

REGULAR CITY COUNCIL MEETING

December 10, 2025; 6:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

Present:

Mayor Debra Hines

Mayor Pro Tem Chrys Grummert

Council Member Krista Richardson

Council Member Linnea Bailey

Council Member Russell Scott - left meeting at 6:10 PM

City Administrator Jim Burton

City Secretary Kari Lebkuecher

City Attorney Stan Springerley

City Engineers Freeland Turk

Absent:

Council Member Linda Swedberg

PROCLAMATIONS AND PRESENTATIONS

- 1. Presentation in honor and recognition of outstanding leadership and dedication of Mayor Jeff Rasco for his volunteer service for the City of Woodcreek.**

PUBLIC COMMENTS

A public comment was made.

CONSENT AGENDA

Mayor Pro Tem Chrys Grummert made a motion to approve the consent agenda in total.
Seconded by Council Member Linnea Bailey.

Motion passed by show of hands 4-0-0

- 1. Approve Regular City Council Meeting minutes from November 12, 2025.**
- 2. Approve Special-Called City Council Public Hearing minutes from November 17, 2025.**
- 3. Accept the resignation of Council Member Russell Scott and direct staff to put a call out for City of Woodcreek City Council Member applications with a deadline for submission of December 31, 2025.**
- 4. Approve the 2026 holiday calendar.**
- 5. Approve Resolution No. 2025-12-10-02 Approving a Budget Amendment for fiscal year 2026 to transfer \$5,000 from Fundview Account (10-10-5061) into the Green Building Initiative line item (10-10-5206) for the Rainwater Incentive Program.**
- 6. Authorize Bruner Land Improvements to conduct the city-wide culvert clean-out project not to exceed \$10,000 from the Capital Improvements line item designated for this purpose in the 2025-2026 City of Woodcreek Annual Budget.**
- 7. Proclamation recognizing Dell and Gerin Hood Day in January 2026.**
- 8. Approval of October 2025 Financials.**
- 9. Approval of November 2025 Financials.**
- 10. Approve content for Emergency Preparedness Email for winter storms to be sent by Staff December 11th per prior Council vote in the November 12th Regular City Council Meeting.**
- 11. Approve a change of tree order for the Brookmeadow street tree replacement between Shady Grove and Augusta Drive from a Sycamore to a Cedar Elm and direct staff to coordinate with the City Arborist, We Love Trees, to have the planting complete before the end of March 2026.**
- 12. Adopt a Resolution of the City Council of the City of Woodcreek establishing an order setting Rules of Procedure, Conduct, and Decorum for City Council meeting for the City of Woodcreek.**

13. **Approve a contract for public relations and communication assistance for the City of Woodcreek not to exceed \$12,000 annually from the budget line item Public Relations 10-10-5312.**

Council Member Russell Scott left the meeting at 6:10 PM.

REPORTS FROM OFFICERS

1. **City Administrator's Report**

REGULAR AGENDA

1. **Discuss and take possible action on accepting the Freeland Turk presentation of the Woodcreek Preliminary Drainage Plan.**

A motion was made by Mayor Pro Tem Chrys Grummert to accept the Freeland Turk presentation of the Woodcreek Preliminary Drainage Plan. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 3-0-0

2. **Workshop on Freeland Turk Drainage Master Plan.**

Workshop entered at: 6:28 PM

Workshop ended at: 7:05 PM

3. **Discussion and possible action on a target goal of identifying five(5) initial areas of focus for immediate action and planning from the Freeland Turk Drainage Report authorizing Freeland Turk to begin surveying, schematic design, probable cost, and drafting other relevant reports with costs to come from Reserves allocated in the 2024-2025 Capital Improvements Plan as part of this on-going project and address any matter related to the same.**

A motion was made by Mayor Pro Tem Chrys Grummer that Council identifies for immediate action and planning from City Engineers Freeland Turk Drainage Report authorizing Freeland Turks schematic design, probable cost, and drafting other relevant reports with costs to come from Reserves allocated in the 2025 Capital Improvements Plan. Seconded by Council Member Krista Richardson.

An amendment was made by Mayor Pro Tem Chrys Grummert to choose drainage spots 4, 5, 9, 10, 1, and direct staff to set up a Town Hall. Seconded by Council Member Krista Richardson.

Motion passed by show of hands 2-1-0

Council Member Linnea Bailey is a Nay

Main motion as amended states to take immediate action and planning from City Engineers Freeland Turk Drainage Report authorizing Freeland Turk schematic design, probable cost, and drafting other relevant reports on drainage spots 4, 5, 9, 10, 1 and direct staff to set up a town hall with engineering costs to come from Reserves allocated in the 2025 Capital Improvements Plan.

Main motion as amended passed by show of hands 3-0-0

- 4. Discussion and possible action to award the bid for the project titled “Champions Court Turnaround” and address and matters related to same.**
A motion was made by Mayor Pro Tem Chrys Grummert to award the project titled “Champions Court Turnaround” to Allbrite Construction contract not to exceed 37,000 from capital improvements of the City of Woodcreek 2025-26 annual budget. Seconded by Council Member Krista Richardson.
Motion passed by show of hands 3-0-0

Recess entered at 7:26 PM.

Recess ended at 7:39 PM

Moving to agenda item #10

- 5. Nomination and appointment of the current Mayor Pro Tem, Chrys Grummert, for an additional term of one(1) year.**
A motion was made by Council Member Krista Richardson to appoint the current Mayor Pro Tem, Chrys Grummert, for an additional term of one(1) year.
Seconded by Council Member Linnea Bailey.
Motion passed by show of hands 3-0-0
- 6. Approve Resolution No. 2025-12-10-01 Designating the City of Woodcreek’s Bank Account signatures.**
A motion was made by Mayor Pro Tem Chrys Grummert to approve Resolution No. 2025-12-10-01 Designating the City of Woodcreek’s Bank Account signatures. Seconded by Council Member Linnea Bailey.
Mayor Pro Tem Chrys Grummert votes aye
Council Member Linnea Bailey votes aye
Council Member Krista Richardson votes aye
Motion passed by roll call vote 3-0-0
- 7. Discussion and possible action to create an AD-HOC Committee to review and improve the management of the Spirit of Woodcreek Program and**

make recommendations to Council for honoring exemplary Woodcreek residents.

A motion was made by Mayor Pro Tem Chrys Grummert to create an AD-Hoc Committee to review and improve the management of the Spirit of Woodcreek Program which will make recommendations to Council for honoring exemplary Woodcreek residents with members being Jeff Rasco and Brent Pulley.

Seconded by Council Member Krista Richardson.

Motion passed by show of hands 3-0-0

8. Executive Session: To consider the evaluation of the performance of the City Administrator, pursuant to Texas Govt Code 551.074.

Executive Session started: 8:12 PM

Executive Session ended: 8:16 PM

9. Discussion and possible action regarding personnel matters discussed in Executive Session.

No action was taken.

10. Discussion and possible action on the receipt and acceptance of the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024.

A motion was made by Council Member Linnea Bailey that we accept the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024. Seconded by Council Member Krista Richardson.

An amendment was made by Council Member Krista Richardsons makes an amendment to approve the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024. Seconded by Mayor Pro Tem Chrys Grummert.

Amendment passed by show of hands 3-0-0

Main motion as amended states to accept and approve the Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors report by ABIP, PC for the fiscal year ended September 30, 2024.

Main motion as amended passed by show of hands 3-0-0

Return to agenda item #5

COUNCIL CONSIDERATIONS FOR FUTURE BUSINESS

ANNOUNCEMENTS

1. Road closure in Brookhollow Drive at the Triangle Park December 13th from 2:30pm - 6:30pm for the City of Woodcreek Holiday Event.
2. Creation of an Ad-Hoc workgroup of the Mayor for the purpose of developing programs, identifying infrastructure improvements, and creating community enrichment activities for elder residents called the Woodcreek Elders (WE).
3. Planning and Zoning Chair James Miller has resigned with one year remaining in the unexpired term as appointed by Mayor Pro Tem Grummert and approved via Council vote. A replacement appointment will proceed at a future Regular Council meeting. The Planning and Zoning currently lacks a quorum to meet and has pending business.
4. **CALLING ALL VOLUNTEERS!!** We have openings on all Governing Bodies and several subcommittees. Please fill out a form online or stop by City Hall to learn more.

ADJOURN

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

Meeting adjourned at 8:24 PM.

BY:

Kari Lebkuecher, City Secretary