

**CITY COUNCIL MEETING (CYJ)**  
**March 08, 2023; 6:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

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

**MOMENT OF SILENCE**  
**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco  
Councilmember Linnea R. Bailey  
Councilmember Chrys Grummert  
Councilmember Bob Hambrick  
Councilmember Debra Hines

**ABSENT**

Mayor Pro Tem Brent H. Pulley

**STAFF PRESENT**

City Manager, Kevin Rule  
City Secretary, Suzanne Mac Kenzie  
Interim City Attorney, Roger Gordon

**PUBLIC COMMENTS**

Public Comments were offered by Anita Collins, the Community Liaison for the Hays County Judge. She provided a contact information sheet for Hays County Staff.

**CONSENT CALENDAR**

1. Approval of Regular Meeting Minutes from February 8, 2023.
2. Approval of Special Meeting Minutes from February 21, 2023.

Motion was made by Council Member Hambrick to approve the consent agenda as it is. (6:27)  
Council Member Hambrick withdrew his motion at 7:17.

Motion was made by Council Member Grummert to move approve the minutes until the next regular council [meeting]. (7:35) Motion was seconded by Council Member Hines.

A roll call vote was taken.

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

Motion passed 4-0-0.

## **REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

### **Report by Planning and Zoning Committee Liaison.**

After March 1, the Panel has made two(2) recommendations to Council will are part of this agenda: Items 14 and 15.

### **Report by Ordinance Review Committee Liaison.**

Important Woodcreek Ordinances document complete. A committee was formed to review Health and Sanitation Code. Reviewed briefly the ordinances for Business Use Home Occupation and Personal Care facilities and will explore that their next meeting. Waiting on communication for flow of communications regarding work designations.

### **Report by Parks and Recreation Board Liaison.**

Parks met and discussed in Walking Workshop at all three parks solutions for spaces. They continue to price playground equipment that is feasible to purchase. A considerable cost savings on a surface underlayment may be provided by Chair Abney.

### **Report by Platinum Roads Panel Liaison.**

The Pre-Bid Meeting for the Chip Seal Project was on the 27<sup>th</sup>. No bidders came, but that is not unusual. Bids will be accepted and reviewed on March 15<sup>th</sup> by City Manager Rule, Chair Abney, Council Liaison Bailey and Ryan Thomas.

### **Report by Tree Board Liaison.**

Mayor Pro Tem Pulley asked Mayor Rasco to report that Woodcreek was approved by Tree City USA as a Tree City. Also working on a survey to assess what changes to the previous survey have occurred since the freeze.

### **Report by Hotel Occupancy Tax Liaison.**

First meeting was on March 1<sup>st</sup>, mostly organizational. Next meeting will be on March 21<sup>st</sup> at 10A. Scott Joslove of the Texas Hotel and Lodging Association will be guest speaker.

### **Report by City Manager.**

Brush pick up continues as Waste Connections moves through the City. They have already removed 100 dumpsters. A more in-depth report will be provided at the next meeting.

Tree permits will begin again on March 15<sup>th</sup>.

Municode has been contacted for website issues.

March 14<sup>th</sup>-Workshop for Council – all are welcome.

March 25<sup>th</sup>-Emergency Preparedness Fair at the VFW with booths, food and activities from 10a-2p. This is a county-wide effort with lots of agency participation.

Videos are available immediately on YouTube and were downloaded to our website at 5P today.

**Report by City Secretary.** – No report was offered.

## REPORT OF SPECIAL (Select or Ad Hoc) Committees

Ad Hoc Workgroup, Chapters 154-157 (Development Workgroup)

Chapters 154-157 complete; Environmental Code is in draft and will be available next week; Subdivisions and ETJ regulations will be brought to Council for next steps; Zoning is separate. Goal is to be done in March with Chapter reviews.

Recodification has been postponed until these chapters are complete.

## SPECIAL ORDERS

### 3. **Approval of Financial Statements for December 2022.** (Rule)

Introduction by Mayor Rasco that City Manager Rule has worked on the documents to make them easier to read and understand.

City Manager Rule stated that using Pooled System Accounting, the reports look different but the previous format of the information is in the packet if it needs to be referenced to compare numbers. His next step is to reclassify expenses and revenue into appropriate categories.

He has already reallocated underutilized monies of Interest Income to take advantage of an increased interest rate of 4.8%, thus showing an increase in Interest Income.

Council Member Hines asked him to restructure the standard formatting of the reports to have the most recent information closest to the line item.

Other Items:

- a. Pg 9 - Change Name to Transfer to Capital Fund.
- b. Pg 13 - Questioned Interest Risk Pool increase - Increases every year.
- c. Pg 14 - Projects – Comp Plan didn't fall under last year. Request to break items out.
- d. Pg 53 - What on Blade Group – Vendor for asphalt.

City Manager has signed the Engagement Letter to have the City's financials audited.

Question on Engineering line. Bill from K.Friese. City Manager Rule has requested that K.Friese submit more detailed bills.

Motion was made by Council Member Bailey to accept the Financial Statements for December 2022. (37:00) Motion was seconded by Council Member Grummert.

Amended motion was made by Council Member Hines to include January 2023. (37:54) Council Member Grummert seconded the motion.

Council Member Bailey accepted the amendment.

A roll call vote was taken.

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

Motion passed 4-0-0.

4. **Approval of the Financials for January 2023.** (Rule)

Motion was addressed in Item #3, above.

5. **Discuss and Take Possible Action to Approve A Special Event Permit for Colorful Changes, F.K.A. Life Changes Estate Sales.** (Rule)

Motion was made by Council Member Hines to approve the Special Use Permit. (39:11)  
Motion was seconded by Council Member Grummert.

A roll call vote was taken.

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

Motion passed 4-0-0.

**UNFINISHED BUSINESS AND GENERAL ORDERS – None**

**NEW BUSINESS**

6. **Presentation of the Spirit of Woodcreek Award to the Parks and Recreation Board Membership (past and Present) For Their Work on the Spooktacular Events and the Recent POSAC Grant Award.** (Pulley)

No formal action taken. Pictures were taken from 7:15P-7:23P.

7. **Discussion and Take Possible Action Regarding Report On Traffic Enforcement Activities in the City of Woodcreek.** (Pulley)

Motion was made by Council Member Grummert to accept the Traffic Report. (47:00) Motion was seconded by Council Member Hines.

Discussion of report: any speed over 30mph should get ticket; some of the addresses are in Eagle Rock; would like to increase patrols, but Hays County Sheriff is short staffed.

A roll call vote was taken.

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

Motion passed 4-0-0.

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

City Manager Rule was tasked with reviewing contracts with the City. The oldest contract has been held by the City's Financial Advisor, which ends at the end of the month. If not reviewed, it auto renews for another year.

Financial Advisors assist with the issuance of bonds and also assist with the reporting requirements with the state. Based on previous experience with larger cities and bond dollars, and his experience with several Financial Advisors, he recommends the approval of the agreement with Stifel, with Council approval.

Interim City Attorney Gordon stated that state law prohibits requesting RFQs for this service.

Motion was made by Council Member Grummert to postpone this item until the Workshop. (1:12:02) Motion was seconded by Council Member Hambrick.

A roll call vote was taken.

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

Motion passed 4-0-0.

**9. Discuss and Take Appropriate Action On The Creation of A Storm Response Relief Program For Citizens.** (Hines)

Motion was made by Council Member Hines to approve the authorizing the creation of such program by Staff and to authorize an amount to be spent total with a cap per household and to outline other details, like waivers, percent match and how to find a company to contract with, etcetera. (1:14:55) Motion was seconded by Council Member Grummert.

Discussion of program included the approval of the concept, but a review of the funds available in the budget and how it would be funded would be needed. Program should include damage to homes, not just trees (insurance claims)

Motion was made by Council Member Hines to use the [Assistance@WoodcreekTX.gov](mailto:Assistance@WoodcreekTX.gov) email address to seek input on a disaster relief financial assistance fund would be needed. (1:29:20)

Council Member Hines withdrew her first motion at 1:29:51.

An amendment was made by Council Member Grummert to have the wording updated to state that Council authorize the creation of such program. (1:60:51) Motion was seconded by Council Member Hines.

A roll call vote was taken on the amended motion.

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

Motion passed 4-0-0.

A roll call vote was taken on the second motion. [made by Council Member Hines]

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

Motion passed 4-0-0.

**10. Discuss and Take Appropriate Action Regarding A Review and Report of Pending Business With City Staff.** (Hines)

This item was moved to the Council Workshop on March 14<sup>th</sup>.

No action was taken.

**11. Discuss and Take Possible Action on the Approval of the Purchase of A ColorTrac SmartLF Scanner - 36Inch for the Purpose of Accurate Records Management, Safety and the Reduction of Fire Hazards within City Hall and It's Storage Shed. (Rasco/Rule)**

Motion was made by Council Member Hines to approve the scanner purchase. (1:36:50) Motion was seconded by Council Member Hambrick.

City Manager Rule stated that a budget amendment will have to be done. Mayor Rasco stated we tried to get this item through last year when there was money in the budget.

A roll call vote was taken.

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

Motion passed 4-0-0.

**12. Discuss and Take Appropriate Action on the Adoption of An Application Resolution Authorizing A Texas Community Development Block Grant Program Application; Appropriate Action to Adopt the Required CDBG Civil Rights Policies; and Appropriate Action to Adopt A Citizen Participation Plan for the City of Woodcreek. (Grummert)**

Motion was made by Council Member Grummert to adopt the application resolution authorizing a Texas Community Development Block Grant (CDBG) program application, the required CDBG Civil Rights Policies and the Citizen Participation Plan for the City of Woodcreek. (1:43:24) Motion was seconded by Council Member Hines.

A roll call vote was taken.

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

Motion passed 4-0-0.

**13. Discuss and Take Appropriate Action To Adopt A Resolution Designating Authorized Signatories for the Texas Community Development Block Grant Program. (Rule)**

Motion was made by Council Member Grummert to adopt the resolution authorizing signatories for the Texas Community Development Block Grant Application. (1:50:45) Motion was seconded by Council Member Hines.

A roll call vote was taken.

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

Motion passed 4-0-0.

**14. Discuss and Take Appropriate Action on the Recommendation from the Planning and Zoning Commission To Adopt An Ordinance Amending Various Sections of Chapter 155, "Subdivisions", of the Code of Ordinances, City of Woodcreek, Texas, The Same Being Known As The Subdivision Ordinance, For The Purpose of Implementing An Amendment Increasing Minimum Lot Size Requirements For Wastewater and Water Connections for New Subdivision Application. (Grummert)**

Motion was made by Council Member Grummert to accept the recommendation from Planning and Zoning regarding minimum lot sizes to be included in the Subdivision Code and moved to a set Public Hearing date for Council on a decision. (1:52:15) Motion was seconded by Council Member Hines.

Copies of the Planning and Zoning Report, which was received the day of the meeting by the City Manager, were distributed to Council Members for review.

Council Member Grummert withdrew his motion at 2:00:27

Council Member Grummert made a motion to accept Planning and Zoning's Report.(2:00:36) Motion was seconded by Council Member Hines.

A roll call vote was taken.

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

Motion passed 4-0-0.

Executive Session began at 8:30P.

Executive Session ended at 9:19P

No action was taken during Executive Session.

**15. Discuss and Take Appropriate Action on the Recommendation From the Planning and Zoning Commission To Adopt An Ordinance Amending Chapter 156, "Zoning", of the Code of Ordinances, City of Woodcreek, Texas, The Same Being Known as the Zoning Ordinance, Specifically Section 156.026, to be Titled "Short-Term Rentals" (STRs) for the Purpose of Implementing Regulations for Zoning Districts In Which STRs Will Be Prohibited: SF-1, SF-2, SF-3, SF-5, SF-6, TH/C, DU-1, 4PLX and RR; With Regulations Concerning Inspections, Fees and Permits Required for Authorized STR Use in Districts SF-4, MF-1 and MF-2, With the Additional Recommendation That Council Re-Establish A Municipal Court To Properly Enforce This Ordinance. (Grummert)**

Motion was made by Council Member Hines to direct Staff and Mr. Gordon to set up a regulatory permit process for residential short-term rentals. (2:51:12) Motion seconded by Council Member Grummert.

Interim City Attorney clarified that the recommendation from the Planning and Zoning Commission was for an Ordinance which would create a blanket prohibition on short-term rentals in certain sections of the City. After looking at case law and legislation at the Capitol and have advised the

City that there is a bit of uncertainty, as of today, regarding the validity of ordinances which create a blanket prohibition on short-term rentals. He is also advising the City to take the incremental step, before the adoption of an outright ban, to create a permitting program. He will take the opportunity to create some draft documents and bring them back to Council for review

A roll call vote was taken.

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

Motion passed 4-0-0.

**ANNOUNCEMENTS**

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 9:22P.

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**Jeff Rasco, Mayor**

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**Suzanne Mac Kenzie, City Secretary**

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