

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

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**MINUTES**

**CALL TO ORDER**

Mayor Jeff Rasco Called the Meeting to Order at 6:34P

**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  
Interim City Attorney, Roger Gordon

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT CALENDAR**

(5:30) Council Member Hines stated that she would like to pull Items 1-3 for discussion. Council Member Bailey was in agreement. No roll call vote was taken.

1. **Approval of Regular City Council Meeting Minutes from November 9, 2022.**  
Page 5 in the packet, #2 – “geobonds” is “G.O. Bonds”.
2. **Approval of Regular City Council Meeting Minutes from January 11, 2023.**  
Page 14 in the packet, last sentence – “15” is “157”;  
Page 17 in the packet, #7 – “Suzie Hall” is “Suzie Hald”
3. **Approval of Special City Council Meeting Minutes from January 25, 2023.**  
Page 22 in the packet, “Report on Par View Greenspace Beautification Project”, Add text at the end that will be provided by Council Member Hines.

Page 24 in the packet, #5 – The name of the company listed as “Hill Country Land” is actually “Hill Country Land Improvement.”

Council Member Hines made a motion that we approve the amended minutes as corrected in this meeting. (8:52) Council Member Hambrick seconded the motion.

A roll call vote was held.

Voting Yea: Mayor Pro Tem Brent Pulley, Council Member Bob Hambrick, Council Member Linnea Bailey, Council Member Debra Hines, Council Member Chrys Grummert.

Motion passed: 5-0-0.

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

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

PZ made a motion to request Council to fund a Public Hearing to review the Short-Term Rental documents pending the final draft approval by Planning and Zoning.

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

Final draft of "Important Woodcreek Ordinances" Document is ready to finalize at March meeting; Chair and Vice-Chair elections will also occur at the March meeting; Chapter 34 Emergency Management update is tabled until the larger Emergency Plan at County Level is completed; City Manager Rule clarified that ORC tasks are directed by Council only; He also recommended that Council specify sections of the Code versus the directive for a full review.

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

Board met a couple weeks ago to assess all three parks and decide the next steps. Survey for Creekside Park has been received. Waiting on decision for fence placement from Golf Course.

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

Timeline for Chip Seal Project: 10<sup>th</sup> goes to Civcast; letters go out on the 15<sup>th</sup> to midsize paving and chip seal contractors, has a list of about 15 contractors within 50 miles.

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

Next Monday the 13<sup>th</sup>. Nothing to report, other than to make a note about the Oak Wilt Application in the meeting packet.

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

Busy week. Wanted to thank everyone for helping each other and those who brought brush to the Neighbor Day Event. Volunteers were busy all day. Trash pick-up has been delayed two days due to difficulty getting through the City roads. The first Waste Connections brush truck will begin pick up on Monday – second in a couple of weeks. Vendors [tree trimming companies] have been coordinated to clean-up our rights of way and make them safe. Our TDEM representative was impressed with the way that the City has coordinated brush and limb cleanup. Wimberley will also be contacting Waste Connections to coordinate brush clean up.

### **Report by City Secretary.**

Presented to Council the information sheets that vendors are giving residents on behalf of the City. The sheets contain the new City email address [Assistance@WoodcreekTX.gov](mailto:Assistance@WoodcreekTX.gov) that can be used to request volunteers for basic clearing of their property.

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

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

Found out that an RFP is not required. Also found out that the City did not meet the financial threshold. Because this is the case, the Committee has been closed.

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

Second draft of Chapter 154 is complete. Committee will not meet this week due to the storm event. New member, James Miller will join the next meeting. Environmental Chapter, first draft is ready; Subdivision first draft should be ready next week. On track for February deadline.

## **SPECIAL ORDERS**

## **UNFINISHED BUSINESS AND GENERAL ORDERS**

## **NEW BUSINESS**

### **4. 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)**

He would like to recognize to the entire Board with this Award.

Council Member Hines made a motion to postpone the award of the Spirit of Woodcreek Award to Parks and Rec Board at the next meeting, Special or Regular. (32:35) Motion was seconded by Council Member Pulley.

A roll call vote was taken.

Voting Yea: Council Member Hambrick, Council Member Bailey, Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley  
Motion Passed 5-0-0.

### **5. Discuss and Take Possible Action on A Resolution Establishing Schedule for Submission of Certain Applications to the City of Woodcreek. (Rule/Gordon)**

Due to changing legislation, cities now operate under a short shot clock. As a result, a resolution can be passed with a calendar with a of certain weeks that are identified for accepting development applications. Invited Council to review document on page 28.

Motion was made by Council Member Hines to add a Section 4 to state what types of permits this [calendar] is applicable to (43:35). Motion was seconded by Council Member Bailey.

Attorney Gordon encouraged the City to follow the Attorney General recommendations.

A roll call vote was taken.

Voting Yea: Council Member Bailey, Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick  
Motion Passed 5-0-0.

Motion was made by Debra Hines that Interim City Attorney Gordon adjust the language on Section 1 to address City procedures with administratively complete application and the shot clock to bring it into alignment with City procedures and state law. (54:29) Motion was seconded by Council Member Grummert.  
A roll call vote was taken.

Voting Yea: Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey  
Motion Passed 5-0-0.

Motion was made by Council Member Hines that one(1) subdivision over three(3) acres with new construction per application period be accepted. Motion was seconded by Council Member Grummert.

A roll call vote was taken.

Voting Yea: Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey, Council Member Hines  
Motion Passed 5-0-0.

**6. Discussion and Take Possible Action on A Resolution to Possibly Extend the Declaration of Winter Disaster for the City of Woodcreek. (Rasco/Gordon)**

Interim City Attorney Gordon stated that the Declaration, which expired today, affords the homeowner and the City expanded opportunities during the brush and limb clean-up. The Governors Declaration supersedes the City so the City won't have to take action on this item. Tracking of volunteer hours can be tracked in a QR code and individual structural property damage can be reported in iSTAT.

No action was taken on this item.

**7. Discuss and Take Appropriate Action on Naming Remaining Members to the Ordinance Review Committee. (Rasco)**

Council Member Grummert made a motion that Council approves the recommendation on naming the members for the Ordinance Review Committee, his recommendation is to make Joe Branco a regular member.(1:18:48) Motion was seconded by Council Member Hines.

A roll call vote was taken.

Voting Yea: Council Member Hambrick, Council Member Bailey, Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley

Motion Passed 5-0-0.

**8. Consider and Take Possible Action on Proposed Oak Wilt Assistance Application from the Tree Board. (Pulley)**

Motion was made by Mayor Pro Tem Pulley to approve the proposed Oak Wilt Assistance Application that the Tree Board has reviewed and approved. (1:20:30) Motion was seconded by Council Member Grummert.

Discussion of questions posed by Tree Board:

- a. What is the maximum reimbursement allowed per household? No single household will receive more than one quarter of the funds.
- b. Does the application apply to all trees? Only oak trees at this time.
- c. Who makes the decision on what applications receive funding, with Tree Board recommendations? City Staff.

Motion was made by Council Member Hines to edit this and then approve it with minor amendment [to page 33 in packet] that funds will be issued if all requirements are met and funds are available. (1:26:41). Motion was seconded by Council Member Grummert.

A roll call vote was taken on amendment.

Voting Yea: Council Member Hambrick, Council Member Bailey, Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley

Motion Passed 5-0-0.

Motion was made by Mayor Pro Tem Pulley replace the word "trees" with "oak" on second check box of application. (1:31:26) Motion was seconded by Council Member Hines.

A roll call vote was taken.

Voting Yea: Council Member Bailey, Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick

Motion Passed 5-0-0.

A roll call vote was taken on main motion.

Voting Yea: Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey

Motion Passed 5-0-0.

**9. Discuss and Take Possible Action on Amendments to Zoning Regulations Concerning Short-Term Rentals. (Grummert)**

No motion was made for this item.

**10. Discuss and Take Appropriate Action on Considering a Re-Codification and Restructuring of the City of Woodcreek Code of Ordinances. (Hines)**

Motion was made by Council Member Hines to approve moving forward with drafting a proposal for the restructuring of the Code in anticipation of a full recodification and authorize the Ad Hoc Work Group overseeing Chapters 154+ to begin work on this effort thus approving the structure as outlined in the agenda packet as the initial starting point for this effort. (1:35:45) Motion was seconded by Council Member Grummert.

Recess began at 8:11p; Recess ended at 8:17p.

Discussion after introduction included a question as to when legal would be included in this process. Interim City Attorney Gordon stated that recodification of Ordinances is one of the most complex tasks that a City Council can do as it is a recitation of the City's laws. There is a challenge of readability versus completeness. Certain topics must be reviewed by professionals. They must be strong enough to protect the City.

Amended motion was made by Council Member Hines to authorize consultation with Interim City Attorney Gordon throughout the process. (2:20:50) Motion was seconded by Council Member Grummert.

A roll call vote was taken on the amended motion.

Voting Yea: Council Member Hines, Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey

Motion Passed 5-0-0.

A roll call vote was taken on main motion.

Voting Yea: Council Member Grummert, Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey, Council Member Hines

Motion Passed 5-0-0.

**11. Discuss and Take Possible Action to Approve the Verbiage in the Proposed Citizen Survey. (Hines)**

No motion was made for this item.

12. **Discuss and Take Appropriate Action to Approve the 2023 Citizen Survey Final Draft to be Mailed and Shared As An Online Survey and Set A Date for Closure of Survey and Final Day to Submit. (Hines)**

Motion was made by Council Member Hines to approve the final draft of the 2023 Citizen Survey exactly as attached in the packet with a final return and closure date thus directing Staff to execute distribution. (2:30:00) Motion was seconded by Council Member Grummert.

Discussion about the survey contents and tallying of the results.

City Manager Rule stated that the results of the survey would be presented at the Council Meeting on April 12<sup>th</sup>, unless a Special Meeting is called.

An amended motion was made by Council Member Hines to set the completion date for March 8 for the survey. (2:44:10) Motion was seconded by Council Member Grummert.

A roll call vote was taken on amended motion.

Voting Yea: Mayor Pro Tem Pulley, Council Member Hambrick, Council Member Bailey, Council Member Hines, Council Member Grummert

Motion Passed 5-0-0.

Interim City Attorney Gordon suggested that by combining notices would be beneficial. Discussion commenced.

**ANNOUNCEMENTS – None**

**ADJOURN**

Mayor Jeff Rasco Adjourned the Meeting at 9:21PM.

  
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Jeff Rasco, Mayor  
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Suzanne MacKenzie, City Secretary