

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, October 13, 2025 at 6:10 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, October 13, 2025, beginning at 6:10 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 6:10 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

| | |
|------------------------------|---------|
| Michael Durham, Mayor: | Present |
| Paul Stallberg, Position 1: | Present |
| Mike Johnson, Position 2: | Present |
| Amanda Reynolds, Position 3: | Absent |
| William Yearsin, Position 4: | Absent |
| Jeremy Fountain, Position 5: | Present |

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

III. PUBLIC COMMENTS

No public comment.

IV. EMPLOYEE SERVICE AWARD

A. Sgt. Jeremy Richards, Police Department - 10 Years
Mayor Durham presented Sgt. Richards with a certificate.

V. PRESENTATION

Parks Master Plan presented by Jared Engelke, Strand Associates.

Discussion held on grants, and possible funding opportunities.

A. Parks Master Plan, Strand Associates

Jared Engelke, Strand Associates, presented.

VI. CONSENT AGENDA

A. Budget Report, August 2025

B. Approval of minutes from regular meeting held September 8, 2025.

Motion to approve consent agenda.

Motion made by Mike Johnson, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

VII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider authorizing the City Manager to enter into a contractual agreement with Willdan Engineering for Building Official, Plan Review, and Inspection services, and to designate Willdan Engineering as the City's Building Official.

Tricia Ditto, Finance Director, presented.

Darren, Frank and Vito with Willdan Engineering were present.

Discussion held on proximity to the city and how residents can maintain continuity of service.

Motion to authorize the City Manager to enter into a contractual agreement with Willdan Engineering for Building Official, Plan Review, and Inspection services, and to designate Willdan Engineering as the City's Building Official.

Motion made by Jeremy Fountain, Seconded by Paul Stallberg.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- B. Consider awarding the City of Richwood's 2024 Community Development Block Grant (CDBG) Contract #B-UC-48-0005, CFDA #14.215 to Bull-G Construction, and authorizing the Mayor or his designee to execute all necessary documents.

Clif Custer, Public Works Director, presented.

Discussion held on where the company is from.

Discussion held on the project.

Motion to award the City of Richwood's 2024 Community Development Block Grant (CDBG) Contract #B-UC-48-0005, CFDA #14.215 to Bull-G Construction, and authorizing the Mayor or his designee to execute all necessary documents.

Motion made by Mike Johnson, Seconded by Jeremy Fountain.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- C. Discuss and consider Ordinance No. 25-535 amending Appendix C – Fee Schedule of the Code of Ordinances to update building permit fees to align with the new agreement for Building Official, Plan Review, and Inspection services.

Tricia Ditto, Finance Director, presented.

Motion to approve Ordinance No. 25-535 amending Appendix C – Fee Schedule of the Code of Ordinances to update building permit fees to align with the new agreement for Building Official, Plan Review, and Inspection services.

Motion made by Jeremy Fountain, Seconded by Mike Johnson.

Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain

Motion carried.

- D. Consider approval of a replat of Lot 36, as recommended by the Planning and Zoning Commission, being 1.16 acres in the J.E. Groce Survey, Abstract 66, City of Richwood, Brazoria County, Texas.

Motion to approve replat of Lot 36, as recommended by the Planning and Zoning Commission, being 1.16 acres in the J.E. Groce Survey, Abstract 66, City of Richwood, Brazoria County, Texas.

**Motion made by Jeremy Fountain, Seconded by Paul Stallberg.
Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain**

Motion carried.

- E. Discuss and consider request to allow street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 24, 2025 from 5:00 P.M. to 9:00 P.M.

Kirsten Garcia, City Secretary, presented.

Motion to approve street closure of Audubon Woods Dr from North Mahan to Wisteria for the City of Richwood to host Trunk or Treat on October 24, 2025, from 5:00 P.M. to 9:00 P.M.

**Motion made by Mike Johnson, Seconded by Jeremy Fountain.
Voting Yea: Paul Stallberg, Mike Johnson, Jeremy Fountain**

Motion carried.

- F. Consider items removed from consent agenda.

No items removed from consent agenda.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

IX. CITY MANAGER'S REPORT

Eric Foerster, City Manager, gave report.

X. COUNCIL MEMBER COMMENTS & REPORTS

Councilmember Stallberg reported that National Night Out was successful and expressed appreciation to all volunteers and the Police Department for their efforts. Provided an update on his current health issues and requested continued thoughts and support.

Councilmember Johnson echoed positive feedback on National Night Out and noted he is looking forward to the upcoming Trunk or Treat event.

Councilmember Fountain reminded everyone that October is Fire Safety Month and encouraged residents to check their smoke alarms and heating equipment.

XI. MAYOR'S REPORT

Mayor Durham stated that National Night Out was an excellent event and expressed appreciation for the staff who participated. He looks forward to seeing everyone at Trunk or Treat, noting that Kirsten always organizes a great event for the children. The Mayor wished Council well in their recoveries and hoped Councilmember Yearsin is enjoying his vacation. He also extended thanks to the Police and Fire Departments for their participation in the parade.

XII. ITEMS OF COMMUNITY INTEREST

Trunk or Treat

Keep Richwood Beautiful Master Gardener Event

XIII. FUTURE AGENDA ITEMS

HGAC Designation

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:09 p.m.

These minutes were read and approved on November 10, 2025.

Mayor

ATTEST:

City Secretary