

**CITY COUNCIL WORKSHOP (CITY HALL)**  
**March 14, 2023; 3:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco Called the Workshop to Order at 3:02P.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Mayor Jeff Rasco  
Mayor Pro Tem Brent H. Pulley  
Councilmember Linnea R. Bailey  
Councilmember Chrys Grummert  
Councilmember Bob Hambrick  
Councilmember Debra Hines

STAFF PRESENT

City Manager, Kevin Rule  
City Secretary, Suzanne Mac Kenzie

**PUBLIC COMMENTS**

None were offered.

**NEW BUSINESS**

1. **Workshop with Heart of Texas, IT.** (Rasco/Rule)

Workshop Opened at 3:04P.

Training with Casey:

- i. Portal.Office.com – online access to Microsoft Office 365 package;
- ii. Document Storage: All documents should be stored in the portal and NOT on alternate storage devices or personal laptop/tablet devices;
- iii. Document Storage: One Drive is an online personal drive; and
- iv. Access to SharePoint – Council access to City's document folders.

Workshop Closed at 4:04P

## 2. Workshop To Discuss Items Submitted.

Workshop Opened at 4:05P.

- a. Discussion of Community Block Grant Description, Uses and Applicability For the City of Woodcreek. (Bailey)

Council Member Grummert explained that GrantWorks does all of the work associated with this Grant.

- b. Discussion of Possible Woodcreek Earth Day Celebration on April 22, 2023, in Coordination with Aqua Texas. (Rasco)

Discussion of the different volunteer groups that have coordinated events around the City. i.e. Cypress Point POA will clean up the dam area; Parks Board will clean up Augusta Park; Tree Board will be at the Triangle with the Naturalist Gardeners; Aqua Texas will present the water fountain donation; City Manager Rule will grill hot dogs for volunteers/residents to eat at the conclusion of the day.

- c. Discuss Results of the City Council's Ranking of the Pending City Business Document.

Ranking of Staff Items in Order of Importance (highest to lowest), based on a survey of Council Members:

- i. Social Media Account Creation – FaceBook and NextDoor;
- ii. Installation of 5 Permanent Solar Powered Radar Signs;
- iii. Posting of Dark Skies, Safe Driving and Neighborhood Signs [on posts];
- iv. [Installation of] Stop Signs and Brookhollow and Augusta to create 3-way stop;
- v. Consider all vendor contracts and go to RFQ;
- vi. Update Lot Line and Zoning Map/Get cost approved by Council first;
- vii. NEW Year-Round Tree Signs;
- viii. Staff Communication Policy;
- ix. Post Arborist RFP;
- x. Annual City-Wide Garage Sale;
- xi. Consider a City Inspector and Code Enforcement Officer;
- xii. Procedures and Policy Binder Update and Post Docs Online;
- xiii. Sign and Garage Sale Sign Permit Updates; and
- xiv. Long-Term Parking Permit.

**NOTE for items iii and iv.:**

City Manager will make a list of signs in the shed (inventory) and work with Council Members. If the signs are city business, there is no need to go through Council.

- d. Report on Pending Business. (Hines) – Item was not discussed.

- e. Discussion On The Alteration of Draft Documents Between Meetings Outside of Items Voted Into Approval. (Hines)

Working documents presented in meetings need a revision date and change tracking. Document changes voted on by Advisory Committees, edited/added by Staff will be presented in the applicable Advisory Committee packets for final approval.

- f. Discussion On the Review of Agenda Items and Proposed Ordinances or Other Documents By Legal Counsel and Staff Prior to Council Meetings. (Hines)

Staff will create a template form for "Recommendations to Council" for use by Advisory Committees and Commissions, to be completed by Chair of the Advisory Committee, and sent to City Staff for inclusion in packets.

- g. Discuss and Take Action On The Communication Policy Document, if Prepared. (Hines)

Member Hines questioned when/why Legal Counsel reviews agenda and packets.

Rasco: Agenda Item content submitted by Council need to be finalized in Form Submission by due date, and not changed after due date.

Rule: Dual review is being done on agendas, but there are software issues that provider cannot explain.

Discussion of Ordinance changes for 154, 155, etc.

[Workflow is: Write ordinance(s), send to Kevin, legal review, PZ (when applicable), then Council]

Member Pulley left the workshop at 5:30P.

Workshop Closed at 6:09P.

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

Motion was made by Member Hines that the City of Woodcreek celebrate Earth Day on April 22, 2023. Motion was seconded by Member Grummert.

A roll call vote was held.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines

Motion Passed: 4-0-0.

**4. Discuss and Take Appropriate Action Authorizing the City Manager to Enter Into A Municipal Advisory Services Agreement With Stifel, Nicolaus & Company.** (Rule)

HillTop Securities resigned as the Financial Advisor for the City of Woodcreek.

Motion was made by Member Hines to accept the agreement with Stifel, Nicolaus & Company and enter into a municipal service contract with them. Motion was seconded by Member Hambrick.

A roll call vote was held.

Voting Yea: Member Bailey, Member Grummert, Member Hambrick, Member Hines

Motion Passed: 4-0-0.

**ANNOUNCEMENTS - None**

**ADJOURN**

Mayor Rasco Adjourned the Workshop at 6:14P.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

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