

# **REGULAR CITY COUNCIL MEETING (City Hall)**

**February 12, 2025; 5:31 PM**

**Woodcreek, Texas**

---

## **MINUTES**

### **CALL TO ORDER**

### **MOMENT OF SILENCE**

### **PLEDGES**

### **ROLL CALL and ESTABLISH QUORUM**

### **PRESENT**

Mayor Jeff Rasco

Mayor Pro Tem Chrys Grummert

Council Member Debra Hines

Council Member Krista Richardson

Council Member Linnea Bailey

Council Member Russell Scott

### **CITY STAFF PRESENT**

City Administrator Jim Burton

City Secretary Kari Lebkuecher

City Attorney Stan Springerley

### **PUBLIC COMMENTS**

No public comments were made

### **PROCLAMATIONS AND PRESENTATIONS**

Proclamation by Mayor Rasco naming February 2025 as Black History Month in Woodcreek.

Presentation by Michelle L. Edwards, Ph.D., Associate Professor, Department of Sociology, Texas State University regarding a Woodcreek Community Survey project to be conducted by her class in support of the Woodcreek Comprehensive Plan Update.

- **Moved to Regular Agenda Item # 4**

### **CONSENT CALENDAR**

1. **Approval of the City Council Meeting Minutes for January 22<sup>nd</sup>, 2025.**

A motion was made by Council Member Debra Hines to approve minutes from January 22, 2025 council meeting. Seconded by Council Member Russell Scott.

Motion passed by show of hands 5-0-0

## **REPORTS FROM OFFICERS AND COUNCIL LIASIONS**

- 2. City Administrator Report**
  - a) Sheriff Report**
  - b) Monthly Check Register and Financials**
  - c) Code Enforcement**
  - d) City Hall Updates**
  - e) Safety Enhancement Program Update**
  
- 3. City Attorney's Report on legislative issues**

## **REGULAR AGENDA**

- 4. Discuss and take possible action to authorize Dr. Michelle Edwards and class to move forward with a survey that would support updating the Comprehensive Plan, and direct staff to finalize any necessary agreements with Dr. Edwards and/or Texas State University.**

Council Member Debra Hines moves to authorize Dr. Edwards to conduct a survey in partnership with Texas State University for the City of Woodcreek to support updating the Comprehensive Plan. Seconded by Council Member Russel Scott.

Council Member Debra Hines amends to remove the incentive portion from the budget. Seconded by Council Member Krista Richardson.  
Motion passed by show of hands 5-0-0

Council Member Debra Hines amends to remove in-direct cost and not to use the Texas State University logo and use city mailings. Seconded by Mayor Pro Tem Chrys Grummert.  
Motion passed by show of hands 5-0-0

Council Member Debra Hines amends to proceed with only two waves. Seconded by Mayor Pro Tem Chrys Grummert.  
Motion passed by show of hands 4-1-0

Council Member Debra Hines amends to make wave two be sent out one per household. Seconded by Council Member Linea Bailey.  
Motion failed by show of hands 0-5-0

Council Member Debra Hines amends to conduct to only have wave one with one per household and eliminate wave two. Seconded by Council Member Krista Richardson.  
Motion passed by show of hands 4-1-0

Council Member Debra Hines amends to reduce the number of mailouts to two. Seconded by Council Member Linea Bailey.

Motion passed by show of hands 5-0-0

Council Member Debra Hines amends that the second mailout have a note in regard to if needing a paper survey and how to request it. Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

Council Member Krista Richardson amends to have folded postcards as the second reminder. Seconded by Council Member Debra Hines.

Motion passed by show of hands 5-0-0

The main motion as amended states to authorize Dr. Edwards to conduct a survey in partnership with Texas State University for the City of Woodcreek to support updating the Comprehensive Plan, removing the incentive portion from the budget, removing in-direct cost and not to use the Texas State University logo and use city mailings, proceeding with only two waves, only having one wave with one per household eliminating wave two, reducing mailouts to two, second mailout will obtain a note stating if needing a paper survey directions, and have a folded postcard as the second reminder.

Motion passed by show of hands 5-0-0

**RECESS BEGINS AT 7:08 PM**

**RECESS ENDS AT 7:15 PM**

**Move back to consent agenda.**

- 5. Public Hearing on the Replat of Lots 11 and 12, Corrected Plat of Woodcreek, Section 6-C , as recorded in Volume 1, Page 301 of the Plat Records of Hays County, Establishing Lot 11A, Woodcreek, Section 6-C for the purpose of combining two lots into one lot.**

In public hearing at 7:31 PM

Out of public hearing at 7:33 PM

- 6. Discuss and take possible action on the Replat of Lots 11 and 12, Corrected Plat of Woodcreek, Section 6-C, as recorded in Volume 1, Page 301 of the Plat Records of Hays County, Establishing Lot 11A, Woodcreek, Section 6-C for the purpose of combining two lots into one lot.**

Council Member Debra Hines moves to Replat Lots 11 and 12, Corrected Plat of Woodcreek, Section 6-C, as recorded in Volume 1, Page 301 of the Plat Records of Hays County, Establishing Lot 11A, Woodcreek, Section 6-C for combining the two lots into one. Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

**7. Discuss and take appropriate action to create the Mayor's Subcommittee on Public Art in Woodcreek.**

Council Member Debra Hines moves to approve the action to create the Mayor's Subcommittee on Public Art in the City of Woodcreek. Seconded by Council Member Linea Bailey.

Motion passed by show of hands 5-0-0

**8. Discuss and take possible action on the review and finalization of the new City of Woodcreek Texas website.**

Council Member Debra Hines moves to approve the launching of the new City of Woodcreek website to be upon staff's discretion. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 5-0-0

**9. Discuss and take possible action to approve the ordinance to update the City of Woodcreek, TX Master Rate Schedule.**

Mayor Pro Tem Chrys Grummert moves to approve the ordinance to update the City of Woodcreek, TX Master Rate Schedule. Seconded by Council Member Debra Hines.

Motion passed by show of hands 5-0-0

**10. Discussion and possible action on developing a plan of action to address ADA compliance in the City of Woodcreek parks and public facilities.**

Council Member Debra Hines moves to direct staff to work with Freeland Turk to develop an RFP for priorities as listed by Council to go out for bid in March and develop a cost estimate for budgeting purposes with a proposed budget amendment.

Priority List Consisting of:

1. Ramp to gazebo
2. Playground
  - a) Gate
  - b) Swing
  - c) Pathways to access
  - d) Add one ADA compliant table
  - e) Measure and assess wood chips
3. Augusta
  - a) Access to items in park via pathways
  - b) Add one ADA compliant table
4. Parking (all 3)

Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

**11. Discussion and possible action to post a Request for Proposals (RFP) for photography services for the City of Woodcreek.**

Council Member Debra Hines moves to post a Request for Proposals for photography of facilities and events in the City of Woodcreek not to exceed one year and not to exceed a total of \$3,000. Seconded by Council Member Russell Scott.

Motion passed by show of hands 5-0-0

**12. Discuss and take possible action to authorize Sub-Committee on Woodcreek Senior Programs to plan and begin implementation of a regular program of yoga classes (and potentially other similar activities) to be held at the Triangle, and to bring a budget request back to the City Council for approval if funds are required.**

Council Member Linea Bailey moves to authorize a Sub-Committee of Woodcreek Senior Programs to begin implementation of regular yoga classes and other similar activities to be held at certain city parks and to bring a budget request back to City Council if funds are necessary. Seconded by Council Member Krista Richardson.

Council Member Debra Hines amends to remove the approval of funds if required from the main motion. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 5-0-0

Main motion as amended states to authorize Subcommittee of Woodcreek Senior Programs to plan and begin implementation of regular yoga classes and other similar activities to be held at certain city parks, removing the approval of funds if required.

Motion passed by show of hands 5-0-0

**13. Discuss and take appropriate action on producing a Woodcreek Calendar for 2026 that includes monthly highlights of projects accomplished in 2025 with a projected cost of \$2,500 from the 2026 Community Relations budget.**

Council Member Linea Bailey moves to authorize and take action on producing a Woodcreek Calendar for 2026 that includes monthly highlights of projects accomplished in 2025 with a projected cost of \$2,500 from the Community Relations Budget. Seconded by Council Member Krista Richardson.

Council Member Russel Scott amends the action of the Woodcreek Calendar for 2026 to take appropriate action with the cost to be \$0 and be solely funded by sponsorships.

Seconded by Council Member Debra Hines.

Motion passed by show of hands 4-1-0

Council Member Debra Hines amends and designate a committee to handle the production of the calendar. Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 4-1-0

Mayor Pro Tem Chrys Grummert amends to name the designated committee if formed to be the Community Relations Committee . Seconded by Council Member Debra Hines.  
Motion passed by show of hands 5-0-0

Main motion as amended states to plan a Woodcreek Calendar for 2026 that includes monthly highlights of 2025, with a funding of \$0 paid for solely by sponsorships and be assigned to the Community Relations Committee if formed.  
Motion passed by show of hands 4-1-0

**14. Discuss and take possible action to extend agreement with Mike Boese of Clear Career Professionals as the Municipal Administration Consultant for the City of Woodcreek not to exceed an additional \$20,000, or September 30<sup>th</sup>, 2025, whichever comes first, to come from 10-10-5121 Contract Services budget line item.**

Council Member Debra Hines moves to approve and extend the agreement with Mike Boese of Clear Carrer Professionals as the Municipal Administration Consultant for the City of Woodcreek not to exceed an additional \$20,000, or by September 30<sup>th</sup>, 2025, whichever comes first and to come from 10-10-5121 Contract Services budget line item. Seconded by Council Member Russell Scott.  
Motion passed by show of hands 4-1-0

**15. Discussion and possible action to unite the Tree and Parks Boards in form, function and purpose adopting an ordinance to amend Title III (“Administration”), Chapter 30 (“Officials, Employees, and Organization”).**

Council Member Debra Hines moves to adopt an ordinance to unite the Tree and Parks Boards in form, function and purpose to amend Title III (“Administration”), Chapter 30 (“Officials, Employees, and Organization”). Seconded by Council Member Russell Scott.

Council Member Debra Hines amends ordinance to read as the Trees and Parks Board.  
Seconded by Council Member Krista Richardson.  
Motion passed by show of hands 4-1-0

Main motion as amended states adopting an ordinance to unite the Trees and Parks Boards in form, function and purpose to amend Title III (“Administration”), Chapter 30 (“Officials, Employees, and Organization”), with the ordinance to read as the “Trees and Parks Board.”  
Motion passed by show of hands 5-0-0

**16. Discussion and possible action to Amend the Ordinance establishing the Planning and Zoning Commission membership, Title III (“Administration”), Chapter 30 (“Officials, Employees, and Organization”).**

Council Member Debra Hines moves to amend the ordinance establishing the Planning and Zoning Commission membership, Title III (“Administration”), Chapter 30 (“Officials, Employees, and Organization”). Seconded by Mayor Pro Tem Chrys Grummert.

Council Member Debra Hines amends the name of "Record Management Officer" as mentioned in the ordinance to be replaced by "City Secretary." Seconded by Council Member Krista Richardson.

Motion passed by show of hands 5-0-0

Main motion as amended states to amend the ordinance establishing the Planning and Zoning Commission membership, Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organization"), with the name of "Record Management Officer" as mentioned in the ordinance be replaced by "City Secretary."

Motion passed by show of hands 5-0-0

**17. Discussion and possible action to repeal the ordinance establishing the Ordinance Review Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory body and direct staff to formally thank and invite volunteers from the committee to join another advisory board.**

Council Member Debra Hines moves to repeal the ordinance establishing the Ordinance Review Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory board and direct staff to formally thank and invite volunteers from the committee to join another advisory board. Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

**18. Discussion and possible action to repeal the ordinance establishing the Infrastructure and Mobility Panel under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory body and direct staff to formally thank and invite volunteers from the committee to join another advisory board.**

Council Member Debra Hines moves to repeal the ordinance establishing the Infrastructure and Mobility Panel under Title III ("Administration"), Chapter 30 ("Officials, Employees and Organizations") permanently disbanding the advisory board and direct staff to formally thank and invite volunteers from the committee to join another advisory board. Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

**19. Discussion and possible action to approve ordinance creating a new Community Relations Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations").**

Council Member Debra Hines moves to adopt and approve the ordinance of creating a new Community Relations Committee under Title III ("Administration"), Chapter 30 ("Officials, Employees, and Organizations"). Seconded by Mayor Pro Tem Chrys Grummert.

Motion passed by show of hands 5-0-0

**20. Discussion and possible action to remove the Council Liaison 411 policy with the understanding that the Mayor shall serve as Council and Advisory Board liaison.**

Council Member Debra Hines moves to approve the resolution of the removal of the Council Liaison 411 policy with the understanding that the Mayor shall serve as Council and Advisory Board Liaison. Seconded by Mayor Pro Tem Chrys Grummert.

Council Member Debra Hines amends to add “or appointed designee” to the ordinance. Ordinance will read, “Mayor, or appointed designee shall serve as Council and Advisory Board Liaison”. Seconded by Mayor Pro Tem Chrys Grummert.  
Motion passed by show of hands 5-0-0

Main motion as amended states approving the resolution of the removal of the Council Liaison 411 Policy with the understanding that the Mayor shall serve as Council and Advisory Board Liaison, with the addition of adding “or appointed designee” to the ordinance.  
Motion passed by show of hands 5-0-0

**21. Discuss and take appropriate action on participation in the March 29, 2025 Emergency Preparedness Fair, and allocating up to \$500 from the Community Relations fund to use if necessary for supplies and materials.**

Council Member Debra Hines moves to approve and take action on participation in the March 29, 2025 Emergency Preparedness Fair, and allocating up to \$500 from the Community Relations fund to use if necessary for supplies and materials. Seconded by Council Member Russell Scott.  
Motion passed by show of hands 4-1-0

**COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR COUNCIL MEETING**

Personnel policy for medical leave  
Survey budget to authorize how much to allocate for Comprehensive Plan  
Consider painting on the road in front of the cushions  
Workshop around beautification of water collection system installed at Triangle  
Workshop on discussions around assistance and mitigation of Oak Wilt prevention  
Naming members of new advisory boards

**ANNOUNCEMENTS**

A second February meeting will be held

**ADJOURN**

A motion was made by Mayor Pro Tem Chrys Grummert to adjourn. Seconded by Council Member Krista Richardson.

**Meeting adjourned at 9:28 PM**



BY: Kari Lebkuecher  
Kari Lebkuecher, City Secretary