

CITY COUNCIL MEETING (CITY HALL)
January 24, 2024; 4:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 4:00PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Grummert
Council Member Hambrick
Council Member Richardson

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne MacKenzie

PUBLIC COMMENTS

Public Comments were offered by Jose Tormo.
Marguerete Tormo signed up but did not make a Public Comment.

CONSENT AGENDA

1. **Approval of Regular Meeting Minutes From January 10, 2024.**

Request was made by Council Member Grummert to remove the minutes from the Consent Agenda section and move to the Regular Agenda. Mayor Rasco accepted the change after no objections were made.

Motion was made by Council Member Grummert that Council approves the revised minutes from January 10, 2024, meeting. Motion was seconded by Mayor Pro Tem Hines.

An Amended Motion was made by Council Member Grummert to amend by editing item 12 by striking "No official action was taken on this agenda item." and replacing it with, "The Mayor removed the item from the agenda without objection. No objection was made."
A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

A Second Amended Motion was made by Council Member Grummert to amend under item 8 the headings of "Parks and Recreation Board" and "Tree Board", as appropriate, as represented under item 7 headings. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Second Amended Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report By Tree Board Liaison. (Richardson)
 - A. The Tree Board denied a tree variance application submitted by Mr. Gambino.
 - B. Tree Board is looking to celebrate the next Arbor Day on Saturday, April 27th.
 - C. We are having training in March to learn the tree survey software. The tree survey will be completed by the board in March and April. That information will then be used to help guide our upcoming Tree Care & Management Plan.
3. Report By City Manager. (Rule)
 - A. Municipal Court status.
 - B. Development in the City of Woodcreek's Extra Territorial Jurisdiction (ETJ).
 - C. Update on the Community Development Block Grant (CDBG) for Deerfield Drive.
 - D. Update on Planning Activity of Annual Waste Connection Brush Pick-Up.

REGULAR AGENDA

4. **Proclamation by the City of Woodcreek, Texas to Declare the Month of February, As "Black History Month".** (Rasco)

Public Comment was made by Kate Crosthwaite.

5. **Discussion of Remediation Necessity Regarding Driveway Approach Repairs For Woodcreek Residents, Post 2023 Woodcreek Roads Project.** (Hambrick)

Discussion was held on this item.

Council Member Grummert left the meeting at 5:04PM.

Council Member Grummert rejoined the meeting at 5:06PM.

Mayor Rasco stated: "So there is no action to be taken on this item, except for the subcommittee to continue their work and come back to Council with a report. I would like to see some conversation with the engineer as well."

6. **Discuss and Take Appropriate Action on "Keep Right" Signs Installed During the 2023 Road Improvement Work in Street Tree Islands.** (Hines)

A motion was made by Mayor Pro Tem Hines to discuss and take appropriate action on "Keep Right" signs installed during the 2023 road improvement work in street tree islands. Motion was seconded by Council Member Bailey.

A roll call vote was held.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

An Amended Motion was made by Mayor Pro Tem Hines to remove the sign for which there was a complaint, specifically the one they complained about and that we install reflective tape on the remaining ones directly behind driveways. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

7. **Discuss and Take Possible Action to Revise the Code Administrator Job Description, Adding Duties of "Planner 1", and Increasing Hours and Wages, Accordingly.** *(Rule)*

Motion was made by Council Member Hambrick to discuss and take possible action to revise the Code Administrator job description, adding duties of "Planner 1", and increasing hours and wages accordingly. Motion was seconded by Council Member Bailey.

5:27PM Council Member Hambrick withdrew his motion.

Motion was made by Council Member Hambrick to approve the job description for the Code Administrator/Planner 1 and increase the hourly wage to \$25.00, starting January 1, 2024. Motion was seconded by Mayor Pro Tem Hines.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

8. **Discuss and Take Possible Action on the Tree Board Request For \$1,000 to Purchase and Plant A Desert Willow Tree at Augusta Park.** *(Richardson)*

Motion was made by Council Member Richardson to discuss and take possible action on the Tree Board request for \$1,000 from the Tree Board Fund to purchase and plant a Desert Willow tree at Augusta Park. Motion was seconded by Council Member Bailey.

An Amended Motion was made by Mayor Pro Tem Hines to direct Staff to prepare a budget amendment for this item. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

9. **Discuss and Take Possible Action on the Tree Board Request for City Council to Provide \$1500 to the Tree Fund to Purchase/Replace/Plant a Tree at 50 Brookmeadow.** *(Richardson)*

Motion was made by Council Member Grummert that we request Staff to provide a budget amendment for \$1,500 presented to us at our next council meeting regarding funding this tree. Motion was seconded by Council Member Hambrick.

Council Member Grummert left the meeting at 5:57PM.
Council Member Grummert rejoined the meeting at 5:59PM.

A roll call vote was held.

Voting Yea:

Council Member Richardson

Voting Nay:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Failed: 1-4-0.

10. **Discuss and Take Possible Action on Changes to Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations"), Platinum Panel.** *(Hines)*

Motion was made by Mayor Pro Tem Hines that Council approve the draft for the restructuring of the Platinum Panel under Chapter 30 and send it to our legal team for full review and placement into ordinance format. Motion was seconded by Council Member Richardson.

A roll call vote was held.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

11. **Discuss and Take Possible Action on Amending Sections of Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations"), "Planning and Zoning Commission".** *(Grummert)*

Motion was made by Council Member Grummert that Council send the draft that amends sections of Title III: Administration, Chapter 30: Officials, Employees and Organizations, Planning and Zoning Commission to the City Attorney for review and that it be placed on the next agenda for Council approval. Motion was seconded by Mayor Pro Tem Hines.

An Amended Motion was made by Council Member Grummert to have it state on page 174, under Section H, that the Commission that meet a minimum of twice per year at a time established by the Planning and Zoning Chairperson. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

12. Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park. (Hines)

Mayor Rasco granted Mayor Pro Tem Hines' request to Move item 13 up on the agenda, after receiving no objections from Council Members.

13. Discuss and Take Possible Action on the Installation of a Permanent Bathroom at Creekside Park. (Hines)

Motion was made by Mayor Pro Tem Hines recommending that Council direct Staff to draft a budget amendment not to exceed \$50,000 and direct the Parks Board to create a bid package including a basic design and site plan for a single stall ADA compliant bathroom to be considered for installation at Creekside Park. Motion was seconded by Council Member Grummert.

An Amended Motion was made by Council Member Grummert to amend the Texas Parks and Wildlife Department "Local Parks Grants" be included in the exploration and discussion moving forward on installing a permanent, ADA, single stall public bathroom at Creekside Park. Motion was seconded by Mayor Pro Tem Hines.

A Second Amended Motion was made by Council Member Hambrick to table for this meeting and move to the next meeting. Motion was seconded by Council Member Bailey.

6:22P Council Member Hambrick withdrew his motion to table.

A Second Amended Motion was made by Council Member Hambrick to postpone the recommendation to direct Staff to prepare a budget amendment in the amount of \$50,000 and direct the Parks Board to create a bid package at the next meeting. Motion was seconded by Council Member Bailey.

A roll call vote was held on the Seconded Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Hambrick

Voting Nay:

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

Motion Failed: 2-3-0.

A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

12. Discuss and Take Possible Action on the Procurement of a Contract for an ADA Compliant Portable or Mobile Toilet for Creekside Park. (Hines)

Motion was made by Mayor Pro Tem Hines that Council direct Staff to procure a portable toilet for Creekside Park. Motion was seconded by Council Member Grummert.

An Amended Motion was made by Council Member Grummert to amend to include the wording specifically about procuring a portable toilet for rental. Motion was seconded by Council Member Hambrick.

A roll call vote was held on the First Amended Motion.

Voting Yea:

Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert

Motion Passed: 5-0-0.

A Second Amended Motion was made by Council Member Hambrick to include at the tail end of that "subject to approval by the Parks and Rec Board" at the end of that so they are still in the mix. Motion was seconded by Council Member Grummert.

A roll call vote was held on the Second Amended Motion.

Voting Yea:

Council Member Bailey, Council Member Hambrick

Voting Nay:

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

Motion Failed: 2-3-0.

A Third Amended Motion was made by Mayor Pro Tem Hines to honor the request of Council Member Hambrick and Bailey too, so it would state "Recommend that Council direct Staff to procure a portable toilet for rental at Creekside Park and work with Parks Board on recommendations for placement". Motion was seconded by Council Member Bailey.

A roll call vote was held on the Third Amended Motion.

Voting Yea:

Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Hambrick, Council Member Richardson

Motion Passed: 5-0-0.

A roll call vote was held on the Main Motion.

Voting Yea:

Council Member Grummert, Council Member Hambrick, Council Member Richardson, Mayor Pro Tem Hines, Council Member Bailey

Motion Passed: 5-0-0.

ANNOUNCEMENTS

Mayor Rasco, after discussion, stated that the first meeting in February will be canceled.

ADJOURN

Mayor Rasco Adjourned the Meeting at 6:45PM.



Jeff Rasco, Mayor



Suzanne MacKenzie, City Secretary