

**SPECIAL CITY COUNCIL MEETING**  
**January 25, 2023; 4:00 PM**  
**Woodcreek, Texas**

---

**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 4:01PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco

Mayor Pro Tem Brent H. Pulley

Councilmember Chrys Grummert

Councilmember Bob Hambrick

Councilmember Debra Hines

**ABSENT**

Councilmember Linnea R. Bailey

**STAFF PRESENT**

City Manager, Kevin Rule

City Secretary, Suzanne Mac Kenzie

Administrative Assistant, Maureen Mele

**PUBLIC COMMENTS**

No public comments were offered.

**CONSENT CALENDAR**

**REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

**Report by Planning and Zoning Committee Liaison.** – No report was offered.

**Report by Ordinance Review Committee Liaison.** – No report was offered.

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

Councilmember Hambrick said for the POSAC (Parks and Open Space Advisory Commission) Grant, a subcommittee was formed for each appropriate area in Woodcreek, i.e. Creekside Park, Augusta Park, and the Triangle (Woodcreek Dr. at Brookhollow Dr.). Also, a land survey and a tree survey are being done of Creekside Park. In addition, Mayor Rasco has contacted the owner of the Double J Ranch Golf Club about a fence at Creekside Park but has not been able to speak to him as of this meeting.

**Report by Platinum Roads Panel Liaison.**

City Manager Rule reported on the "Roads Panel" as Councilmember Bailey was not in attendance. He stated that the Chip Seal Request for Proposal (RFP) was approved by the Panel and is an item on the agenda for this meeting. The RFP for the remainder of the roads should be issued in the summer of 2023.

**Report by Tree Board Liaison.**

Councilmember Pulley reported that there is an RFP for a City Arborist in the agenda and that the next meeting will address an Oak Wilt Assistance Program for homeowners.

**Report on Par View Greenspace Beautification Project.**

The Par View greenspace is almost finished with it's upgrade (including a tree re-planting and rock installation) and it is still within budget, particularly with the picnic table having been donated by Camp Young Judaea and the little library donation from Hill Country Spirits.

**Report by City Manager.**

City Manager Rule noted that:

- 1) The funds from the POSAC grant of Hays County were received;
- 2) A Neighborhood Meeting to address residents' observations about drainage issues in the area of Brookhollow and Westwood Drives and that the City Engineers, K. Friese will develop a new plan to deal with this;
- 3) Training for Committee Members on Robert's Rules for conducting meetings was begun; and
- 4) Double J Ranch Golf Club has a permit to rebuild the Cart Barn, not to move the Cart Barn.

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

**REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES**

**Ad Hoc Workgroup, ARPA Review (American Rescue Plan Act of 2021).**

Councilmember Grummert reported that the ARPA is being reviewed with GrantWorks for the next step.

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

Councilmember Hines noted that Chapter 154 of the Code of Ordinances has been rewritten as a draft and the additional chapters are being worked on and there will be a meeting the next day to discuss.

**SPECIAL ORDERS**

**UNFINISHED BUSINESS AND GENERAL ORDERS**

- 1. **Discuss and Take Appropriate Action on the Appointment of Mayor Rasco of Alternate Members to the Ordinance Review Committee and the Parks and Recreation Board (Rasco)**  
This agenda item was addressed after agenda item Number 3.

**2. Discuss and Take Appropriate Action on Nomination to the Hotel Occupancy Tax Committee (*Grummert*)**

Councilmember Grummert made a motion that Councilmembers make their nomination to the Hotel Occupancy Tax (HOT) Committee (19:44). The motion was seconded by Councilmember Hines.

Councilmember Grummert made a motion to nominate Aurora LeBrun to the HOT Committee (20:00). The motion was seconded by Councilmember Hines.

A roll call vote was held.

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

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

Councilmember Pulley made a motion to nominate Mike Wimmer to the HOT Committee (22:33). The motion was seconded by Councilmember Hines.

A roll call vote was held.

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

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

**3. Discuss and Take Appropriate Action on Nomination to the Tree Board (*Hambrick*)**

Councilmember Hambrick nominated Nanci Coddington to the Tree Board (25:53). The motion was seconded by Councilmember Grummert.

A roll call vote was held.

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

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

Agenda item 1 was addressed at this point.

**4. Discuss and Take Appropriate Action on the Appointment of Mayor Rasco of Alternate Members to the Ordinance Review Committee and the Parks and Recreation Board (*Rasco*)**

Councilmember Grummert moved to have Mayor Rasco's nominate alternate members to the Parks and Recreation Board and the Ordinance Review Committee (39:24). This was seconded by Councilmember Hines.

Mayor Rasco nominated Joe Branco as an alternate member of the Ordinance Review Committee and Monica Rasco as an alternate member of the Parks and Recreation Board.

Councilmember Hines made a motion to approve these nominations (40:14). Councilmember Hambrick seconded this motion.

A roll call vote was held.

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

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

## NEW BUSINESS

### 4. **Discuss and Take Appropriate Action on Recommendations for Hotel Occupancy Tax (HOT) Committee Chair and Vice-Chair (*Rule*)**

Councilmember Grummert made a motion to accept Mayor Rasco's recommendation of Ann-Tyler Konradi as the Chair and Tomas Palm as Vice-Chairperson of the HOT Committee (41:22). This was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

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

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

### 5. **Discuss and Take Appropriate Action on Parking Spaces for the Par View Greenspace (*Hines*)**

Councilmember Hines made a motion to consider a bid for one parking space on the Par View Greenspace (46:42). The motion was seconded by Councilmember Hambrick.

Councilmember Hines said she would like to accept the bid from Hill Country Land Improvement for an angled 10' x 30' parking spot as addressed in page 11 of the packet without the permeable pavers. This parking spot was bid for \$2,850.

A roll call vote was held.

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

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

### 6. **Discuss and Take Appropriate Action on Installation of Posts at Par View Greenspace (*Hines*)**

A motion was made by Councilmember Hines to accept the proposal from Hill Country Land Improvements but to install only 2 posts on the Par View Greenspace; one to hold a parking sign and one to hold the Little Library (54:28). The motion was seconded by Councilmember Grummert.

After discussion, a roll call vote was held.

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

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

### 7. **Discuss and Take Appropriate Action on Changes to Chapter 32.01 (*Grummert*)**

Councilmember Grummert made a motion to accept the Ordinance on changes to Chapter 30 (1:01:29). The motion was seconded by Councilmember Hines.

After discussion, a roll call vote was held.

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

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

**8. Discuss and Take Appropriate Action on the Platinum Roads Panel Recommendation of the K Friese Request for Proposal (RFP) for Residential Chip Seal Project Report from January 20, 2023 (Rule)**

Councilmember Hines made a motion to accept the Residential Chip Seal Project RFP and instruct City Staff to post the RFP appropriately (1:03:34). The motion was seconded by Councilmember Grummert.

After discussion regarding a pre-bid and pre-construction meeting and where the posting of the RFP would be, a roll call vote was held.

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

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

**9. Discuss and Take Appropriate Action on Request for Proposal (RFP) for City Arborist (Pulley)**

Councilmember Pulley made a motion to discuss and take appropriate action on the Tree Board's Request for Proposal (RFP) for a City Arborist (1:15:26). The motion was seconded by Councilmember Grummert.

After discussion, edits are needed that the City Arborist must have two types of insurance: i) personal liability for property, and ii) personal liability for themselves and their employees, and possibly iii) Worker's Compensation.

A recess was held at 5:21PM and the meeting reconvened at 5:23PM.

The document was also edited to say that the City Arborist "should" be available to work approximately 10 hours on an "as needed" basis.

A roll call vote was held.

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

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

**ANNOUNCEMENTS**

None were made.

**ADJOURN**

Mayor Rasco adjourned the meeting at 5:26PM.

  
\_\_\_\_\_  
Jeff Rasco, Mayor

  
\_\_\_\_\_  
Suzanne Mac Kenzie, City Secretary