

THE CITY OF WOODBRANCH VILLAGE  
REGULAR MEETING  
February 27, 2025

The City of Woodbranch Village council met in a regular meeting at 6:00 P.M., Thursday, February 27, 2025, in the City Hall Building at 58A Woodbranch Drive, New Caney, Texas, 77357. The regular meeting was called to order at 6:00 PM by Mayor Mike Tyson. Roll call showed as being present Councilman Scottie Garner, Councilwoman Stacey Shipley, Councilman Keven Johnson, City Administrator Charlotte Smith, Mayor Mike Tyson, City Attorney Leonard Schneider and Councilwoman Nancy Mulhern. Councilman James Mulkey was not in attendance. City Secretary Debra Wildblood was present to take minutes of the meeting. Councilwoman Mulhern led the meeting with a prayer, followed by the pledge of allegiance to the flag.

**REGULAR MEETING (6:00 P.M.)**

The regular meeting was opened at 6:00 P.M.

**#5. Sign In Sheet**

No names appeared on the Sign in Sheet

**CONSENT AGENDA**

**#6. Approve Minutes from the January 23, 2025 – Regular Meeting**

Copies of the minutes are on file in the City Secretary's office.

**#7. Approve Minutes from the January 30, 2025 – Special Meeting**

Copies of the minutes are on file in the City Secretary's office.

**#8. Approve Financial Statement for General Funds – January 2025**

Copies of the statement are on file in the City Secretary's office.

**#9. Approve Financial Statement for Water and Sewer Fund – January 2025**

Copies of the statement are on file in the City Secretary's office.

**#10. Approve Financial Statement for Debt Service Fund – January 2025**

Copies of the statement are on file in the City Secretary's office.

**#11. Approve Bills General Fund – February 2025**

Copies of the bills are on file in the City Secretary's office.

**#12. Approve Bills Water & Sewer Fund – February 2025**

Copies of the bills are on file in the City Secretary's office.

**#13. Approve Bills Debt Service Fund – February 2025**

Copies of the bills are on file in the City Secretary's office.

**#14. Approve the Court Activity Report – January 2025**

Copies of these reports are on file in the City Secretary's office.

**#15. Approve the Road & Ditch and Storm Water Management Report – January 2025**

Copies of these reports are on the file in the City Secretary's office.

**#16. Approve the Permit Activity Report – January 2025**

Copies of this report are on file in the City Secretary's office.

**#17. Approve the Nuisance and Abatement Activity Report – January 2025**

Copies of this report are on file in the City Secretary's office.

The motion to approve items 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16 and 17 was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

**COUNCIL TO CONSIDER, DISCUSS, AMEND, ACTION, AND/OR APPROVE MONTHLY REPORT FROM THE FOLLOWING;**

**Approve the Police Activity Report – January 2025**

The report was given by Chief Singleton.

Copies of this report are on file in the City Secretary's Office. The motion to approve the Police Activity Report was made by Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**Operator's Report – January 2025**

The report was given by Cody Wright. Questions asked by Council were answered by Jacob Williams.

Mayor Tyson asked if the city is back on its own well. Mr. Williams stated that yes, the city is back on its own well. There had been concerns regarding the old pump; it was replaced and is now working correctly. The price ended up being lower than the original price quote. Councilman Garner stated that the water pressure seemed to be higher when the city was on the interconnect with Tavola. Mr. Williams stated that Tavola does have a higher water pressure and that in Woodbranch the water pressure is limited due to the elevated height within the city.

Copies of this report are on file in the City Secretary's office. The motion to Approve the Operator's Report was made by Councilman Garner. The motion was seconded by Councilman Johnson, motion carried.

**#18. Consider, discuss and/or take possible action to adopt Ordinance 338-2025 – an ordinance of the City of Woodbranch Village, TX, adopting chapter 214 of the Texas Local Government Code and provisions for dealing with substandard structures, a severability clause, establishing fines and penalties; and making other provisions related thereto; establishing an effective date (Mike Tyson, Mayor)**

The motion to adopt Ordinance 338-2025 pending a change to section 14 – the penalty being up to \$1,000 per day and removing the word "civil" was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

**#19. Consider, discuss and/or take possible action on the police department general orders amendment regarding Policy 4.8 Reserve Officer Program increasing the minimum duty hours worked a month to 24 hours a month (Mike Tyson, Mayor)**

The motion to accept the amendment to Policy 4.8 increasing the minimum duty hours to 24 hours a month was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

**#20. Closed Executive Session in Accordance with the Open Meetings Act. TEX GOV'T CODE 551.074 – to deliberate the appointment, employment, evaluation, reassignment, duties, discipline and/or dismissal of a public officer or employee; interview potential Reserve Officers Edward Castillo and Kimberly Bellotte**

Council went into closed session at 6:25 P.M.

**#21. Reconvene and take possible action.**

Council reconvened into Open Session at 7:06 P.M. The motion to hire Reserve Officer Kimberly Bellotte contingent upon a 90-day probation period was made by Councilman Garner. The motion was seconded by Councilman Johnson, motion carried.

**#22. Mayor's comments on infrastructure, city budget and grant opportunities.**

Mayor Tyson had no comments

**#23. Item of Community Interest – (Hear announcements concerning items of community interest from the Mayor, Councilmembers and City staff for which no action will be discussed or taken.)**

City Administrator Smith stated that she has a few items to announce.

1. The city was notified by TCEQ that we had failed to submit phase 2 storm water general permit. Light Point will be assisting with this.
2. Congressman Crenshaw's office reached out with the opportunity for a grant to help with the removal of the collapsed bridge from the creek. A meeting is scheduled for March 6<sup>th</sup> to discuss.
3. The audit should be complete for next months Council Meeting. There will be a City Administrator Report on the agenda to review the audit.
4. City Secretary Wildblood is signed up for several webinar training courses including Introduction to Flood Management, Nuisance and Abatement, Ethics for TX Code Enforcement and Flood Zone Requirements. Court Clerk Stewart is on track to attend July Court Seminar. She is also currently working on a warrant audit and preparing the file room for a purge. City Administrator Smith has taken a Grant Writing Seminar for future grants.
5. Check fraud update: The investigator from Montgomery County is working with the FBI and is going to be interviewing a suspect. He will call with an update after the interview is complete. He has not called back yet.

Councilman Garner asked if SJRA had been called about the bridge collapse. Councilman Garner asked if the bridge would now be the responsibility of SJRA since it is now in the water. Would this now be considered an environmental issue?

City Administrator Smith stated she was not sure, but would call and inquire about this.

**#24. Adjourn**

The motion to adjourn was made at 7:13 P.M. by Councilman Garner. The motion was seconded by Councilman Shipley, motion carried.