

THE CITY OF WOODBRANCH VILLAGE

Regular Meeting

July 23, 2026

The City of Woodbranch Village council met in a regular meeting at 6:00 P.M., Thursday, July 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 Pro Tem, Nancy Mulhern. Roll call showed as being present, Councilman Scottie Garner, Councilwoman Stacey Shipley, City Administrator Charlotte Smith, Mayor Pro Tem Nancy Mulhern and Councilman James Mulkey. Councilwoman Trisha Marie Cranney, Mayor Mike Tyson and City Attorney Leonard Schneider were not in attendance. City Secretary Shari McMinn was present to take minutes of the meeting. Mayor Pro Tem 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 opened at 6:00 P.M.

#5. Sign In Sheet

No names appeared on the Sign in sheet

CONSENT AGENDA

#6. Approve Minutes of June 25, 2026- Regular Meeting

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

#7. Approve Financial Statement for General Fund – July 2026

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

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

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

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

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

#10. Approve Bills General Fund – June 2026

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

#11. Approve Bills Water & Sewer Fund – June 2026

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

#12. Approve Bills Debt Service Fund – June 2026

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

#13. Approve the Road & Ditch and Storm Water Management Report – June 2026

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

#14. Approve the Building Permit Activity Report – June 2026

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

#15. Approve the Nuisance and Abatement Activity Report – June 2026

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

#16. Approve the City Administrator's Activity Report – June 2026

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

#17. Approve the City Engineer's Activity Report – June 2026

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 was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

Police Activity Report-May 2026: Given by Full-Time Officer Robert Meager

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

Officer Meager reported:

- 159 calls for the month
- Sheriff's office responded to 12 calls for service and/or assistance with WBPB
- 3 tasers donated by the District Attorney's office, including holsters, batteries and cartridges
- Reserves are scheduled for a minimum of one day per week for a seven-hour shift

The motion to approve the Police Activity Report was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

Operator's Report- May 2026: Given by Michelle Giacona

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

Michelle reported a service line leak was repaired at 410 N Linnwood Dr. This leaves a total of \$1932.13 left in the maintenance budget. She also mentioned that the manholes are being investigated by Jacob. The motion to approve the Operator's Report was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

#18. Consider and accept excess collections for 2025 Debt Service and Certification for Debt Service Collection Rate for 2026/2027 (Nancy Mulhern, Mayor Pro Tem)

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

The motion to accept excess collections for 2025 Debt Service and Certification for Debt Service Collection Rate for 2026-2027 was made by Councilman Garner. It was seconded by Councilwoman Shipley, motion carried.

#19. Consider Ordinance 350-2026-an ordinance calling for an election to be held Tuesday, Nov.3, 2026 for the following positions to be open; Council Positions 2, 4 & 5 (Nancy Mulhern, Mayor Pro Tem)

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

The motion to approve Ordinance 350-2026 was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.

#20. Consider the Joint Election Agreement for November 3, 2026, Election (Nancy Mulhern, Mayor Pro Tem)

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

The motion to approve the Joint Election Agreement was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

#21. Consider the Elections Services Agreement for the November 3, 2026, Election (Nancy Mulher, Mayor Pro-Tem)

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

The motion to accept the Elections Services Agreement was made by Councilman Garner. It was seconded by Councilwoman Shipley, motion carried.

#22. Consider the submission of a nominee to the Montgomery County Emergency Communication District Board of Managers (Nancy Mulher, Mayor Pro Tem)

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

The motion to not nominate anyone was made by Councilman Mulkey. It was seconded by Councilman Garner, motion carried.

#23. Consider the Elm Street Drainage Evaluation presented by Lightpointe Engineering, LLC (Nancy Mulhern, Mayor Pro Tem)

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

The motion to direct staff to find other bids by surveying companies was made by Councilman Garner. It was seconded by Councilwoman Shipley, motion carried.

#24. Consider the City of Woodbranch Village Social Media Policy (Nancy Mulhern, Mayor Pro Tem)

Copies of this policy are filed in the City Secretary's office.

The motion to accept the City of Woodbranch Village Social Media Policy was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

#25. 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; To accept letter of resignation from Chief of Police; Todd Zettlemoyer and changing the employment status for Full-Time Officer Robert Meager to part-time, also consider changing Reserve Officer Jesse Hernandez to part-time status.

Council went into closed session at 6:31 PM.

#26. Reconvene and take possible action

Council reconvened into open session at 6:39 PM. The motion to approve the letter of resignation from Chief of Police; Todd Zettlemoyer and changing the employment status for Full-Time Officer Robert Meager to Reserve and offer Reserve Officer Jesse Hernandez a full-time position was made by Councilman Garner. The motion was seconded by Councilman Mulkey, motion carried.

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

The Mayor Pro Tem had no comments.

#28. 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 reported that the City has completed all requirements for its previous grants and can now begin applying for new grant opportunities. She noted that approximately \$2 million in grant funding is available to be used for upcoming City projects.

She recently spoke with a representative from the Texas Water Development Board. During the discussion, the City's water and sewer revenues and expenses were reviewed to ensure compliance with loan and grant

requirements. Based on their recommendations, the City may have a tiered rate increase for seniors and those living on a fixed income in the future. This will allow for compliance with the loan from the Texas Water Development Board and residents will not be so negatively impacted by the change in their water bill. That will be brought up on a future agenda, so be on the lookout for that.

Tax rate will be coming up next. Mrs. Smith meant to send it out earlier but has been very busy as City Hall received new laptop computers, a new server and new internet all prior to the meeting today.

Councilman Garner reminded everyone to keep calendar open for dates of August: 10, 25 & 27 for budget, tax rate and city council meetings, as noted on their City Council calendars.

#29. Adjourn

The motion to adjourn the meeting at 6:43 PM was made by Councilman Garner. The motion was seconded by Councilwoman Shipley, motion carried.