

THE CITY OF WOODBRANCH VILLAGE

Regular Meeting

April 23, 2026

The City of Woodbranch Village council met in a regular meeting at 6:00 P.M., Thursday, April 23, 2026, 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, City Administrator Charlotte Smith, Mayor Mike Tyson, Councilwoman Nancy Mulhern and Councilman James Mulkey. City Attorney Leonard Schneider and Councilwoman Trisha Cranney were 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.

**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 March 26, 2026- Regular Meeting**

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

**#7. Approve Financial Statement for General Funds – March 2026**

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

**#8. Approve Financial Statement for Water and Sewer Fund – March 2026**

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

**#9. Approve Financial Statement for Debt Service Fund – March 2026**

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

**#10. Approve Bills General Fund – April 2026**

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

**#11. Approve Bills Water & Sewer Fund – April 2026**

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

**#12. Approve Bills Debt Service Fund – April 2026**

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

The motion to approve items 6, 7, 8, 9, 10, 11 & 12 was made Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**#13. Approve the Court Activity Report – March 2026**

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

The Mayor questioned how many violations are expected for the next docket. 77 new violations have been written, with a cut off on 5.1.26. Our next court date is scheduled for 5.20.2026.

The motion to approve item 13 was made Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**#14. Approve the Road & Ditch and Storm Water Management Report – March 2026**

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

The Mayor asked the City Engineer whether Elm Street could receive drainage cleanout due to several homes in the area experiencing standing water. City Engineer, Mike Mathena advised that a survey will be required before any work can be completed. The Mayor noted that funding is available in the budget for this project and stated that he would like the work completed before storms begin to develop.

The motion to approve item 14 was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

**#15. Approve the Permit Activity Report – March 2026**

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

The motion to approve items 15 was made Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**#16. Approve the Nuisance and Abatement Activity Report – March 2026**

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

The Mayor asked for an update on compliance with all the letters that have been sent out to residents. City Secretary, Shari McMinn presented the following: 67 letters sent to residents regarding property related issues. 25 residents completed their cleanup and have received Thank you letters from the Mayor for their compliance. Five Letters were returned to sender. Eight residents have requested additional time to finish addressing their violations, and those are being monitored. 29 cases remain outstanding. These properties will be verified by our Police Officers and citations will be issued for any violations unresolved.

**#17. Approve the City Administrator's Activity Report – March 2026**

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

The motion to approve items 16 & 17 was made Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**#18. Approve the City Engineer's Activity Report – March 2026**

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

Makayla Commander presented the Feasibility Study.

The motion to approve item 18 was made Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.

**Police Activity Report-March 2026: Given by Chief Zettlemyer**

Copies of this report are on file in the City Secretary's office. Chief Zettlemyer reported that activity was up 70% from last month. He also reported that the Shell Station on Roman Forest Blvd had a burglary. His team will be leading this investigation. The motion to approve the Police Activity Report was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

**Operator's Report- March 2026: Given by Michelle Giacona**

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

Michelle reported that several manholes are currently under review and stated that the findings will be discussed with the City Administrator before any repairs are authorized. There is a meter box exposed that will be looked into at the Magnolia bridge. North Linnwood Drive will also be evaluated to determine whether drainage components need to be installed to address standing water. The motion to approve the

Operator's Report was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

**#19. Consider, discuss, and/or take possible action on the bid submitted for Police Department purchase of two Chevrolet Silverado 4X4 Pickup trucks (Mike Tyson, Mayor)**

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

The motion to accept bid submitted by Parkway Chevrolet was made by Councilman Garner. It was seconded by Councilman Mulkey, motion carried.

**#20. Consider, discuss and/or take possible action on Ordinance 346-2026-an ordinance amending Ordinance 256-2016, Section H-Rules and Regulations; establishing and regulating a municipal police department; containing other provisions related to the subject; and repealing all other ordinances or parts of ordinances inconsistent or in conflict herewith; and providing severability (Mike Tyson, Mayor)**

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

The motion to approve Ordinance 346-2026 was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

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

Mayor Tyson advised that a 2026 State Homeland Security Program grant was denied. Chief Zettlemoyer attended the workshop and will continue to communicate any news he learns about new funding opportunities.

**#22. 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 Charlotte Smith provided an update on the ongoing mitigation project. She reported that Montgomery County has identified New Caney and Peach Creek as specific target areas for upcoming cleanup efforts; however, no dates have been announced at this time. Additional information will be provided as it becomes available.

Councilwoman Cranney sent a reminder to attend the EMC 6<sup>th</sup> Annual Crawfish Boil & Fish Fry will be held at Bull Sallas Park on April 25, 2026. 5:30-10:30 PM. She also encouraged all residents to participate in the upcoming election. Polls will be open on May 2 at City Hall from 7:00 AM to 7:00 PM.

The Mayor noted that the City Hall parking lot has been restriped and looks greatly improved, thanks to the efforts of City Secretary, Shari McMinn. He also stated today is the birthday of our Court Clerk, Cassandra Stewart and for everyone to please wish her "Happy Birthday".

City Administrator Charlotte Smith reported that the City Secretary, Shari McMinn worked with Commissioner Gray's office to obtain an Adopt-A-Mile sign for Railroad Avenue and will schedule a cleanup date for that area in the near future. Mrs. Smith added that the City Secretary will be coordinating a beautification project that includes placing a large dumpster at City Hall for residents to dispose of items that cannot typically be placed in household trash. Details and dates for this project will be announced once finalized.

Court Clerk Cassandra Stewart reported that the City has a new Municipal Judge, Tim Rose. She also advised that Prosecutor Kenneth Laverne is now employed with a new law firm, and the City is currently working with that firm to finalize a new contract for prosecutorial services. Mrs. Stewart further noted that she will attend a week-long Court Clerk training in Austin in July, which will begin her Level I certification.

City Administrator Charlotte Smith reaffirmed that all City Hall staff are committed to improving operations and services for the City. She noted that employees continue to bring forward ideas and initiatives aimed at enhancing overall efficiency and better serving residents.

**#23. Adjourn**

The motion to adjourn the meeting at 6:56 PM was made by Councilman Garner. The motion was seconded by Councilwoman Mulhern, motion carried.