

# MINUTES

## RICHWOOD CITY COUNCIL MEETING

Monday, June 19, 2023 at 6:00 PM

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BE IT KNOWN THAT a City of Richwood City Council will meet Monday, June 19, 2023, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. INVOCATION

Tricia Ditto, Finance Director, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Durham led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Mike Johnson, Position 1:	Present
Mike Challenger, Position 2:	Absent
Amanda Reynolds, Position 3:	Present
Rory Escalante, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Stephen Mayer, Chief of Police; Tricia Ditto, Finance Director; Clif Custer, Public Works Director; Phillip Knop, City Attorney.

V. PUBLIC COMMENTS

There were no public comments.

VI. SERVICE AWARDS AND RECOGNITIONS

- A. Stephen Mayer, Chief of Police - 5 Years of Service
- B. Kimberly Mayer, Executive Director of Keep Richwood Beautiful

Eric Foerster, City Manager, presented both Chief Mayer and Kimberly Mayer their respective service awards.

VII. CONSENT AGENDA

- A. Remove former Mayor, Steve Boykin, and add current Mayor, Michael Durham, as signor at First National Bank of Lake Jackson.
- B. Minutes from regular meeting held May 15, 2023.
- C. Budget Report, May 2023
- D. Appoint Tracy Bocanegra to the Keep Richwood Beautiful Committee.

**Motion to approve consent agenda.**

**Motion made by Mike Johnson, Seconded by Mike Challenger.**

**Voting Yea: Mike Johnson, Michael Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain**  
**Motion carried.**

VIII. DISCUSSION AND ACTION ITEMS

- A. Discussion and possible action regarding drainage repair in Oakwood Shores.

Eric Foerster presented.

Discussion held on the process for ensuring the City doesn't get billed for any extra equipment or material.

Discussion held on whether City will provide the labor.

Discussion held on who will benefit from this.

Discussion held on location of drainage.

Discussion held on private properties that may be impacted by the work.

Discussion was held on the plan for clearing the drainage.

**Motion to approve drainage repair in Oakwood Shores, have the City Attorney draft agreement letter and have Clif provide status reports on the project.**

**Motion made by Mike Johnson, Seconded by Amanda Reynolds.**

**Voting Yea: Mike Johnson, Michael Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain**  
**Motion carried.**

- B. Discuss and consider awarding bid #22-001P and authorizing agreement with True North Emergency Management Services, LLC for Debris Monitoring Services

Eric Foerster presented.

Discussion held on personnel and billable rates.

**Motion to award bid #22-001P and authorize agreement with True North Emergency Management Services, LLC for Debris Monitoring Services.**

**Motion made by Mike Johnson, Seconded by Amanda Reynolds.**

**Voting Yea: Mike Johnson, Michael Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain**  
**Motion Carried**

- C. Discuss and consider amending the City's Policy and Procedure Manual, Policy #1105: Use of City Vehicles.

Mike Johnson presented his request for this agenda item.

Discussion held on which vehicles were taken home.

Discussion held on insurance and personal usage of the vehicle.

Discussion held on possible changes and how it affects the tax payers.

Discussion held on other cities' policies.

**No action taken, staff will develop a draft policy to present to Council next month.**

- D. Discuss and consider amending the Employee Policy and Procedure Manual, Policy #601: Holidays.  
Rory Escalante presented his request for this agenda item.

No discussion held.

***Motion to amend Employee Policy and Procedure Manual, Policy #601: Holidays to include June 19<sup>th</sup>.***

***Motion made by Amanda Reynolds, Seconded by Jeremy Fountain.***

***Voting Yea: Mike Johnson, Michael Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain***

***Motion carried.***

- E. Discussion and possible action regarding replacement of equipment for Public Works.

Clif Custer presented.

Discussion held on equipment usage.

Discussion held on responsible spending.

Discussion held on depreciation and replacement schedule.

Discussion held on additional costs incurred by purchasing new equipment.

***Motion to authorize replacement of Public Works equipment as presented in the amount of \$346,578.***

***Motion made by Amanda Reynolds, Seconded by Mike Johnson.***

***Voting Yea: Mike Johnson, Michael Challenger, Amanda Reynolds, Rory Escalante, Jeremy Fountain***

***Motion carried.***

Mike Johnson requested depreciation and forecast schedule for existing equipment.

- F. Consider items removed from consent agenda

No items removed from consent.

IX. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

X. CITY MANAGER'S REPORT

Eric reported the splashpad was still out of service.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson stated he requested the splashpad update and said everyone is doing a fantastic job.

Mike Challenger stated he wasn't trying to beat Clif up about the money, added that maybe in the future we look at items and what is the plan for public works.

Amanda Reynolds- Expressed appreciation to Kimberly Mayer and all she has done for the Keep Richwood Beautiful Committee; she added a lot wouldn't be possible without her.

Rory Escalante advised that Hurricane season is upon us, there are two storms brewing. He urged staff to stock up on water and check our back ups.

Jeremy Fountain stated he notice construction at Polk Elementary on their stacking lane .

XII. MAYOR'S REPORT

Mayor expressed thanks to Chief for his service to the City and Thanks to Kim for her service to KRB, adding he would like to participate more.

He expressed thanks to his uncle Adam for coming tonight and for his service.

XIII. FUTURE AGENDA ITEMS

Debris Management and Removal

Budget Workshop

Depreciation schedule

XIV. ADJOURNMENT

Being there no further business, meeting adjourned at 7:34 p.m.

**These minutes were read and approved on this 10th day of July 2023.**

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Mayor

ATTEST:

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City Secretary