

City of Richwood TEXAS

CITY COUNCIL MEETING AGENDA

Monday, April 13, 2026 at 6:00 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, April 13, 2026, 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
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. PROCLAMATION
 - [A.](#) Fair Housing Month, April 2026
- VII. CONSENT AGENDA
 - [A.](#) Budget Report, February 2026
 - B. Appoint Rebecca Cortez to serve on the Keep Richwood Beautiful Committee.
 - [C.](#) Approval of minutes from special called meeting held February 25, 2026.
 - [D.](#) Approval of minutes from regular meeting held March 9, 2026.
- VIII. DISCUSSION AND ACTION ITEMS
 - [A.](#) Discuss and consider possible action regarding current policies and procedures for debris burning and the associated permitting process.
 - [B.](#) Consideration and possible action on Ordinance No. 26-539 amending Appendix C, Fee Schedule, of the Code of Ordinances by adding fees for water meter flow testing, fire inspection services, and burn permit applications.
 - C. Consider items removed from consent agenda
- IX. EXECUTIVE SESSION

Pursuant to Chapter 551.072, Deliberation regarding purchase, exchange, lease or value of real property:

 1. Regarding potential acquisition of property for Public Works purposes, including the Lisco property and comparable commercial properties within the City of Richwood.
- X. ACTION AS A RESULT OF EXECUTIVE SESSION
- XI. CAPITAL IMPROVEMENT PROJECTS UPDATE
- XII. CITY MANAGER'S REPORT
- XIII. COUNCIL MEMBER COMMENTS & REPORTS
- XIV. MAYOR'S REPORT

XV. ITEMS OF COMMUNITY INTEREST

XVI. FUTURE AGENDA ITEMS

XVII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551-071 of the Government Code (attorney-client privilege).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on April 7, 2026 at 1:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

Proclamation

I, Michael Durham, by the authority vested in me as Mayor of the City of Richwood, Texas, do hereby proclaim

The month of April As “Fair Housing Month”

WHEREAS, Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS, the United States Department of Housing and Urban Development has initiated the sponsorship of activities during the month of April of each year designed to reinforce the Department’s commitment to the law and concept of Fair Housing and Equal Opportunity; and

WHEREAS, the City of Richwood affirmatively supports the efforts of the Federal Government and the State of Texas to assure equal access to all Americans to rental housing and homeownership opportunities; and

WHEREAS, the City of Richwood welcomes this opportunity to reaffirm its commitment to provide access to housing to all residents without regard to race, color, religion, sex, disability, familial status, or national origin; and

WHEREAS, the City of Richwood affirmatively supports programs that will educate the public concerning their rights to access housing opportunities and to participate in efforts with other organizations to assure every person their right to fair housing; and

WHEREAS, the City of Richwood is honored to join the Federal Government, the State of Texas, Brazoria County, and local jurisdictions across America in celebrating the right of all citizens to live where they choose without fear of discrimination.

NOW, THEREFORE, WE, the City Council of the City of Richwood, do hereby proclaim April as the month to celebrate and honor all efforts which guarantee the right to live free of discriminatory housing practices and proclaim this month as:

In testimony, witness my hand and the seal of the City of Richwood, this 13th day of April, A.D. 2026.

Michael Durham, Mayor
City of Richwood



AGENDA MEMORANDUM – APRIL 13, 2026

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the February 2026 Budget Report

BACKGROUND INFORMATION:

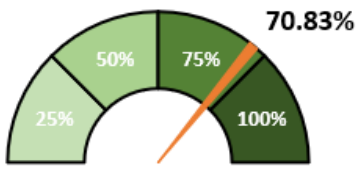
The information provided is for the FY 2025-2026 budget period, month ending February 28, 2026. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

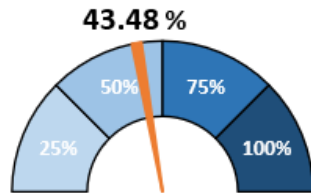
Attached is the budget report for February 2026, which is the fifth month of Fiscal Year 2026. 41.7% of the year has passed. The report reflects the original budget as approved for FY26 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year-to-date figures that are unaudited and may be adjusted at a future time.* Some year-end adjustments may have occurred before this report was completed. However, not all year-end adjustments have been made.

10-General Fund

As of February 28, 2026, General Fund revenues total \$2,738,777. General Fund expenditures total \$1,487,983.



General Fund Revenue as % of Budget



General Fund Expenditures as % of Budget

Revenue (GF)

Total Revenue collected in the General fund is 74.76% of budget projection.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of February is \$2,344,320, 91.66% of projected property taxes for the year. Property tax revenue comes in throughout the year, but the majority comes in during the months of December and February.

City of Richwood TEXAS

- Sales Tax revenue received in February, in the amount of \$59,954, was earned in December. Sales tax is received 2 months after it is earned. The revenue received in October and November 2025 was posted to revenue in FY25. Accordingly, the revenue earned in August and September 2025 will be posted as revenue for FY26 even though it will not be received by the city until October and November.

MONTH RECEIVED	FY 2024				FY 2025				FY 2026			
	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL	GENERAL FUND	TRANS FUND	CCPD	TOTAL
DEC	50,390.06	12,597.52	12,174.92	75,162.50	63,965.34	15,991.34	15,454.48	95,411.16	54,581.90	13,645.48	13,542.77	81,770.15
JAN	51,357.01	12,839.25	12,379.34	76,575.60	60,852.21	15,213.05	14,755.29	90,820.55	50,543.33	12,635.83	12,473.83	75,652.99
FEB	62,500.92	15,625.23	15,222.16	93,348.31	65,052.40	16,263.10	15,706.32	97,021.82	59,954.36	14,988.59	14,882.47	89,825.42
MAR	47,160.51	11,383.28	11,790.13	70,333.92	54,904.86	13,726.22	13,212.84	81,843.92				0.00
APR	53,116.00	13,279.00	12,889.00	79,284.00	53,365.40	13,341.35	12,795.21	79,501.96				0.00
MAY	60,982.24	15,245.56	14,768.02	90,995.82	61,002.35	15,250.59	14,690.90	90,943.84				0.00
JUN	59,244.38	14,811.10	14,220.19	88,275.67	54,327.00	13,581.65	13,209.66	81,118.31				0.00
JUL	58,811.21	14,702.80	14,080.90	87,594.91	59,642.15	14,910.54	14,590.19	89,142.88				0.00
AUG	60,287.46	15,071.86	14,348.07	89,707.39	56,417.70	14,104.42	13,805.39	84,327.51				0.00
SEPT	83,755.58	20,943.90	20,354.70	125,054.18	55,289.31	13,822.33	13,468.69	82,580.33				0.00
OCT*	63,965.34	15,991.34	15,454.48	95,411.16	49,798.70	12,449.67	12,221.33	74,469.70				0.00
NOV*	60,852.21	15,213.05	14,755.29	90,820.55	57,108.76	14,277.19	14,173.32	85,559.27				0.00
YEAR TOTAL	712,422.92	177,703.89	172,437.20	1,062,564.01	691,726.18	172,931.45	168,083.62	1,032,741.25	165,079.59	41,269.90	40,899.07	247,248.56

- Permits and Licenses revenues total \$7,347 this month, YTD total of \$21,464. Last year at this time we had collected \$40,259.
- Municipal Court revenue for the month of February is \$6,287. Our YTD total is \$26,391, compared to \$28,565 at this point last year.
- Interest revenue is \$1,924 this month.

Expenditures (GF)

Expenditures in the General Fund are currently shown at \$1,487,983, 43.48% of budget.

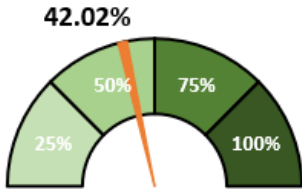
Transfers (GF)

Interfund transfers have been completed as budgeted.

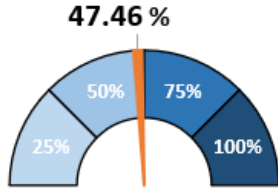
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30-Water, Sewer, and Solid Waste Fund

Operating Revenues in February total \$1,052,483. Operating expenses are \$949,047.



Enterprise Fund Revenue as % of Budget



Enterprise Fund Operating Expense as % of Budget

Budgeted transfers have been completed.

RECOMMENDATION: Council approve February 2026 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Fiscal Year 2026 Operational Budget Report
10/1/2025 -09/30/2026

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							41.7% of year
Taxes	2,395,298.05	755,024.47	2,589,283.92	3,463,644.00	3,463,644.00	874,360.08	74.76%
Property taxes, including delinquent & penalties	2,121,708.50	673,166.09	2,344,320.21	2,557,644.00	2,557,644.00		91.66%
Franchise Taxes	83,719.60	21,904.02	79,884.12	196,000.00	196,000.00		40.76%
Sales Tax	189,869.95	59,954.36	165,079.59	710,000.00	710,000.00		23.25%
Licenses and permits	42,259.44	7,346.88	28,810.54	81,150.00	81,150.00	52,339.46	35.50%
Intergovernmental revenue	8,671.72	0.00	2,368.24	10,000.00	10,000.00	7,631.76	23.68%
Charges for services - Municipal Bldg Rental	3,825.00	800.00	3,587.50	8,000.00	8,000.00	4,412.50	44.84%
Municipal Court Revenue	28,564.56	6,286.96	26,390.56	95,000.00	95,000.00	68,609.44	27.78%
Special Revenues	5,200.25	0.00	103.51	0.00	0.00	(103.51)	Ahead of Budget
Interest	24,325.95	1,924.39	9,929.96	55,000.00	55,000.00	45,070.04	18.05%
Miscellaneous revenue	77,258.48	11,603.50	78,303.12	154,000.00	154,000.00	75,696.88	50.85%
Inspection Fees	14,960.00	2,530.00	12,780.00	35,000.00	35,000.00		
Miscellaneous Income	19,753.95	628.00	22,845.62	15,000.00	15,000.00		
Parks & Recreation - Park Pavillion Rentals	(150.00)	0.00	150.00	1,500.00	1,500.00		
Parks & Recreation - Sports Field Rental	500.00	0.00	300.00	1,000.00	1,000.00		
Ambulance Fee Revenue	42,194.53	8,445.50	42,227.50	101,500.00	101,500.00		
Total Revenue	2,585,403.45	782,986.20	2,738,777.35	3,866,794.00	3,866,794.00	1,128,016.65	70.83%
Expenditures							
General Government Administration							
Personnel & Benefits	244,652.97	47,121.08	258,361.86	626,171.00	626,171.00	367,809.14	41.26%
Supplies	7,082.83	2,171.77	5,999.65	15,500.00	15,500.00	9,500.35	38.71%
Maintenance & Repair	11,895.65	280.19	2,721.09	6,000.00	6,000.00	3,278.91	45.35%
Utilities	9,382.01	1,253.09	6,247.31	17,900.00	17,900.00	11,652.69	34.90%
Professional Services	139,150.42	47,786.14	166,628.81	232,515.00	232,515.00	65,886.19	71.66%
Other Services	41,517.69	580.89	41,592.67	95,019.00	95,019.00	53,426.33	43.77%
Capital Equipment	1,871.05	304.54	1,522.70	7,155.00	7,155.00	5,632.30	21.28%
Total Administration	455,552.62	99,497.70	483,074.09	1,000,260.00	1,000,260.00	517,185.91	48.29%
Judicial							
Personnel & Benefits	5,167.36	665.40	5,100.66	12,129.00	12,129.00	7,028.34	42.05%
Supplies	(0.44)	75.05	193.55	150.00	150.00	(43.55)	Over Budget
Professional Services	11,082.50	0.00	11,474.50	18,150.00	18,150.00	6,675.50	63.22%
Other Services	110.00	0.00	75.00	500.00	500.00	425.00	15.00%
Total Judicial	16,359.42	740.45	16,843.71	30,929.00	30,929.00	14,085.29	54.46%
Permitting & Inspections							
Personnel & Benefits	11,970.00	1,840.80	8,099.48	35,000.00	35,000.00	26,900.52	23.14%
Supplies	0.00	0.00	0.00	500.00	500.00	500.00	0.00%
Total Permitting & Inspections	11,970.00	1,840.80	8,099.48	35,500.00	35,500.00	27,400.52	22.82%
Special Revenue Expenditures							
Supplies	425.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Special Revenue Expenditures	425.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total General Government	484,307.04	102,078.95	508,017.28	1,068,189.00	1,068,189.00	560,171.72	47.56%
Public Safety							
Police Department							
Personnel & Benefits	388,611.70	65,193.54	417,227.87	1,064,732.00	1,064,732.00	647,504.13	39.19%
Supplies	21,755.51	2,538.91	12,756.50	41,650.00	41,650.00	28,893.50	30.63%
Maintenance & Repair	24,073.46	366.67	4,030.45	32,100.00	32,100.00	28,069.55	12.56%
Utilities	3,581.22	810.23	3,769.59	6,600.00	6,600.00	2,830.41	57.12%
Professional Services	140,324.71	2,414.00	122,104.50	225,716.00	225,716.00	103,611.50	54.10%
Other Services	14,392.86	0.00	13,601.74	15,570.00	15,570.00	1,968.26	87.36%
Capital Equipment	1,676.90	152.28	761.40	3,654.00	3,654.00	2,892.60	20.84%
Total Police Department	594,416.36	71,475.63	574,252.05	1,390,022.00	1,390,022.00	815,769.95	41.31%
Fire Department							
Personnel & Benefits	14,661.50	0.00	2,323.00	41,323.00	41,323.00	39,000.00	5.62%
Supplies	3,608.26	336.86	2,700.24	15,500.00	15,500.00	12,799.76	17.42%
Maintenance & Repair	16,645.70	125.00	15,037.66	49,000.00	49,000.00	33,962.34	30.69%
Utilities	2,729.66	522.35	2,677.31	5,900.00	5,900.00	3,222.69	45.38%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned, Used
Professional Services	85,120.00	45,856.25	88,240.25	177,569.00	177,569.00	89,328.75	49.69%
Other Services	21,061.70	275.74	22,412.12	44,460.00	44,460.00	22,047.88	50.41%
Capital Equipment	32,712.17	0.00	32,712.17	57,712.00	57,712.00	24,999.83	56.68%
Total Fire Department	176,538.99	47,116.20	166,102.75	391,464.00	391,464.00	225,361.25	42.43%
Code Enforcement							
Personnel & Benefits	32,394.79	8,747.72	36,675.18	87,222.00	87,222.00	50,546.82	42.05%
Supplies	641.46	213.71	968.74	3,900.00	3,900.00	2,931.26	24.84%
Maintenance & Repair	10.25	0.00	500.25	500.00	500.00		
Professional Services	0.00	0.00	879.49	1,000.00	1,000.00	120.51	87.95%
Other Services	572.59	0.00	579.55	811.00	811.00	231.45	71.46%
Total Code Enforcement	33,619.09	8,961.43	39,603.21	93,433.00	93,433.00	53,830.04	42.39%
Total Public Safety	804,574.44	127,553.26	779,958.01	1,874,919.00	1,874,919.00	1,094,960.99	41.60%
Public Works							
City Maintenance							
Personnel & Benefits	89,432.03	10,517.02	60,799.79	207,358.00	207,358.00	146,558.21	29.32%
Supplies	7,152.48	1,117.85	9,106.09	23,700.00	23,700.00	14,593.91	38.42%
Maintenance & Repair	119,333.30	4,007.39	26,621.99	57,860.00	57,860.00	31,238.01	46.01%
Utilities	19,870.86	4,144.44	19,434.29	45,050.00	45,050.00	25,615.71	43.14%
Other Services	6,801.80	0.00	6,702.54	16,855.00	16,855.00	10,152.46	39.77%
Capital Equipment	60,635.16	0.00	57,980.55	75,000.00	75,000.00	17,019.45	77.31%
Total City Maintenance	303,225.63	19,786.70	180,645.25	425,823.00	425,823.00	245,177.75	42.42%
Parks and Recreation							
Supplies	2,794.21	842.16	1,367.28	5,250.00	5,250.00	3,882.72	26.04%
Maintenance & Repair	13,142.69	1,738.97	7,237.04	27,000.00	27,000.00	19,762.96	26.80%
Utilities	1,286.70	290.59	1,429.38	3,200.00	3,200.00	1,770.62	44.67%
Other Services	7,382.72	0.00	9,328.68	17,588.00	17,588.00	8,259.32	53.04%
Total Parks and Recreation	24,606.32	2,871.72	19,362.38	53,038.00	53,038.00	33,675.62	36.51%
Emergency/Disaster							
Personnel & Benefits	9,000.00	0.00	0.00	0.00	0.00	0.00	
Supplies	3,825.00	0.00	0.00	0.00	0.00	0.00	
Maintenance & Repair	32,129.53	0.00	0.00	0.00	0.00	0.00	
Professional Services	2,900.00	0.00	0.00	0.00	0.00	0.00	
Total Emergency/Disaster	47,854.53	0.00	0.00	0.00	0.00	0.00	0.00%
Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Expenditures	1,664,567.96	252,290.63	1,487,982.92	3,421,969.00	3,421,969.00	1,933,986.08	43.48%
Other Financing Sources and Uses							
Sources							
Transfers In	75,500.00	0.00	15,000.00	90,000.00	90,000.00	75,000.00	100.00%
Total Sources	75,500.00	0.00	15,000.00	90,000.00	90,000.00	75,000.00	16.67%
Uses							
Transfers Out	395,000.00	0.00	434,825.00	434,825.00	434,825.00	0.00	100.00%
Total Uses	395,000.00	0.00	434,825.00	434,825.00	434,825.00	0.00	100.00%
Total Other Financing Sources and Uses	(319,500.00)	0.00	(419,825.00)	(344,825.00)	(344,825.00)	75,000.00	
Total - 10 GENERAL FUND	601,335.49	530,695.57	830,969.43	100,000.00	100,000.00	(730,969.43)	

Notes:

City of Richwood Operational Budget Report 10/1/2025 -09/30/2026							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							41.7% of year
Sewer Department	428,180.64	91,428.05	451,757.94	1,047,118.00	1,047,118.00	595,360.06	43.14%
Water Department	658,718.96	143,808.43	703,135.86	1,698,999.00	1,698,999.00	995,863.14	41.39%
Solid Waste Department	165,017.21	33,308.50	166,134.50	398,000.00	398,000.00	231,865.50	41.74%
Total Operating income	1,251,916.81	268,544.98	1,321,028.30	3,144,117.00	3,144,117.00	1,823,088.70	42.02%
Operating expense							
Sewer Department							
Personnel & Benefits	91,326.62	17,040.31	99,452.80	224,768.00	224,768.00	125,315.20	44.25%
Supplies	3,303.35	401.67	4,008.21	9,000.00	9,000.00	4,991.79	44.54%
Maintenance & Repair	150,382.30	27,253.05	73,991.36	114,340.00	114,340.00	40,348.64	64.71%
Professional Services	205,268.25	111,555.88	248,531.08	485,000.00	485,000.00	236,468.92	51.24%
Other Services (insurance)	5,742.35	0.00	5,562.68	5,681.00	5,681.00	118.32	97.92%
Total Sewer Department	456,022.87	156,250.91	431,546.13	838,789.00	838,789.00	407,242.87	51.45%
Water Department							
Personnel & Benefits	137,904.88	26,821.52	163,438.50	365,866.00	365,866.00	202,427.50	44.67%
Supplies	21,371.12	1,670.44	12,153.43	33,900.00	33,900.00	21,746.57	35.85%
Maintenance & Repair	39,681.87	66,038.81	207,680.34	283,320.00	283,320.00	75,639.66	73.30%
Utilities	45,706.51	7,782.17	40,082.75	104,550.00	104,550.00	64,467.25	38.34%
Professional Services	37,756.23	0.00	45,473.31	95,500.00	95,500.00	50,026.69	47.62%
Other Services	191,913.89	0.00	170,916.32	525,141.00	525,141.00	354,224.68	32.55%
Capital Equipment	3,046.55	304.54	1,522.70	3,655.00	3,655.00	2,132.30	41.66%
Total Water Department	477,381.05	102,617.48	641,267.35	1,411,932.00	1,411,932.00	770,664.65	45.42%
Solid Waste Department							
Professional Services	129,672.13	29,855.01	166,209.55	360,000.00	360,000.00	193,790.45	46.17%
Total Solid Waste Department	129,672.13	29,855.01	166,209.55	360,000.00	360,000.00	193,790.45	46.17%
Total Operating expense	1,063,076.05	288,723.40	1,239,023.03	2,610,721.00	2,610,721.00	1,371,697.97	47.46%
Total Net Operating Income (Loss)	188,840.76	(20,178.42)	82,005.27	533,396.00	533,396.00	451,390.73	15.37%
Non-Operating Items							
Non-operating income							
Interest income	8,484.14	1,753.11	6,937.78	12,000.00	12,000.00	5,062.22	57.81%
Other income	347.75	18.53	493.83	2,500.00	2,500.00	2,006.17	19.75%
Transfers In	0.00	0.00	177,000.00	177,000.00	177,000.00	0.00	
Total Non-operating income	8,831.89	1,771.64	184,431.61	191,500.00	191,500.00	7,068.39	96.31%
Non-operating expense							
Debt Service	112,172.50	0.00	67,307.25	319,615.00	360,405.00	252,307.75	21.06%
Transfers Out	56,275.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	168,447.50	0.00	123,307.25	375,615.00	416,405.00	293,097.75	32.83%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(159,615.61)	1,771.64	61,124.36	(484,115.00)	(524,905.00)	586,029.36	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	29,225.15	(18,406.78)	143,129.63	49,281.00	8,491.00	(134,638.63)	290.44%

Budget Amendments:

MINUTES

RICHWOOD CITY COUNCIL MEETING

Wednesday, February 25, 2026 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Wednesday, February 25, 2026, 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. ROLL CALL OF COUNCIL MEMBERS

Present:

- Mayor Michael Durham
- Councilmember Paul Stallberg
- Councilmember Mike Johnson
- Councilmember Amanda Reynolds
- Councilmember William Yearsin
- Councilmember Jeremy Fountain

Others present: Eric Foerster, City Manager; Clif Custer, Public Works Director; Tricia Ditto, Finance Director; and Matt Allen, City Attorney.

A quorum was present.

III. PUBLIC COMMENTS

Bob Page, resident – Spoke regarding current issues with leadership and recent terminations within the city, he also spoke regarding a survey he administered and would like results published.

Mark Brown, resident – Spoke regarding his appreciation to council for taking their time to serve but also wanted to remind council that they need to hold the city manager accountable.

IV. EXECUTIVE SESSION

Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee:

City Manager

V. ACTION AS A RESULT OF EXECUTIVE SESSION

Motion to accept the correspondence from Eric Foerster dated February 25, 2026, rescinding his resignation, subject to a 90-day prohibition on termination following the election unless termination is unanimously approved by Council or for good cause as determined in accordance with the employment contract; to authorize the City Attorney to prepare the necessary amendment; to authorize the Mayor to execute said amendment; and to provide that all other terms of the current employment contract remain in full force and effect.

Motion made by Council Member Yearsin, Seconded by Council Member Jeremy Fountain

Voting Yea: Reynolds, Yearsin, Fountain

Voting Nay: Stallberg, Johnson

Motion carried.

VI. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:05 p.m.

These minutes were read and approved on April 13, 2026.

Mayor

ATTEST:

City Secretary

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, March 09, 2026 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, March 9, 2026, 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

Present:

Mayor Michael Durham
Councilmember Paul Stallberg
Councilmember Mike Johnson
Councilmember Amanda Reynolds
Councilmember William Yearsin
Councilmember Jeremy Fountain

Absent:

Councilmember Paul Stallberg

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

A quorum was present.

V. PUBLIC COMMENTS

Bob Page, 101 Hummingbird, spoke regarding a survey he distributed to the public.

VI. CONSENT AGENDA

- A. Budget Report, January 2026
- B. Appoint Tiffany Wyman to serve on the Keep Richwood Beautiful Committee.
- C. Racial Profiling Report, 2025 - Richwood Police Department

Motion to approve.

Motion made by Jeremy Fountain, Seconded by William Yearsin.

Voting Yea: Michael Durham, Mike Johnson, Amanda Reynolds, William Yearsin, Jeremy Fountain

Motion carried.

VII. DISCUSSION AND ACTION ITEMS

- A. Public hearing pursuant to the City of Richwood's Citizen Participation Plan regarding the completion of the City's Community Development Block Grant - Regional Mitigation project (GLO contract #24-065-013-E170) to allow citizens the opportunity to review the project's performance and to discuss citizens' views, proposals, questions and comments.

The public hearing was opened at 6:08 p.m.

A comment was made expressing appreciation to Clif for keeping the public informed on the project's progress.

The public hearing was closed at 6:09 p.m.

- B. Discussion, consideration, and possible action regarding the potential purchase of real property located at 1960 N. Brazosport Boulevard.

Clif Custer, Public Works Director, presented the item. Discussion was held regarding costs and alternative locations. No action taken.

- C. Consider items removed from consent agenda
No items were removed.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented.

IX. CITY MANAGER'S REPORT

The City Manager reported that the update was the same as provided on Friday and noted that FEMA reimbursement funds for recovery had been received.

X. COUNCIL MEMBER COMMENTS & REPORTS

Council Member Johnson: Congratulated Jeremy Richards for his promotion to Chief of Police, thanked Tiffany Wyman for volunteering with Keep Richwood Beautiful, and expressed appreciation for the Fire Department, Public Works, and citizen involvement. Also congratulated Matt Allen on his recent election win.

Council Member Reynolds: Spoke regarding current personnel matters, the City's financial condition, and management concerns.

Council Member Yearsin: Expressed appreciation for City staff, volunteers, and elected officials. Commented on the current climate within the City and reminded residents to use caution regarding water conditions at local beaches.

Council Member Fountain: Thanked everyone for their service to the City.

XI. MAYOR'S REPORT

Mayor Durham thanked everyone for their efforts, congratulated Matt Allen, and wished the community a safe and healthy spring break. He also expressed appreciation to Tiffany Wyman for stepping up to serve on the Keep Richwood Beautiful Commission and noted he looks forward to future updates.

XII. ITEMS OF COMMUNITY INTEREST

Fire Department's Easter Movie Event

XIII. FUTURE AGENDA ITEMS

Property acquisition

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:37 p.m.

These minutes were read and approved on April 13, 2026.

Mayor

ATTEST:

City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on March 3, 2026 at 05:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

ARTICLE IV. - OPEN BURNING

Sec. 14-130. - Burning restricted.

Unless otherwise permitted in this article, it shall be unlawful for any person to ignite or burn, or cause to be ignited or burned, any rubbish, garbage, trash, grass, brush, branches, lumber, leaves or other combustible materials of any nature whatsoever at any place within the city limits.

(Code 1992, § 6-4(a); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-131. - Burning for land clearance.

In those areas in the city where the lot size is one acre or more, the fire marshal, the fire chief, or designee, may authorize, in writing, outdoor burning for land clearance only, provided that the requirements of the state commission on environmental quality are met and that the fire will be at least 300 feet from any structure.

(Code 1992, § 6-4(a)(1); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290A, § 1, 10-14-2013; Ord. No. 290B, § 1, 3-20-2017; Ord. No. 24-516, 6-10-2024)

Sec. 14-132. - Required postings.

The applicant must post 30 Tex. Admin. Code § 111.219 and the permission from the city on site where it is protected and clearly visible.

(Code 1992, § 6-4(a)(2); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-133. - Compliance with state guidelines.

All outdoor burning is to be done in compliance with the guidelines of the state commission on environmental quality (TCEQ) or the state natural resource conservation commission.

(Code 1992, § 6-4(a)(3); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-134. - Authority to burn is not relief from jurisdiction.

The authority to burn under this section does not relieve the persons conducting the outdoor burning from responsibility for the consequences, damage, or injuries resulting from the burning and does not exempt such persons from complying with all applicable laws and ordinances, regulations or orders of governmental entities having jurisdiction.

(Code 1992, § 6-4(a)(4); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-135. - Extinguishment required when ordered.

The fire marshal or his designee, fire chief or his designee, any code enforcement officer or any peace officer may prohibit any and all fires or order the immediate extinguishment of any and all fires when atmospheric conditions or other conditions make such fires an immediate threat to public safety or the smoke or ash from such fires becomes a public nuisance.

(Code 1992, § 6-4(a)(5); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 1, 3-20-2017)

Sec. 14-136. - Exceptions.

It is an exception to the provisions of this article if the person ignites or burns, or causes to be ignited or burned, the rubbish, garbage, trash, grass, brush, branches, trees, lumber, leaves or other combustible material in question pursuant to the provisions of the Texas Clean Air Act, codified as V.T.C.A., Health and Safety Code ch. 382, or the rules, regulations, or orders of TCEQ (the state commission on environmental quality) or the state natural resource conservation commission. In any prosecution in the municipal court of any other court of competent jurisdiction, the complaint charging a violation of this section need not negate the existence of the foregoing exception; but the existence of the exception may be raised by the defendant in such prosecution by way of defense.

(Code 1992, § 6-4(b); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 2, 3-20-2017)

Sec. 14-137. - Penalty.

Any person, firm, corporation, association or other entity that violates this section may be fined as provided for in section 1-6. Each day of violation shall constitute a separate offense.

(Code 1992, § 6-4(c); Ord. No. 290, §§ 1—3, 10-9-2000; Ord. No. 290B, § 3, 3-20-2017)

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT:

Eric Foerster, City Manager

SUBJECT:

Burn Permit Discussion

SUMMARY:

Discussion regarding current policies and procedures for debris burning and the associated permitting process.

BACKGROUND:

The City's burn permit process has remained largely unchanged since its adoption in 1992, with minor revisions in 2000 and 2024, primarily related to permitting authority.

ISSUE:

A recent incident involving a permitted burn that escaped containment and required Fire Department response has raised concerns. A resident questioned the continued viability of open burning for land clearing purposes given increasing residential density in areas such as Oakwood Shores. The issue of public safety, particularly under current development conditions, warrants further evaluation.

FISCAL IMPACT:

None at this time.

RECOMMENDATION:

Conduct a policy discussion to evaluate potential improvements to the burn permit process, including consideration of site conditions (e.g., wind, soil and vegetation dryness), pile size limitations, and day-of-burn authorization protocols to enhance safety and risk mitigation.



Agenda Memorandum

Contact: Clif Custer

Subject: Code of Ordinances (Fee Schedule Amendment)

Summary:

Amendment of Fee Schedule to include a \$100.00 fee for Public Works conducting on-site flow tests of water meters to resolve contested water bills and water usage amounts.

Background Information:

The City of Richwood employs Sensus water meters in the form of iPerl mag-meters for calculating water usage for most connections within the city. The majority of the iPerl meters within the city range from ¾ to 1-inch in size. These water meters historically have failed in one of two ways.

1. Water meter begins calculating in reverse resulting in negative usage amounts.
2. Water meters will cease to work due to a dead battery.

Contrary to this fact, during any given month Richwood could have several residents contest their water bill amounts due to increased usage. Aside from Richwood’s ability to see usage for all addresses in real time, the final step to proving flow accuracy for residents is by conducting a flow test of the meter. This test is a final method of communication with residents regarding their current water bill that provides on-site, real-time accuracy check of water flowing through the water meter that residents can witness.

Flow tests are conducted using a 5-gallon metric and run 3 separate times with results documented. Although these tests are simple in nature, they do take labor hours to perform and document. Unfortunately, this method of testing flow accuracy of water meters has become a regular occurrence for residents wishing to contest their water bills with most of the bills averaging \$5.00 - \$10.00 more per month than the resident’s average water bill.

Currently the flow tests conducted by Public Works in the field accomplish several things.

- Provides Billing Personnel with an additional option to prove meter accuracy aside from just providing software-based usage information.
- Allows customers/residents a real-time test of their water meter that can be witnessed and in which the results are documented.
- Allows Public Works to conduct an on-site assessment of water usage while observing the water meter for flow during times of no perceived usage and assess property for any signs of leaks.

In lieu of these benefits, Richwood needs to be reimbursed for these flow tests. Based on information provided by other cities, similar tests are charged at \$100.00 per test. This amount will ensure reimbursement to Richwood for time spent conducting and documenting test results but will also ensure that only the most serious inquiries will go as far as to have the test conducted.

Issue:

None

Fiscal Impact:

None

Recommendation:

Motion to amend Appendix B of Richwood Code of Ordinances to include fees for flow tests of city water meters.



**AGENDA MEMORANDUM
ITEM # 2026-R-**

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Fee Schedule additions

SUMMARY: Add a \$75 fee for Fire Inspection services and a \$25 fee for burn permit applications.

BACKGROUND INFORMATION:

We do not currently charge for Fire Inspections or Burn Permit applications. Annual Fire Inspections are required for commercial properties and businesses, including but not limited to restaurants and day cares. The city incurs costs for these inspections, including labor costs for our inspector and administrative costs. Burn permits also incur some administrative costs as well as possible labor costs.

FISCAL IMPACT:

Increase revenue to cover the city's costs for these services.

RECOMMENDATION: Staff recommends that council approve all attached policies as written.

Thank you,

Patricia Ditto, Finance Director

ORDINANCE NO. 26-539

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING APPENDIX C, FEE SCHEDULE, OF THE CODE OF ORDINANCES BY ADDING CERTAIN FEES RELATED TO WATER METER TESTING, FIRE INSPECTION SERVICES, AND BURN PERMITS; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Richwood, Texas, finds it necessary to update the City’s Fee Schedule to reflect the cost of services provided by City staff; and

WHEREAS, the City incurs administrative and operational costs associated with water meter testing, fire inspections, and burn permit processing; and

WHEREAS, the City Council finds that the following fees are reasonable and necessary to recover such costs;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS:

Section 1: That APPENDIX B – Fee Schedule is hereby amended as follows:

Fire Inspections and Fees	
Fire Inspection Fee	\$75.00
Burn Permit Fee	\$25.00
Utility (Water, Sewer, Solid Waste) Fees	
Utility Deposits and Fees	
Water Meter Flow Testing Fee**	\$100.00 **This fee shall only be applied if the meter is determined by Public Works to be in good working order. If the meter is found to be defective or malfunctioning, no fee shall be charged. Any applicable fee shall be applied to the customer’s next utility billing cycle.

Section 2: If any provision of this Ordinance is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provisions.

Section 3: All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4: This Ordinance shall take effect immediately upon its adoption.

Passed and Approved on this 13th day of April 2026,

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary