
MEETING NOTICE

The Infrastructure and Mobility Panel of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Tuesday, May 14, 2024 at 5:00 PM.

The public may watch this meeting live at the following link:

<https://zoom.us/j/97192451746?pwd=aXN5aXFjRkYzSIJEM0ZHVU82bTg5UT09>

Meeting ID: 971 9245 1746; Passcode: 437857

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

The Panel may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to woodcreek@woodcreektx.gov by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

AGENDA

CALL TO ORDER

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

REGULAR AGENDA

1. Approval of Regular Infrastructure and Mobility Panel Meeting Minutes From April 30, 2024.

REGULAR AGENDA

2. Purpose of Today's Meeting
3. Introductions By Panel Members
4. Election of Chairperson and Vice-Chairperson
5. Review of Formation Ordinance
6. Discuss and Take Possible Action To Establish Regular Meeting Schedule
7. Discuss and Take Possible Action To Establish A Date, Time and Meeting Place For A Public Town Hall Regarding The City's Drainage Projects.

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **10th day of May, 2024 at 4:00PM**

By: 
Suzanne J. MacKenzie, City Secretary

INFRASTRUCTURE AND MOBILITY PANEL
April 30, 2024; 5:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Council Liaison Linnea Bailey Called the Meeting to Order at 5:30PM.

ROLL CALL and ESTABLISH QUORUM

PRESENT

Panelist Craig Biggs
Panelist Jay Gallaway
Panelist Rogers Holt
Panelist Jose Tormo

ABSENT

Panelist Lydia Johns

STAFF PRESENT

City Secretary, Suzanne Mac Kenzie

PUBLIC COMMENTS

No Public Comments were offered.

REGULAR AGENDA

- 1. Purpose of Today's Meeting**
- 2. Introductions By Panel Members**
- 3. Election of Chairperson and Vice-Chairperson**

Motion was made by Panelist Holt to nominate and elect a Chairperson and a Vice-Chairperson for this committee. Motion was seconded by Panelist Gallaway.

Voting Yea:

Panelist Biggs, Panelist Gallaway, Panelist Tormo

Voting Nay:

Panelist Holt

Motion Passed: 3-1-0.

Motion was made by Panelist Holt to nominate Craig Biggs for Chairperson. Motion was seconded by Panelist Gallaway.

After discussion, Panelist Biggs declined the nomination.

Panelist Holt withdrew his motion.

4. Review of Formation Ordinance

5. Discuss and Take Possible Action To Establish Regular Meeting Schedule

Motion was made by Panelist Tormo that the Panel hold future meetings for the Infrastructure and Mobility Panel at 5PM, starting the second week of May. Motion was seconded by Panelist Holt.

A roll call vote was held.

Voting Yea:

Panelist Biggs, Panelist Gallaway, Panelist Holt, Panelist Tormo.

Motion Passed: 4-0-0.

ANNOUNCEMENTS

Next Meeting Date: May 14, 2024 at 5:00PM

ADJOURN

Council Liaison Linnea Bailey Adjourned the Meeting at 5:56PM.

Linnea Bailey, Council Liaison

Suzanne Mac Kenzie, City Secretary

**THE CITY OF WOODCREEK
ORDINANCE NO. 24-332**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE III (“ADMINISTRATION”), CHAPTER 30 (“OFFICIALS, EMPLOYEES AND ORGANIZATIONS”); PROVIDING FOR THE CREATION OF THE INFRASTRUCTURE AND MOBILITY PANEL.

WHEREAS the City of Woodcreek (“City”) is a Texas General Law Municipality operating under the laws of the State of Texas; and

WHEREAS City Council has previously created a Platinum Panel to (1) advise the City Council on roads, traffic, drainage and funding sources related to all transportation, including alternative forms; (2) secure public input in this process; and (3) promote transparency in the process of creating a Master Transportation Plan and assist in advising on decisions to secure funding for road improvements. The Platinum Panel shall be viewed as an independent body; and

WHEREAS the City Council finds and determines it in the best interests of the City to revise the scope of work, structure of said Panel and to rename it; and

WHEREAS the City Council of the City of Woodcreek, Texas finds that these amendments to the Code of Ordinances follow state law.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODCREEK, TEXAS, THAT:

Section 1. The foregoing recitals are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes and findings of fact.

Section 2. The City Code of Ordinances at Title III, Chapter 30 (“the “Code”), is hereby amended to repeal sections 30.80 to read as follows:

§ 30.80 Popular Name

This subchapter shall be commonly cited as the “Infrastructure and Mobility Panel”.

§ 30.81 Purpose

(A) This subchapter creates an Infrastructure and Mobility Panel (“I&M Panel”) whose purpose shall be to make recommendations on road maintenance, traffic safety, drainage and funding sources related to all transportation. To accomplish these tasks, the I&M Panel shall study, investigate and develop plans and recommendations to Council for approval. The I&M Panel should be prepared to provide monthly reports at regular City Council meetings.

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- The scope of the I&M Panel shall include, but not be limited to, the following:
- i. A Road Maintenance Plan to strategically outline a schedule for the funding and performance of regular road maintenance within the City limits of the City of Woodcreek.
 - ii. A Fiscal Capacity Plan to anticipate and plan for future improvements to existing and proposed infrastructure. This may include, but is not limited to, the following:
 - a) acquisition of new land for the installation of additional parks, trails and other public greenspaces;
 - b) acquisition of new land for the construction of a community meeting place, the expansion of City Hall, or other such governmental properties; and
 - c) physical improvements upon existing public lands, such as parks, greenspaces and other government properties.
 - iii. A Drainage and Flooding Mitigation Plan which may include, but is not limited to, the following:
 - a) conduct a study to identify key projects;
 - b) seek potentials for outside funding;
 - c) create a plan of action, listing a prioritization of proposed projects; and
 - d) advise Council on solutions utilizing engineering input and feasibility analysis.
 - iv. A Pedestrian Mobility Plan to address ADA Compliant pedestrian pathways to safely access parks and trails located within the City limits and its Extra Territorial Jurisdiction (“ETJ”); and provide for an expansion of trails for the purpose of promoting an outdoor exercise loop. This may include, but is not limited to, the following:
 - a) a feasibility study with cost analysis;
 - b) professional survey and mapping; and a
 - c) review of any bid packages and contracts related to the installation of such improvements.
 - v. A Traffic Calming Plan which may include, but is not limited to, the following:
 - a) make recommendations on changes to existing, or the addition of, signage, passive calming devices and other infrastructure improvements throughout the City limits of the City of Woodcreek; and
 - b) a plan and budget for regular traffic patrols and reports including the monitoring of
 - traffic data from City-owned electronic devices; and
 - c) may seek engineering judgement and/or review, as needed.
 - vi. Conduct a study, review and report of additional mobility challenges and infrastructure improvement needs as they may arise.

81 (B) The I&M Panel shall be viewed as an independent Advisory Body to the City Council and is
82 hereby given explicit permission to work directly with the City of Woodcreek’s contracted
83 City Engineering Firm, through the City Manager, to develop and review plans under their
84 purview, as stated in Section 30.81(A).

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86 (C) The I&M Panel shall conduct a biennial review of the plans under their purview, as stated in
87 Section 30.81(A) and provide regular reports to the City Council.

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89 (D) To conduct this work, the I&M Panel shall seek public input through surveys and Town Halls.
90 Any public survey or Town Hall presentation generated shall be reviewed and must be
91 approved by City Council.

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93 (E) The I&M Panel shall promote transparency in their processes.
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95 **§ 30.82 Creation & Composition**

96 (A) Membership: The I&M Panel shall consist of seven(7) Panel Members; five(5) Regular
97 Panel Members and two(2) Alternate Panel Members. No member of the I&M Panel may be
98 a member of the City Council.

99 (B) Appointment: Each of Woodcreek’s five(5) Council Members shall make one(1) Regular
100 Panel Member nomination and the Mayor shall make two(2) Alternate Panel Member
101 nominations, specifically a First and Second Alternate Panel Member. All nominations shall
102 be confirmed by a majority vote of the City Council. In the event that any Council Members,
103 or the Mayor, refuses, or is unable, to make a nomination, the vacancy may be filled by the
104 majority vote of the remaining members of the City Council.

105 (C) Alternate Members: Alternate Members shall sit in the place of an absent Regular Panel
106 Member, with selection being in order of their alternate designation. Alternate Panel
107 Members are encouraged, but not required, to attend all meetings and may participate in all
108 discussions, when present. However, Alternate Panel Members may only vote when sitting
109 in the place of an absent Regular Panel Member.
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111 **§ 30.83 Terms, Resignation, Vacancy & Removal**

112 (A) The terms of Regular and Alternate Panel Members shall coincide with the term of the
113 Council Member and Mayor who nominated the Panel Member and will expire upon the
114 Nominating Officer’s term of office ending. In even numbered years, three(3) newly elected
115 members of Council shall make a nomination for a Regular Panel Member. In odd numbered
116 years, two(2) newly elected members of Council shall make a nomination for a Regular Panel
117 Member and the newly elected Mayor shall make a nomination for two(2) Alternate Panel
118 Members.

119 (B) Any Panel Member may resign by submitting written notice to the City Secretary, as the
120 Records Management Officer for the City. Resignations will be effective when received.
121 Upon receipt of resignation, the City Secretary shall as soon as administratively possible,
122 send such resignation to the Chairperson, The Mayor and the Panel Liaison.

- 123 (C) All vacancies shall be filled on a nomination from the Council Member who nominated the
 124 Resigning Panel Member. Upon confirmation by a majority vote of Council, the newly
 125 appointed Panel Member shall fill the unexpired term of the vacated seat.
- 126 (D) Members may be removed from the I&M Panel by a majority vote of the Council Members.
 127 By a majority vote, the I&M Panel may make a recommendation to the Council regarding the
 128 removal of a member of their Panel.
- 129 (E) Members of the I&M Panel shall continue to serve on the Panel until their replacement has
 130 been appointed by Council, unless the Panel Member submits a letter of resignation, in
 131 which case, the Panel Member shall have no further authority, duties or obligations in regard
 132 to the Panel.
- 133 (F) To be considered for appointment or re-appointment to the I&M Panel, a Volunteer
 134 Application must be completed and submitted to the City Secretary, as the Records
 135 Management Officer for the City. City Staff shall present all completed Volunteer
 136 Applications to the Council for their consideration of I&M Panel appointments.

137 **§ 30.84 Duties & Meetings**

- 138 (A) The I&M Panel shall meet at such regular and special times as necessary to efficiently carry
 139 out the Panel's purpose. Regular meetings are to be set by order of the Panel and Special
 140 Meetings are to be called by the Chairperson. At a minimum, there shall be two(2) meetings
 141 per year.
- 142 (B) Any recommendation of the I&M Panel shall result from a majority vote of the Regular Panel
 143 Members. However, any recommendation is merely a recommendation and is not binding
 144 on the City Council. Any final decision on topics for which the I&M Panel has made a
 145 recommendation rest with the City Council.

146 **§ 30.85 Officers**

- 147 (A) The I&M Panel shall choose its own Officers from among its Regular Panel Members. Officers
 148 shall be elected for terms of one(1) year by majority vote of all its membership present and
 149 voting, including Alternates Panel Members. Officers shall include Chairperson, Vice-
 150 Chairperson and a Secretary.
- 151 (B) The Chairperson's sole duty shall be to preside over all meetings in accordance with any
 152 rules the I&M Panel may establish. The Chairperson may vote. If the Chairperson fails or
 153 refuses to act, the Vice-Chairperson shall perform the duties of the Chairperson. If the
 154 Chairperson and Vice-Chairperson are absent, any Panel Member may be appointed by the
 155 Panel to preside over the meeting. The Panel shall keep minutes of its proceedings. A
 156 majority of the Regular Panel Members shall be a quorum for the transaction of business.
- 157 (C) The Secretary's sole duty shall be to record the minutes of the meetings. Minutes are to be
 158 held by the City.

159 **§ 30.86 Open Meetings Act**

160 The Infrastructure and Mobility Panel shall comply with the Texas Open Meetings Act. The
 161 agenda will include a Public Comments Section, allowing the Public the right to speak.

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164 **SEVERABILITY CLAUSE:** Should any of the clauses, sentences, paragraphs, sections or parts of this
165 Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with
166 jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.
167 All provisions of this Ordinance are declared severable.

168 **CUMULATIVE CLAUSE:** This Ordinance shall be cumulative of all provisions of ordinances of the City
169 except where provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which
170 event the conflicting provisions of such ordinances are hereby repealed.

171 **REPEALER CLAUSE:** All Ordinances, Resolutions, or parts thereof, that are in conflict or inconsistent with any
172 provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance
173 shall be and remain controlling as to the matters regulated, herein.

174 **SAVINGS CLAUSE:** The repeal or amendment of any ordinance or part of ordinances effectuated by the
175 enactment of this ordinance shall not be construed as abandoning any action now pending under or by virtue of
176 such ordinance or as discontinuing, abating, modifying, or altering any penalty accruing or to accrue or as affecting
177 any right of the City of Woodcreek under any section or provisions of any ordinances in effect at the time of the
178 passage of this Ordinance.

179 **PROPER NOTICE AND MEETING:** It is hereby officially found and determined that the meeting at which this
180 Ordinance was passed was open to the public as required and that public notice of the time, place and purpose of
181 said meeting was given as required by the Open Meetings Act, Chapter 551 of the Texas Government Code. Notice
182 was also provided as required by Chapter 52 of the Texas Local Government Code.

183 **ENACTMENT:** This Ordinance shall be in full force and effect after its final passage and approval, as required by
184 law.

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186 **PASSED, ADOPTED AND APPROVED** this 27th day of March, 2024, by a 5 Yeas to
187 0 Nays to 0 Abstentions vote of the City Council of Woodcreek, Texas.

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PLACE
CITY SEAL
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HERE 195

WOODCREEK, TEXAS

By: _____
Jeff Rasco, Mayor

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207 **ATTEST:**

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Suzanne J. Mac Kenzie, City Secretary

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214 **APPROVED AS TO FORM:**

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City Attorney's Office