

**SPECIAL CITY COUNCIL MEETING**  
**August 02, 2022; 4:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the meeting to order at 4:02PM.

**MOMENT OF SILENCE**

**PLEDGES**

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Mayor Jeff Rasco  
Mayor Pro Tem Aurora F. LeBrun  
Councilmember Chrys Grummert  
Councilmember Debra Hines  
Councilmember Joe Kotarba  
Councilmember Brent H. Pulley

**STAFF PRESENT**

City Secretary Suzanne Mac Kenzie  
Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

A written public comment submitted by Kathy Maldonado was read. No other public comments were offered.

**CONSENT AGENDA**

- 1. Approval of Special City Council Meeting Minutes of July 14, 2022**
- 2. Approval of City Council Budget Workshop Minutes of July 25, 2022**
- 3. Approval of Financial Statements for May 2022**
- 4. Approval of Financial Statements for June 2022**

A motion was made by Councilmember Pulley to approve the consent agenda. The motion was seconded by Mayor Pro Tem LeBrun.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

The motion carried with a 5-0-0 vote.

**REGULAR AGENDA**

- 5. Budget Workshop - Discussion and Take Appropriate Action on Draft 2 of Proposed Budget for Fiscal Year 2022 - 2023 (Rasco)**

Mayor Rasco opened the Budget Workshop at 4:08PM.

At discussion, several changes were made to the proposed fiscal year 2022-2023 budget.

A motion was made by Councilmember Pulley to approve the draft of the budget with the amendments suggested. The motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion carried with a 5-0-0 vote.

The Budget Workshop closed at 5:04PM. The Council Meeting reconvened at 5:04PM.

6. **Discuss and Take Appropriate Action to Fill the One Unexpired Term (term ending Nov. 2023) of Alternate Member of the Tree Board by Nomination of Terri Burney-Bisett and Appointment by the City Council (Rasco)**

A motion was made by Councilmember Grummert to approve Mayor Rasco's nomination of Terri Burney-Bisett to the Tree Board with the term ending Nov. 2022. The motion was seconded by Councilmember Pulley.

A roll call vote was held.

Voting Yea: Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert

The motion carried with a 5-0-0 vote.

7. **Discuss and Take Appropriate Action to Fill the One Unexpired Term (term ending Nov. 2023) of Regular Member of the Ordinance Review Committee by Nomination of Steve Passalacqua (a Current Alternate Member) and Appointment by the City Council (Rasco)**

A motion was made by Councilmember Kotarba to nominate Steve Passalacqua to be a full member of the Ordinance Review Committee. The motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

The motion carried with a 5-0-0 vote.

8. **Discussion and Take Appropriate Action of a Councilmember to Serve as Council Liaison to the Planning and Zoning Commission (Grummert)**

A motion was made by Councilmember Grummert for Councilmember Kotarba to become the Council Liaison to the Planning & Zoning Committee. The motion was seconded by Mayor Pro Tem LeBrun.

A roll call vote was held.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

The motion carried with a 5-0-0 vote.

9. **Report on the Ordinance Review Committee Followed by Discussion and Possible Action on Providing Council Input as Requested by the Committee (Hines)**

Council Liaison Hines described the meeting of the Ordinance Review Committee that was also held on Aug. 2, 2022.

A motion was made by Councilmember Hines to ask the Planning & Zoning Commission to provide recommendations to the Ordinance Review Committee for the items to focus on. The motion was seconded by Councilmember Grummert.

A roll call vote was held.

Voting Yea: Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley

The motion carried with a 5-0-0 vote.

**10. Report on the Culture of Safe Driving Program followed by Discussion and Possible Action (Hines)**

A motion was made by Councilmember Grummert to spend no more than \$860 on stickers or clingers for the Culture of Safe Driving Program and mail the oak wilt brochure and Safe Driving brochure together. The motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion carried with a 5-0-0 vote.

**11. Discuss and Take Appropriate Action of an Ordinance Adding Two Alternate Members to the Parks and Recreation Board (Grummert)**

A motion was made by Councilmember Grummert to adopt the Chapter 30 Parks and Recreation Board Ordinance removing and replacing Chapter 157 of the Parks and Recreation Board Section. The motion was seconded by Councilmember Hines.

A roll call vote was held.

Voting Yea: Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines, Councilmember Kotarba

The motion carried with a 5-0-0 vote.

A meeting recess was held at 5:46PM. The meeting reconvened at 5:55PM.

**12. Discuss and Take Appropriate Action on a Proposed Ordinance Amending the Code of Ordinances at Title XV ("Land Usage"), Chapter 156 ("Zoning") to Allow for Building Across Adjacent Lot Lines with Unified Ownership**

A motion was made by Councilmember Hines to discuss and take appropriate action on a proposed Ordinance amending the Code of Ordinances at Title XV ("Land Usage"), Chapter 156 ("Zoning") to allow for building across adjacent lot lines with unified ownership. The motion was seconded by Councilmember Grummert.

A discussion was held suggesting small edits to the proposed ordinance.

A motion was made by Councilmember Grummert for the suggested changes to be incorporated into the document and that the ordinance return to Council for a 2nd reading. The motion was seconded by Councilmember Pulley.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

The motion carried with a 5-0-0 vote.

**13. Report from Tree Board Liaison Councilmember Pulley on Recommendations from the Tree Board on the Proposed Ordinance to Replace Title IX ("General Regulations"), Chapter 91 ("Trees") Followed by Discussion and Possible Action by Council (Hines)**

Councilmember Pulley provided a report from the Tree Board. His report included these recommendations: i) that certified arborists should be accredited under TCIA for working on heritage and protected trees, ii) that the funds required from developers should be increased, and iii) city tree trimming be 16' in the center of the road and 8' from either side.

A motion was made by Councilmember Hines that we accept and incorporate the Tree Board's recommendations. The motion was seconded by Councilmember Grummert.

After discussion, a roll call vote was held.

Voting Yea: Councilmember Grummert, Councilmember Hines, Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun

The motion carried with a 5-0-0 vote.

After further discussion, a motion was made by Councilmember Hines to work on some edits to the Tree Ordinance and have it ready for the next City Council meeting. The motion was seconded by Mayor Pro Tem LeBrun.

A roll call vote was held.

Voting Yea: Councilmember Kotarba, Councilmember Pulley, Mayor Pro Tem LeBrun, Councilmember Grummert, Councilmember Hines

The motion carried with a 5-0-0 vote.

**14. Executive Session for Discussion of Personnel Matters Pursuant to Chapter 551.074 of the Texas Government Code (Rasco)**

The Executive Session began at 7:10PM. The meeting reconvened at 7:22PM. No action was reported from the Executive Session.

**ADJOURN**

Mayor Rasco adjourned the meeting at 7:22PM.

  
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Jeff Rasco, Mayor  
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Suzanne Mac Kenzie, City Secretary