

**CITY COUNCIL MEETING (CITY HALL)**  
**August 14, 2024; 6:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

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

**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

STAFF PRESENT

Acting City Administrator, Jim Burton  
City Secretary, Suzanne MacKenzie  
City Attorney, Megan Santee

**PUBLIC COMMENTS**

Public Comments were offered by:

Jose Tormo on Item #8.  
Monica Rasco on Item #8.  
Gloria Whitehead on: Format of Reports Section, Item #8, and Item #9.

**CONSENT CALENDAR**

1. **Approval of Amended Regular City Council Meeting Minutes From July 10, 2024.**
2. **Approval of Special City Council Budget Workshop Minutes From July 17, 2024.**
3. **Approval of Regular City Council Meeting Minutes From July 24, 2024.**
4. **Submission of the Hays County Appraisal District Certified FY 2024-2025 Property Tax Roll to City Council. (Staff)**

Motion was made by Council Member Grummert to remove Item #3 from Consent Agenda. Motion was seconded by Mayor Pro Tem Hines. With no objections, Mayor Rasco moved the item to the beginning of the Regular Agenda.

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

Mayor Rasco Called for a Vote by Show of Hands.

Motion Passed: 5-0-0.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

5. Report By Planning and Zoning Liaison. (Grummert)  
- Appointment of Chairperson and Vice-Chairperson.
6. Report by City Administrator. (Burton)
  - a) Expenses for City of Woodcreek Fourth of July Celebration at VFW
  - b) Hays County Sheriff Office July Patrol Report
  - c) Street Signs
  - d) Code Enforcement Activity for July
  - e) Check Register
  - f) Quarterly Financials
  - g) City Hall Updates
  - h) Engineering Requests
7. Memorandum from Ordinance Review Committee Chairperson Miller regarding Comprehensive Plan input request by the City of Woodcreek City Council. (Hines)

## REGULAR AGENDA

3. (Moved From Consent Agenda) **Approval of Regular City Council Meeting Minutes From July 24, 2024.**

Motion was made by Council Member Grummert to approve City Council meeting minutes from July 24, 2024 with the following edits, which is to remove the wording, "as amended" from the main motion of items 8, 9, and 10. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

9. Mayor Rasco stated that because Item #9 is associated with the report from Freeland Turk, he would like to take up Item #9 before Item #8 because there are recommendations that could pre-empt the report and be included or not with their work. No objections were received.

**Discuss and Take Appropriate Action To Request City Staff to Create An RFP For A Survey Along Brookhollow Drive To Determine The Exact Location of the City's Right-of-Way.** (Bailey)

Motion was made by Council Member Bailey to request Staff to create an RFP for a survey along Brookhollow Drive to determine the exact location of the City's rights-of-way. Motion was seconded by Council Member Hambrick.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Failed: 5-0-0.

8. **Discussion and possible action to accept the 2024 Safety Enhancement Program as prepared by Freeland Turk and post the bid package.** (Hines)

Motion was made by Mayor Pro Tem Hines to approve the 2024 Safety Enhancement Program as prepared by Freeland Turk and direct Staff to post the bid package as soon as possible. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Voting Yea:

Mayor Pro Tem Hines, Council Member Grummert, Council Member Richardson.

Voting Nay:

Council Member Bailey, Council Member Hambrick

Motion Passed: 3-2-0.

9. **Discuss and Take Appropriate Action To Request City Staff to Create An RFP For A Survey Along Brookhollow Drive To Determine The Exact Location of the City's Right-of-Way.** (Bailey)

Discussion was held before Item #8, above.

10. **Discuss and Take Appropriate Action To Accept the Revisions Made to the 2024-2025 FY City of Woodcreek Proposed Annual Budget and Submitted to the City Secretary.** (Staff)

Motion was made by Mayor Pro Tem Hines to accept the 2024-2025 Proposed Annual Budget as submitted in this packet. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Motion was made by Mayor Pro Tem Hines to direct Staff to call the Public Hearing in the appropriate timeframe. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**11. Discuss and Take Possible Action To Set A Date To Hold the Public Hearings For the Proposed Budget and the Proposed Tax Rate. (Staff)**

Discussion and formal voting action for this item was taken under Item #10, above.

**12. Discuss and Take Possible Action to Accept A Proposed Budget and Approve Spending For the City of Woodcreek 40th Celebration at Camp Young Judaea on August 18, 2024. (Hines)**

Motion was made by Mayor Pro Tem Hines that we approve a budget of \$5,000 for the City of Woodcreek 40<sup>th</sup> Anniversary Event. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**13. Discuss and Take Appropriate Action To update the City of Woodcreek Procurement Policy, Resolution 2024-08-14-01. (Grummert)**

Motion was made by Council Member Grummert that Council adopts the Resolution 2024-08-14-01, updating the Procurement Policy. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Amended Motion was made by Council Member Grummert by striking “and regularly monitored by the Administrator and the Governing Body” from Section 3.01. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Second Amended Motion was made by Council Member Grummert to amend 3.01 by striking “\$1,500.00” and replacing it with “\$4,999” anytime it is found in this section. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Third Amended Motion was made by Council Member Grummert by striking “Items not subject to this process include utility bills, lease payments, membership dues, employee reimbursements, travel fees, and fuel” from Section 5.01. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**14. Discuss and Take Appropriate Action To update the City of Woodcreek Fund Balance Policy, Resolution 2024-08-14-02.** (Grummert)

Motion was made by Council Member Grummert to accept the Resolution 2024-08-14-02, updating the Fund Balance Policy. Motion was seconded by Mayor Pro Tem Hines.

Amended Motion was made by Council Member Grummert to amend the definitions section under Committed Funds found on page 331 by replacing the highlighted word “government” with the words “City Council”. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

Amended Motion was made by Council Member Grummert to amend the definition section under Assigned Fund Balance found on page 331 by replacing the word “intent” with the word “Instruction”. Motion was seconded Council Member Richardson.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

**15. Discuss and Take Appropriate Action On edits to Ordinance Chapter 30.15 Municipal Manager/Administrator.** (Grummert)

Motion was made by Council Member Chrys Grummert to accept edits to the draft Ordinance Chapter 30.15 Municipal Manager/Administrator and that this Ordinance is returned in formal format and ask the City Attorney to create an Ordinance amending the Code to change the titles Municipal Manager/Administrator to simply “Administrator” throughout the Code, all for final Council approval. Motion was seconded by Council Member Bailey.

Amended Motion was made by Council Member Grummert to edit the draft Ordinance and retain the duties assigned by the State to the City Secretary position and leave them as part of the Administrator duties. Motion was seconded by Mayor Pro Tem Hines.

Legal offered to add language to the Amended Motion, "Local Government Code 22.071, as amended".

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

16. **Discuss and Take Appropriate Action On edits to Ordinance Chapter 30.16 Municipal Secretary.** (Grummert)

Motion was made by Council Member Grummert that Council accepts the edits to draft Ordinance Chapter 30.16 Municipal Secretary and this Ordinance is returned in formal format for final Council approval. Motion was seconded by Council Member Richardson.

Amended Motion was made by Council Member Grummert to include edits to 30.16, Section A, Office of Municipal Secretary created as in handout. Motion was seconded by Mayor Pro Tem Hines.

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

Motion Passed: 5-0-0.

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

Motion Passed: 5-0-0.

17. **Discussion and take action to authorize staff to purchase a continuous read Dark Skies Meter to be installed on city-owned property.** (Hines)

Motion was made by Mayor Pro Tem Hines to direct Staff to buy a continuous reading Dark Skies Meter to be installed on city-owned property. Motion was seconded by Council Member Grummert.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

18. **Discuss and take possible action to direct staff to install parking signs and poles at Par View.** (Hines)

Motion was made by Mayor Pro Tem Hines to install the 24-hour parking sign, purchase and install the "Parking in Designated Places Only" sign and repair the existing directional sign. Motion was seconded by Council Member Grummett.

Mayor Rasco Called for a Vote by a Show of Hands.

Motion Passed: 5-0-0.

**COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING**

- i. Introduced by Council Member Richardson, Seconded by Mayor Pro Tem Hines*
  - a. Tree Board is requesting to be able to replace trees as identified by the Tree Board and an arborist, using money from the Tree Fund*
  - b. Tree Board is requesting approval to purchase 25 single gallon trees for the Fall Tree Give-Away Event on November 9<sup>th</sup> at Augusta Park.*

**ANNOUNCEMENTS**

Mayor Rasco announced the 40<sup>th</sup> Woodcreek Celebration on Sunday. Volunteers needed before and after event. Will arrive at 11AM, with Kickoff at 1PM.

**ADJOURN**

Mayor Rasco Adjourned the Meeting at 9:07 PM.

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*Jeff Rasco, Mayor*

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*Suzanne MacKenzie, City Secretary*