

City of Richwood — TEXAS —

CITY COUNCIL MEETING AGENDA

Monday, April 10, 2023 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 10, 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
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
 - A. Appoint Elvira Garcia to the Richwood Police Department Reserve Force.
 - B. Approval of minutes from regular meeting held March 13, 2023.
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discuss and consider setting alternate date for the May 2023 City Council meeting.
 - B. Discuss and consider approving tax resale of property located within the City of Richwood.
 - C. Discuss and consider adopting Ordinance 23-504 amending Chapter 15, Article II, Sections 27 and 28, of the City of Richwood Code of Ordinances for the purpose of amending membership and vacancy guidelines of the Planning and Zoning Commission.
 - D. Discuss and consider approval of Resolution 23-R-77, a budget amendment in an amount not to exceed \$50,000 within Fund 32 Utility Capital Improvements for the rebuilding of the electrical panel at Lift Station #4.
 - E. Consider items removed from consent agenda
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. FUTURE AGENDA ITEMS
- XIII. 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 6, 2023 at 5:00 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

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, March 13, 2023 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, March 13, 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 Boykin led the pledges.
- IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Absent
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Absent
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
Bob Page, 101 Hummingbird - spoke regarding the Mayor not running for reelection, stated he was sad to see him going. He also expressed appreciation to the current Chief of Police and the Police department.

- VI. PROCLAMATION
 - A. Fair Housing Month, April 2023
Mayor Boykin read the proclatmation for Month of April as Fair Housing Month.

- VII. EMPLOYEE SERVICE AWARD
 - A. Juan Rivera, Public Works Foreman - 5 Years of Service
Mayor boykin presented the service award for Juan Rivera.

- VIII. CONSENT AGENDA
 - A. Approval of minutes from regular meeting held, February 13, 2023.
 - B. Approval of minutes from special meeting held, February 23, 2023.
 - C. February 2023 Financial Budget Report FY 2023.
 - D. Approve the Police Department's 2022 Racial Profiling Report.

Motion to approve consent agenda.

**Motion made by Melissa Strawn, Seconded by Rory Escalante.
Voting Yea: Melissa Strawn, Rory Escalante, Jeremy Fountain**

IX. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider adopting Ordinance 23-504 amending Chapter 15, Article II, Section 27, of the City of Richwood Code of Ordinances for the purpose of amending membership guidelines of the Planning and Zoning Commission.

Discussion held on terms to be added.

Motion table Ordinance 23-504 amending Chapter 15, Article II, Section 27, of the City of Richwood Code of Ordinances for the purpose of amending membership guidelines of the Planning and Zoning Commission to add verbiage of elected officials and to add section 28 to the amendment.

Mr. Page spoke regarding the item and would like to see the board not limited to who can serve.

Amanda Reynolds spoke regarding volunteers and the lack of.

**Motion made by Rory Escalante, Seconded by Melissa Strawn.
Voting Yea: Melissa Strawn, Rory Escalante, Jeremy Fountain**

- B. Discuss and consider adoption of ordinance #23-505, amending Appendix C - Fee Schedule of the Code of Ordinances to add rental fee and remove deposit fee for the James Vera Baseball Field and Soccer Fields Stop 1-3.

Tricia Ditto, Finance Director, presented.

Discussion held on risk of removing the deposit.

Clint Kocurek, resident, spoke, recommended keeping the deposit and adding a lock box to the lights.

Discussion held on possibility of daily rate.

Mike Challenger, resident, spoke regarding the possible benefit of the attraction on the businesses in this City.

Lauren LaCount, resident, stated that it is a better idea to keep the deposit.

Discussion held on upgrades and maintenance.

Discussion held on other avenues of funding.

Motion to adopt ordinance #23-505, amending Appendix C - Fee Schedule of the Code of Ordinances to add rental fee for the James Vera Baseball Field and Soccer Fields Stop 1-3.

**Motion made by Jeremy Fountain, Seconded by Melissa Strawn.
Voting Yea: Melissa Strawn, Rory Escalante, Jeremy Fountain**

- C. Consider items removed from consent agenda

Nothing removed.

X. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer, Public Works Director, presented the capital improvement projects update.

XI. CITY MANAGER'S REPORT

Eric Foerster, City Manager, gave his report.

XII. COUNCIL MEMBER COMMENTS & REPORTS

No reports.

XIII. MAYOR'S REPORT

Mayor reported that we've been notified by TCEQ that there will be a hearing regarding Undine's permit.

Mayor reported that he had heard that the federal governments budget may be cutting the ARPA funds.

Mayor reported that we may see a decline in the economy - so be conscious about spending and within our means, both personally and within the City.

XIV. FUTURE AGENDA ITEMS

Planning and Zoning Discussion

Budget Workshop

Solid Waste Bids

XV. ADJOURNMENT

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

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

Mayor

ATTEST:

City Secretary

ORDINANCE NO. 23-504

AN ORDINANCE AMENDING CHAPTER 15 PLANNING AND DEVELOPMENT ARTICLE II PLANNING AND ZONING COMMISSION OF THE RICHWOOD CODE OF ORDINANCES FOR THE PURPOSE OF AMENDING SECTION 15-27 – MEMBERSHIP AND SECTION 15-28 - VACANCIES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING THAT THIS ORDINANCE SHALL TAKE EFFECT AND BE IN FORCE IMMEDIATELY UPON ITS PASSAGE.

WHEREAS, The City of Richwood finds it necessary to amend the provisions of the planning and zoning commission;

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

Section 1. Section 15-27. – Membership is hereby amended to read:
The city council shall appoint a city planning commission consisting of six (6) members who shall be residents of the City of Richwood and shall serve without compensation **and shall not currently hold elected office within the City of Richwood. and shall not hold any other position in the city government.**

Section 2. Sec. 15-28. – Vacancies is hereby amended to read:
Membership on the planning commission shall be accompanied by active participation in the activities of the commission, and the city council may by ordinance provide attendance requirements. **If there shall be a lack of quorum or shortage of volunteers to serve on the commission for not more than two scheduled meetings,** the city council may serve as planning commission.

Section 3. That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City of Richwood, Texas, hereby declares that it would have enacted such remaining portions despite any such invalidity.

Section 4. That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 5. That this ordinance shall be effective immediately upon adoption.

Passed and adopted on this 10th day of April, 2023.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

APPROVED AS TO FORM:

City Attorney

RESOLUTION 2023-R-77

A RESOLUTION AMENDING THE FISCAL YEAR 2022-2023 BUDGET TO ALLOW TRANSFER \$37,000 FROM CAPITAL EXPENDITURES TO ENTERPRISE FUND

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2022-2023 in September 2022;

WHEREAS, Public Works Director Clif Custer has requested that a budget amendment be approved in an amount not to exceed \$50,000 within Fund 32 Utility Capital Improvements for the rebuilding of the electrical panel at Lift Station #4

WHEREAS, staff requests council approve the capital expenditure in Fund 32.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2022-2023 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Capital Improvement Fund

Increase to Budget – 32-32-5240 System Improvement Expenditures \$50,000

PASSED AND APPROVED on this 10th day of April 2023.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- APRIL 10, 2023 RESOLUTION 23-R-77

CONTACT: Patricia Ditto, Deputy Finance Director
Clif Custer, Public Works Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment to fund rebuilding of electrical panel at Lift Station 4

SUMMARY:
Public Works has requested the council approve a budget amendment to increase the budget line item 32-32-5240 System Improvement Expenditures by no more than \$50,000 for the necessary rebuilding of the electrical panel at Lift Station 4.

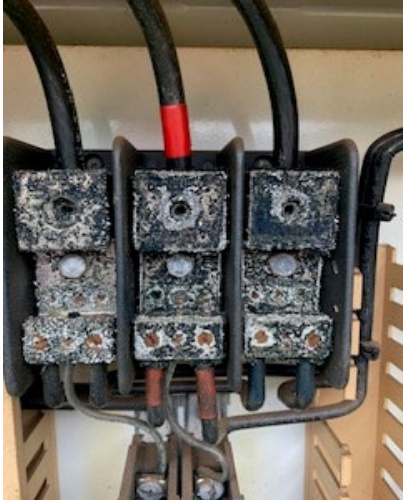
BACKGROUND INFORMATION:

This will pay for a new control box, main disconnect, and meter can, complete with all new electrical components to operate and monitor the lift station. The cost will also cover necessary bypass pumping while the station’s electrical service is brought down to transfer service to the new electrical panel. Richwood Public Works will offset some of that cost by building the structural rack that electrical components will be mounted to.

FISCAL IMPACT: Increase in Fund 32 expenditures. Ample fund balance is available for this capital expenditure.

RECOMMENDATION: We are requesting of Council a motion to approve a budget amendment not to exceed \$50,000 for the expenditure in Fund 32.

Corrosiveness of H2S requires more frequent service including the cleaning of points and contacts to keep the station operational.



The compromised structural integrity of the electrical panel is causing it to lean under the weight of electrical components. Public Works is out of viable locations from which to brace the existing panel.



Further evidence of the corrosiveness H2S can be seen on the main disconnect and meter can that compromises a weather-tight seal crucial for safe operations.

