjourned the Meeting at 6:27P.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary