

**CITY COUNCIL SPECIAL MEETING (CITY HALL)**  
**June 20, 2023; 3:00 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Mayor Rasco called the Meeting to Order at 3:03P.

**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  
City Attorney (Interim), Roger Gordon

**PUBLIC COMMENTS**

Public Comments were offered in person and email submissions were read by Mayor Rasco.

**CONSENT CALENDAR**

1. Approval of City Council Workshop Minutes from March 14, 2023.
2. Approval of City Council Regular Meeting Minutes from April 12, 2023.
3. Approval of City Council Workshop Minutes from April 18, 2023.
4. Approval of City Council Special Meeting Minutes from May 24, 2023.
5. Approval of City Council Workshop Minutes from May 30, 2023.

Motion was made by Council Member Hambrick to approve the Consent Calendar as it is. Motion was seconded by Council Member Hines.

A roll call vote was held.

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

Motion Passed: 5-0-0.

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

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

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

6. Report on the Completion of the 2022 City Beautification Project – Par View. *(Hines)*

## **SPECIAL ORDERS – None**

Mayor Rasco moved **Item #14** up on the Agenda.

Motion was made by Council Member Hines to make the legal counsel memo discussed in Executive Session, public. Motion was seconded by Council Member Grummert.

A roll call vote was held.

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

Motion Passed: 5-0-0.

Council Member Hines made a motion for discussion an updated draft permit and draft ordinance to regulate short-term rentals. Motion was seconded by Council Member Grummert.

Council Member Hines made a motion that we move forward with the draft permit from Staff with additional edits from today and draft an Ordinance with recommendations from page 171 in packet.

[no second was offered]

Motion was made by Council Member Hambrick that City Council approve the April 24 Ordinance as written by Planning and Zoning and move forward with the permitting changes.

City Attorney Gordon offered that an Ordinance cannot be voted on until the Public Hearing.

Mayor Pro Tem Pulley offered an amendment to Council Member Hambrick's motion to include page 171 as well. Motion was seconded by Council Member Hines.

A roll call vote was held on the amendment.

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

Motion Passed: 5-0-0.

A roll call vote was held on the main motion.

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

Motion Passed: 5-0-0.

Council Member Grummert made a motion to adopt the recommendation by the City Attorney in page 4, Section B of the memo and ask for a draft ordinance to be ready by the Public Hearing. Motion was seconded by Council Member Hines.

A roll call vote was held.

Voting Yea: Council Member Hines, Council Member Grummert

Voting Nay: Council Member Bailey

Abstentions: Mayor Pro Tem Pulley, Council Member Hambrick

Motion Passed: 2-1-2.

Recess 4:48P – 4:56P

Mayor Rasco moved **Item #15** up on the Agenda.

Motion was made by Council Member Bailey to postpone action on this item regarding pedestrian mobility until after we have referred it to the Platinum Road Panel where they will evaluate and make recommendations including the need for the survey or any other tools required to evaluate the overall safety, efficiency and economic feasibility of this element of the Master Transportation Plan of the Woodcreek Comprehensive Plan of 2022. Motion was seconded by Mayor Pro Tem Pulley.

An amended motion was made by Council Member Hines that the item is postponed and the City Manager submit additional questions for consideration and Staff seek professional survey company to do the survey.

A roll call vote was held on the amendment.

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

Voting Nay: Council Member Bailey, Council Member Hambrick

Motion Failed: 3-2-0.

A roll call vote was held on the main motion.

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

Voting Nay: Council Member Grummert

Motion Passed: 4-1-0.

## UNFINISHED BUSINESS AND GENERAL ORDERS

7. **Approval of Financial Statements for April 2023.** *(Rule)*

Motion was made by Council Member Hines to approve the Financial Statements for April 2023. Motion was seconded by Council Member Hambrick.

A roll call vote was held.

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

Motion Passed: 5-0-0.

8. **Discuss and Take Appropriate Action on a Resolution of the City of Woodcreek, Texas Update the City's Fund Balance Policy.** *(Rule)*

City Manager Rule requested that Item be removed from the agenda. No objections noted.

9. **Discuss and Take Appropriate Action on A Resolution of the City of Woodcreek, Texas Updating the City's Procurement Policy.** *(Rule)*

City Manager Rule requested that Item be removed from the agenda. No objections noted.

10. **Discuss and Take Possible Action on A Conversion and Consolidation of the City Functions of Accounts Receivable/Payable, Payroll, Permitting and Code Enforcement into FundView Software.** *(Rule)*

Council Member Hines made a motion that Council accept the FundView software as proposed. Motion was seconded by Council Member Grummert.

A roll call vote was held.

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

Motion Passed: 5-0-0.

## NEW BUSINESS

11. **Discuss the Possibility of Creating a Drought Contingency Plan for the City of Woodcreek.** *(Rasco)*

Motion was made by Council Member Grummert to create a Drought Contingency Plan for the City of Woodcreek. Motion was seconded by Council Member Hines.

After discussion, no action was taken.

12. **Discuss and Take Appropriate Action to Nominate a Full Member to the Platinum Panel.** *(Hines)*

Motion was made by Council Member Hines to nominate a full member [Mr. Craig Biggs] to the Platinum Panel to fill a vacancy from resignation. Motion was seconded by Council Member Bailey.

A roll call vote was held.

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

Motion Passed: 5-0-0.

**13. Discuss Council Meeting Options Including an Additional Regular Meeting, Special Meetings, and Work Sessions. (Rasco)**

No action can be (or was) taken on this item.

**14. Discuss and Take Appropriate Action on Updating a Draft Permit and Draft Ordinance to Regulate Short-term Rentals in the City of Woodcreek. (Hines)**

*Item was covered earlier in the meeting.*

**15. Discuss and Take Appropriate Action on the Creation of A 2023 Citizen Survey, Part 2. (Hines/Bailey)**

*Item was covered earlier in the meeting.*

**16. Discuss and Take Appropriate Action on Hiring A Part-Time Code Administrator. (Rule).**

Motion was made by Council Member Hambrick to put out the RFP for Code Administrator. Motion was seconded by Mayor Pro Tem Pulley.

A roll call vote was held.

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

Motion Passed: 5-0-0.

**17. Discuss and Take Appropriate Action on Hiring A City Attorney. (Rule)**

Motion was made by Council Member Grummert to send out the RFP for the City Attorney Position. Motion was seconded by Council Member Hambrick.

A roll call vote was held.

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

Motion Passed: 5-0-0.

**18. Discuss and Take Appropriate Action on the City of Woodcreek Social Media Policy/Communication Policy. (Rule)**

Motion was made by Mayor Pro Tem Pulley that the item be removed for review and consideration at the next meeting, including the original documents. Motion was seconded by Council Member Bailey.

A roll call vote was held.

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

Motion Passed: 5-0-0.

**19. Discuss and Provide Guidance to Staff Concerning the FY 2023-24 Budget. (Rule)**

No action can be (or was) taken on this item.

**ANNOUNCEMENTS**

**ADJOURN**

Mayor Rasco adjourned the Meeting at 6:51P.



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Jeff Rasco, Mayor



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Suzanne Mac Kenzie, City Secretary