

THE CITY OF WOODBRANCH VILLAGE
Special Meeting
November 13, 2025

The City of Woodbranch Village council met in a special meeting at 6:00 P.M., Thursday, November 13th in the City Hall Building at 58A Woodbranch Drive, New Caney, Texas, 77357. The special 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, Councilwoman Trisha Marie Cranney, City Administrator Charlotte Smith, Mayor Mike Tyson, Councilwoman Nancy Mulhern and Councilman James Mulkey. City Attorney Leonard Schneider was not in attendance. City Secretary Shari McMinn, was present to take minutes of the meeting. Councilwoman Nancy Mulhern led the meeting with a prayer, followed by the pledge of allegiance to the flag.

SPECIAL MEETING (6:00 P.M.)

The special 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 October 23, 2025 – Regular Meeting

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

#7. Approve Financial Statement for General Funds – October 2025

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

#8. Approve Financial Statement for Water and Sewer Fund – October 2025

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

#9. Approve Financial Statement for Debt Service Fund – October 2025

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

#10. Approve Bills General Fund – November 2025

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

#11. Approve Bills Water & Sewer Fund – November 2025

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

#12. Approve Bills Debt Service Fund – November 2025

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

#13. Approve the Court Activity Report – October 2025

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

#14. Approve the Road & Ditch and Storm Water Management Report – October 2025

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

#15. Approve the Permit Activity Report – October 2025

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

#16. Approve the Nuisance and Abatement Activity Report – October 2025

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

#17. Approve the City Administrator's Activity Report – October 2025

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

#18. Approve the City Engineer’s Activity Report – October 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, 17, 18 was made by Councilwoman Mulhern. The motion was seconded by Councilwoman Shipley, motion carried.

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

No Police Activity Report Given

Operator’s Report – Not Given -Will have two reports next month

Jacob Williams did mention that the Sewer plant scum liner will require replacement.

#19. Consider, discuss and/or take possible action on the bids submitted for the construction of a new roof for City Hall (Mike Tyson, Mayor)

Four bids were received to replace the roof of City Hall, instead of a restoration of the old roof. The motion to adopt a bid submitted for the construction of a new roof by AWW Servies was made by Councilwoman Cranney. The motion was seconded by Councilwoman Mulhern, 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; Reserve Officers; Alvino Alvarado, Kim Bellotte and Kirk Milton and potential candidates for the Chief of Police position; Robert Meager and Todd Zettlemoyer

Council went into closed session at 6:12 PM.

#21. Reconvene and take possible action

Council reconvened into open session at 8:12 PM. The motion to remove Alvino Alvarado as a Reserve Officer was made by Councilman Garner. The motion was seconded by Councilwoman Cranney, motion carried. No action taken for Reserve Officers: Kim Bellotte, Kirk Milton and potential candidates for the Chief of Police position; Robert Meager and Todd Zettlemoyer.

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

Mayor Tyson did not have any new details to share at this time.

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

City Secretary, Shari McMinn announced that a Blessing Box will be coming to City Hall soon. The box will be located outside of City Hall where residents can “Take what you need or leave what you can”. This will be neighbors helping neighbors. We are currently accepting donations in order to have it filled ASAP.

Donate non-perishable food (canned goods, pasta, rice, cereal)

Add hygiene items (soap, toothpaste, deodorant, feminine products)

Leave small essentials (socks, gloves, bottled water)

City Administrator, Charlotte Smith noted that a donation box will be located at City Hall for Toys for Tots. Donations will be accepted on behalf of Best Box Storage. Items can be dropped off at City Hall for infants to age 12. Toys not allowed are: Used toys, Toys that look like realistic weapons and toys with candy or food. Because we are accepting donations for Best Box Storage, they will be making a donation to our Blessing Box.

#25. Adjourn

The motion to adjourn was made at 8:15 PM by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

