



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

IN THE MIDST OF THE TEXAS HILL COUNTRY

MEETING NOTICE

The City Council 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 Wednesday, November 08, 2023 at 6:30 PM.

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

<https://zoom.us/j/91901227351?pwd=NjRYTFZDeDRNaHdDR1ZwNEtBd0NqQT09>

Meeting ID: 919 0122 7351; Passcode: 432154

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 City Council 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

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT CALENDAR

1. Approval of Regular Meeting Minutes From October 25, 2023.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

[Report by Ordinance Review Committee Liaison.](#)

2. Report on the Ordinance Review Committee's November 7th of 2023 meeting. (Hines)

[Report by Platinum Roads Panel Liaison.](#)

3. Platinum Road Panel Meeting of October 19, 2023 (Bailey)

4. Report by City Manager.

Report on drainage projects intended - what is pending under K.Friese? (Hines)
Updates on Jack Miller, Westwood, use of ARPA funds

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES - None

SPECIAL ORDERS - None

UNFINISHED BUSINESS AND GENERAL ORDERS – None

NEW BUSINESS

5. Discuss and Take Appropriate Action on a Re-designation of Funding and Work for the Second Annual City of Woodcreek Beautification Project (Hines)
6. Discuss and Take Appropriate Action on a Change Order for Added Scope and Fee to Address Driveway Transition Improvements Related to the 2023 Roads Project. (Hines)
7. Discuss and Take Possible Action on A Conversion and Consolidation of the City Functions of Website Update and Maintenance and Agenda Preparation into CivicsPlus Software. (Rule)

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **2nd day of November, 2023 at 4:00PM**

By: 

Suzanne J. MacKenzie, City Secretary

**CITY COUNCIL MEETING (CITY HALL)
October 25, 2023; 3:00 PM
Woodcreek, Texas**

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 3:04PM.

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 - via Zoom
City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech - via Zoom

PUBLIC COMMENTS

Two(2) Public Comments were offered.

Mayor Rasco moved Items 4 and 5 before the Consent Calendar.

CONSENT CALENDAR

1. Approval of Regular City Council Meeting Minutes From October 11, 2023.

Motion was made by Council Member Hines to pass the Consent Agenda. Motion was seconded by Council Member Hambrick.

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.

2. **Discuss and take possible action on a special event request for a city campaign event October 30 in the Triangle area.** (Rasco)

This item was approved with Item #1, above.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

3. **Report by Mayor.** (3:58P-4:12P)

- a. Reports on Meetings:

- i. Aqua Texas
- ii. Hays County
- iii. Cities of Woodcreek and Wimberley

- b. Report of discussions to possibly provide reduced cost rain collection tanks for Woodcreek citizens

REPORT OF SPECIAL (Select or Ad Hoc) COMMITTEES - None

SPECIAL ORDERS - None

UNFINISHED BUSINESS AND GENERAL ORDERS – None

- 4:12P - Point of Order was made by Council Member Hambrick regarding the number of agenda items submitted by a single Council Member.

Mayor Rasco continued to New Business.

NEW BUSINESS

4. **Presentation of the Spirit of Woodcreek Award to Cody Abney.** (Pulley)
5. **Presentation and Discussion on the Hays County Parks and Open Space Advisory Commission Grant (POSAC), and progress.** (Rule)
6. **Discussion and possible action to approve Tree Board request for \$1,000 for tree in Triangle Park.** (Pulley)

Motion was made by Council Member Hines to purchase a tree for Triangle Park. Motion was seconded by Council Member Grummert.

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.

7. **Discuss and Take Possible Action Regarding the Installation of A Caution Sign At the SouthEast Side of Jack Miller/CYJ Road and Doolittle Drive.** *(Bailey)*

Motion was made by Council Member Hambrick to include two(2) signs: one at the corner of Doolittle/Jack Miller and one at Camp Young Judaea, "Cross Traffic Does Not Stop". Motion was seconded by Council Member Grummert.

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.

BREAK: 4:29P-4:34P

8. **Discuss and Take Possible Act on Launching a Volunteer Program for the City of Woodcreek.** *(Hines)*

Motion was made by Council Member Hines to approve the launching of the Volunteer Program for the City of Woodcreek by posting on social media, including in the next email blast, posting at City Hall on the outdoor bulletin and inside the reception area, publishing on the City web page and including in the upcoming Neighbor-to-Neighbor rollout. 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.

9. **Discuss and take possible action on city ordinances and their relation to rainwater collection within the city.** *(Rasco)*

Motion was made by Council Member Hines to create an Ad Hoc Workgroup, members to be named after election, to create a dynamic plan of action for the City to address rainwater collection, water conservation through Ordinance and other programs. Motion was seconded by Council Member Grummert.

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.

10. **Workshop to Discuss Updates to the Ordinance for Chapters 90 in the City of Woodcreek Code of Ordinances Under Title IX: "General Regulations".** *(Hines)*

Workshop Opened at 4:47PM

Workshop Closed at 5:01PM

11. Discuss and Take Appropriate Action to Amend the City of Woodcreek Code of Ordinances at Title IX: "General Regulations", Chapter 90 "Animals." (Hines)

Motion was made by Mayor Pro Tem Pulley to approve the recommended changes to Chapter 93, Fire Prevention and Protection; Chapter 94, Fireworks; and Chapter 90, Animals, as proposed by the Ordinance Review Committee, provided legal has an opportunity to review for changes and advise. 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.

12. Workshop to Discuss Updates to the Ordinance for Chapter 93 in the City of Woodcreek Code of Ordinances Under Title IX: "General Regulations". (Hines)

Workshop for this item was held under Item#10, above.

13. Discuss and Take Appropriate Action to Amend the City of Woodcreek Code of Ordinances at Title IX: "General Regulations, Chapter 93 "Fire Prevention and Safety". (Hines)

Motion was made under Item#11, above.

14. Workshop to Discuss Updates to the Ordinance for Chapter 94 in the City of Woodcreek Code of Ordinances Under Title IX: "General Regulations". (Hines)

Workshop for this item was held under Item#10, above.

15. Discuss and Take Appropriate Action to Amend the City of Woodcreek Code of Ordinances at Title IX: "General Regulations Safety", and Chapter 94 "Fireworks". (Hines)

Motion was made under Item#11, above.

ANNOUNCEMENTS

- 16. Announcement/Reminder of Spooktacular Event on October 29th, 2023. (Grummert)
- 17. Announcement/Reminder of Arbor Day Event on November 4th, 2023. (Pulley)

ADJOURN

Mayor Rasco Adjourned the Meeting at 5:04PM.

Jeff Rasco, Mayor

Suzanne MacKenzie, City Secretary

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Report on the Ordinance Review Committee's November 7th of 2023 meeting

AGENDA ITEM SUMMARY:

Report on possible action on Invisible and Electric Fences

Report on possible action on Revisions to Schedule IV – CITY PARKING

RECOMMENDATION:

FINANCIAL IMPACT:

SUBMITTED BY:

Debra Hines

AGENDA TYPE:

Report From City Body Liaison or Staff

COMPLETION DATE:

10/24/2023 9:32:21 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Platinum Road Panel Meeting of October 19, 2023

AGENDA ITEM SUMMARY:

Issues discussed at meeting and date for next meeting of Platinum Road Panel

RECOMMENDATION:

FINANCIAL IMPACT:

none

SUBMITTED BY:

Linnea Bailey

AGENDA TYPE:

Report From City Body Liaison or Staff

COMPLETION DATE:

10/27/2023 12:34:52 PM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Report Request - City Manager

AGENDA ITEM SUMMARY:

Report on drainage projects intended - what is pending under K.Friese?

Updates on Jack Miller, Westwood, use of ARPA funds

RECOMMENDATION:

FINANCIAL IMPACT:

SUBMITTED BY:

Debra Hines

AGENDA TYPE:

Report From City Body Liaison or Staff

COMPLETION DATE:

10/24/2023 10:29:45 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on a Re-designation of Funding and Work for the Second Annual City of Woodcreek Beautification Project

AGENDA ITEM SUMMARY:

For 2023, Stonehouse Circle was identified and selected for special attention under the annual beautification project to address the Oak Wilt in the area. Due to the significant weather events of the year, it has been determined that identifying Oak Wilt at this juncture will be difficult and it is recommended that projects such as this be delayed until next Spring when the trees come out of the winter dormancy period. With that in mind, the City has an opportunity to redirect those funds and efforts to another area. The Triangle was recently selected as a spot for landscaping improvements through the application of the Quadratic "Energize the Environment" grant. The City could consider contributing additional funds now to an effort to create a pollinator and butterfly garden with drought tolerant landscaping and a drainage plan around the gazebo. This would prepare the area for planting in the Spring.

RECOMMENDATION:

Recommend that Council postpone the Stonehouse project and take up The Triangle Gazebo Garden Project for the second annual City of Woodcreek beautification project of 2023.

FINANCIAL IMPACT:

2000

SUBMITTED BY:

Debra Hines

AGENDA TYPE:

New Business

COMPLETION DATE:

10/27/2023 11:33:40 AM

Triangle Greenspace Gazebo Garden

The 2nd annual City of Woodcreek Beautification Project



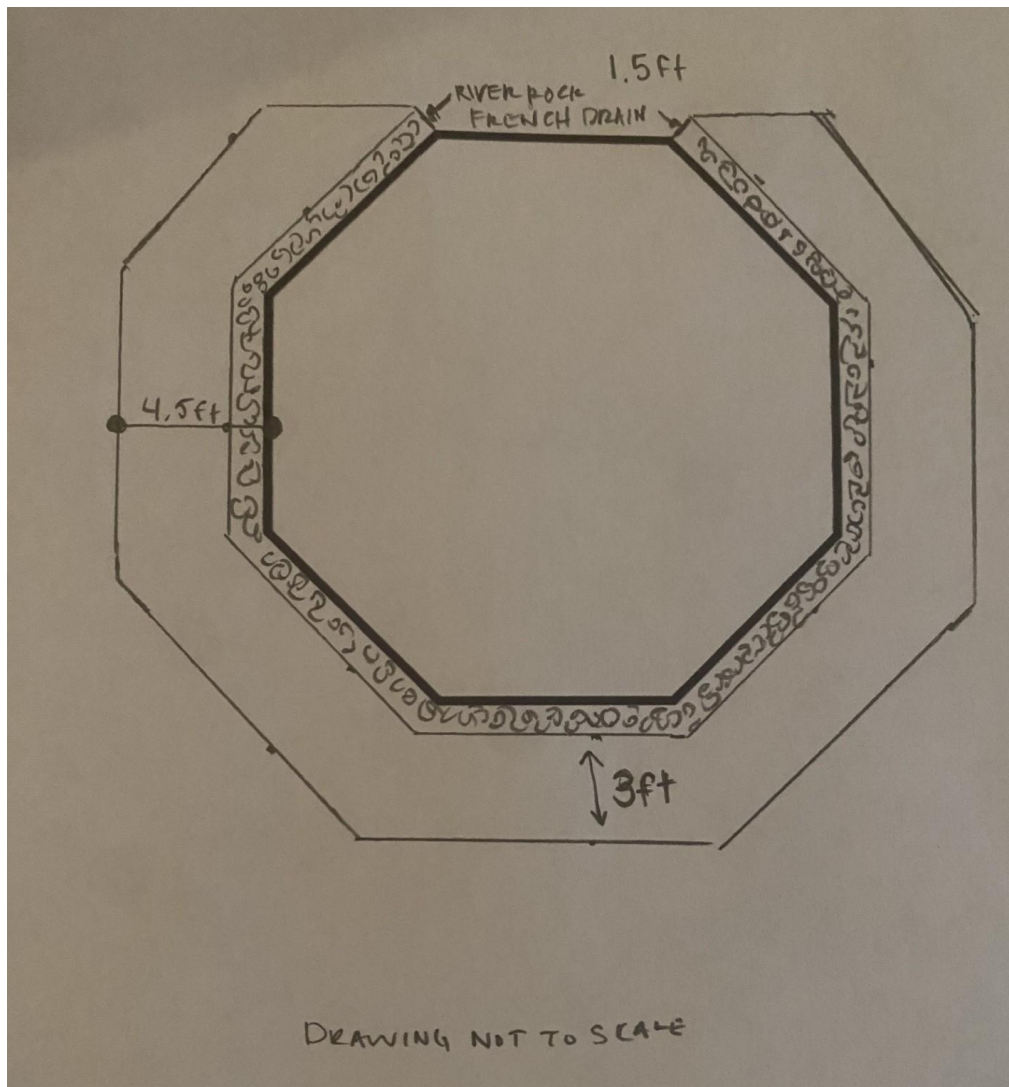
REQUEST: Council approves a one-time expenditure of \$2,000 to create garden beds (fall of 2023) to surround the gazebo foundation for the installation of drought tolerant plants and a butterfly garden in the Spring of 2024.

DETAILS:

- This effort will include a collaboration between the Community Garden members and Parks Board members in addition to other members of the community who wish to participate.
- Additional funding has been applied for a \$3,500 Quadratic Cares “Energize the Environment” Grant to install plants.
- If grant funds are not allotted, then donations will be sought for plantings.
- The garden beds will sit just below the concrete foundation of the gazebo surrounding it on all sides with a width of 4.5 feet out from the edge of the concrete.
- The beds will feature a natural rock edging, filled with dirt, and topped with mulch while they await planting in the spring.
- Around the direct base of the gazebo will be a French drain filled with river rock spanning 1.5ft out from the concrete pad.
- The grounds under the beds will be scraped from grass and debris before installation and a water permeable barrier will be installed to discourage weeds.
- All labor will be donated. Funding request is for materials alone. Any remainder will be returned to the City for use on other projects.

GOALS:

- Further enhance the curb appeal of the gazebo
- Provide for pollinator and butterfly habitat
- Help prevent washout and erosion around the base of the gazebo by creating a natural catchment for water with the French drain and plants. The French drain will also serve to create a berm and swell effect to promote slowing the water down for improved water retention for the plants and groundwater recharging for the aquifer.
- Help reduce the likely hood and urge for younger residents to climb around the outside of the gazebo railing by creating a natural visual cue that this area is not meant for play.
- The area can also be used an educational opportunity for drought tolerant, native, and pollinator habitat plantings.

VISUAL AID:

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Appropriate Action on a Change Order for Added Scope and Fee to Address Driveway Transition Improvements Related to the 2023 Roads Project.

AGENDA ITEM SUMMARY:

There are a handful of residencies with problematic driveway transitions following the 2023 Road Improvements Project. A driveway improvement could be reconsidered through a Change Order approved by the City for added scope and fee. Specific addresses should be identified through visual inspection and any complaints on file with the City. A program to solicit requests could be considered.

RECOMMENDATION:

Recommend that Council Approve a Change Order for Added Scope and Fee to Address Driveway Transition Improvements Related to the 2023 Roads Project.

FINANCIAL IMPACT:

Unknown - to be determined by the scope

SUBMITTED BY:

Debra Hines

AGENDA TYPE:

New Business

COMPLETION DATE:

10/27/2023 11:42:25 AM

Council Meeting Agenda Item Cover Sheet

AGENDA ITEM SUBJECT/ TITLE:

Discuss and Take Possible Action on A Conversion and Consolidation of the City Functions of Website Update and Maintenance and Agenda Preparation into CivicsPlus Software.

AGENDA ITEM SUMMARY:

Discuss and Take Possible Action on A Conversion and Consolidation of the City Functions of Website Update and Maintenance and Agenda Preparation into CivicsPlus Software.

RECOMMENDATION:

Approve the Purchase of the CivicsPlus software.

FINANCIAL IMPACT:

See packet attachment

SUBMITTED BY:

Kevin Rule

AGENDA TYPE:

New Business

COMPLETION DATE:

10/30/2023 11:12 AM


CivicPlus

302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-44423-1
6/6/2023 11:00 PM
12/21/2023

Client:
WOODCREEK CITY, TEXAS

Bill To:
WOODCREEK CITY, TEXAS

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Richard Jones	785.323.4713	rjones@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Annual - CivicEngage Central	Annual - CivicEngage Central	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Hosting & Security Annual Fee - CivicEngage Central	Hosting & Security Annual Fee - CivicEngage Central	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	SSL Management – CP Provided Only	SSL Management – CP Provided Only 1 per domain (Annually Renews)	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	DNS and Domain Hosting Setup (http://URL)	DNS and Domain Hosting Setup (http://URL)	One-time
1.00	DNS Hosting for .GOV – Annual Fee	DNS Hosting for .GOV – Annual Fee: URL	Renewable
1.00	CivicEngage Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	Renewable
1.00	Standard Implementation - CivicEngage	Standard Implementation - CivicEngage	One-time
75.00	Content Development - 1 Page - CivicEngage	Content Development - 1 Page - CivicEngage	One-time
4.00	New Customer System Training (3h, virtual) - Web Central	CivicEngage System Training - Virtual, Up to 3 Hours, up to 12 Attendees	One-time

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Agendas & Minutes Migration - PDF - 100 Meetings - CivicEngage	Content Migration : Agendas & Minutes - Per 100 Meetings (Approx. 1 year)	One-time

List Price - Year 1 Total	USD 18,993.50
Total Investment - Initial Term	USD 14,727.65
Annual Recurring Services - Year 2	USD 4,424.25

Initial Term & Renewal Date	12 Months
Initial Term Invoice Schedule	100% Invoiced upon Signature Date

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Renewal Invoice Schedule	Annually on date of signing
Annual Uplift	5% starting in Year 3

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)