

MINUTES
RICHWOOD CITY COUNCIL
Regular Meeting, Monday, September 9, 2013
Richwood City Hall
215 Halbert
Richwood, TX 77531
6:00 P.M.

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Clint Kocurek, Mayor and presiding officer.

A. Opening Prayer

The opening prayer was given by Glenn Patton, City Manager.

B. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

C. Texas Pledge of Allegiance

The Texas Pledge of Allegiance was recited by those in attendance.

II. ROLL CALL OF COUNCIL MEMBERS

Roll call showed the following members present:

Clint Kocurek, Mayor and presiding officer
Paul Raymond, Council, Position #1
John Pitts, Council, Position #2
Jarrod Beaty, Council, Position #3
Morgan Laird, Council, Position #4

Absent:

Donna Lacy, Council, Position #5

A quorum was declared. Others present included Glenn Patton, City Manager, Karen Schrom, City Secretary, Jennifer Beaty, Utility Clerk, Linda Pace, Admin. Assistant, KRB members, Pat Griffith, Cinda Pucket, Caite Blount, Melissa Blanks, Molly McCormick, and Garry Ellis, Raymond Burroughs, Sarah Harris, and Holly Eudy.

III. APPROVAL OF MINUTES OF PREVIOUS MEETING

On motion by Councilman Beaty, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to approve the minutes of August 20, 2013 as presented.

IV. **ANYONE WISHING TO ADDRESS COUNCIL**

There was no one who wished to address Council on matters not on the agenda.

V. **DISCUSSION AND ACTION ITEMS**

A. Public Hearing - variance request - side setbacks on 1010 Cardinal Drive for a carport

Mayor Kocurek opened the public hearing at 6:04 p.m.

With no one present wishing to speak on the matter, the public hearing was closed at 6:05 p.m.

B. Variance request - side setbacks on 1010 Cardinal Drive for a carport

City staff recommended that this variance request be denied as the carport would only be 6 inches from the property line and would cause rain to run off and impact the neighboring property as well as present a potential hazard to the next door property such as in the event of a fire.

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to deny the variance request as presented based on the recommendation of city staff.

C. Public hearing -variance request to the setback requirements for the remainder of the cul-de-sac lots in Brazos Crossing

Mayor Kocurek opened the public hearing at 6:05.

Councilman Raymond asked if the variance request is consistent with the others made for cul-de-sac lots in Brazos Crossing. Mr. Burroughs, the developer of Brazos Crossing Subdivision indicated that it was.

Mayor Kocurek closed the public hearing at 6:06 p.m.

D. Variance request - setback requirements for the remainder of the cul-de-sac lots in Brazos Crossing

On motion by Councilman Pitts, seconded by Councilman Raymond, with all members present voting aye, it was duly adopted to approve the variance request for the setback requirements for the remainder of the cul-de-sac lots in Brazos Crossing as presented.

E. Waste Management request to extend contract with a CPI adjustment

Waste Management is asking to extend the contract for 1 year and will waive the CPI adjustment.

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On motion by Councilman Laird, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to extend the contract for garbage collection with Waste Management for 1 year.

F. Replat of Lot 20 - City Hall property

On motion by Councilman Pitts, seconded by Councilman Raymond, with all members present voting aye, the replat of Lot 20 into two separate lots (lots 20A and 20B) was approved as presented.

G. Budget Amendment #1

The changes affect General Fund, Water Sewer Fund, Crime Control and Prevention District, Replacement Fund, Transportation and the City Hall Construction Project.

The changes are as follows:

General Fund:

We increased Streets and Drainage from \$83,000 to \$149,000 to cover the costs of street repairs at Oakwood Shores. To offset the increased costs, we increased revenues as follows:

	Old	New
Taxes	1,049,315	1,057,288
Delinquent Taxes	20,000	23,000
Penalty & Interest	15,000	17,902
Building Permits	15,000	35,000
Sales Tax - Streets	50,000	52,384
Sales Tax	210,000	219,537
Fund Balance		22,604

Water/Sewer:

Capital Outlay was increased by \$190,000 to cover the expenses for repair of Lift Station #6 and the cost over runs on the Water Well Project. A transfer in from Fund Balance was necessary to balance the budget.

Crime Control and Prevention District:

Expendable supplies was increased by \$3,000 to pay for the OSSI patch to allow for downloading of tickets in the Court system. Also, there were additional costs relating to equipment purchased for vehicles. These costs were offset by the increase in sales tax. I am happy to report that our sales tax collections are near to or equal to the amount we experienced prior to the recent downturn.

Transportation:

The budget amendment is necessary to bring revenues and expenditures to actual. Costs to repair Oyster Creek Drive were just over \$97,000. Thankfully revenues from the \$5.00 fee attached to the utility bills has come in better than initially expected which allows us to budget this fund.

Construction of the New City Hall:

Enclosed is expenses as of August 31st. I have included the revenues from the sale of the land next door and the amount pledged by the Crime Control and Prevention District.

On motion by Beaty, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to approve Budget Amendment #1 as presented.

H. Presentation of Keep Richwood Beautiful's accomplishments and projects

Molly McCormick, the new Executive Director of Keep Richwood Beautiful, introduced herself and updated Council on the progress of the committee over the past year. She has been an educator for the past 15 years and has appreciated the natural beauty of Richwood for many years.

Over the past year, KRB has paid for landscaping, the flags placed throughout the city on holidays, the yard of the month, annual cleans ups and bins for recycling though donations, grants and funding from the City. She and Melissa Blanks are both educators and have been trained as Waste in Place trainers. They have worked with local schools to get the Waste in Place program in the curriculum. Richwood won the HEB green bag grant which helped pay for their training. The committee also sponsors the annual Easter Egg Hunt and games and refreshments at Christmas in the Park.

They have been recognized at the state and federal level for their work. The grants from the Governor's Community Achievement Awards paid for the new Richwood signs. They won a 2012 Gold Star Award as well as the Sustained Excellence Awards from 2009-2012 at the state level and this year, won the 2012-2013 President's Circle Award.

Mayor Kocurek thanked her and the Committee for all their hard work

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I. Selection of Mayor Pro Tem

Councilman Beaty and Councilman Pitts volunteered for the position.

Motion was made by Councilman Raymond, seconded by Councilman Beaty, to select Councilmen Pitts and Beaty as Mayor Pro Tem.

Mayor Kocurek called for a vote on Councilman Pitts. Councilmen Raymond, Pitts and Laird voted aye. Mayor Kocurek called for a vote on Councilman Beaty. Councilmen Beaty voted all. Councilmen Pitts was selected as Mayor Pro Tem.

J. Disposal of 215 Halbert - old city hall site

Mr. Patton stated that the building was not in any shape to maintain and recommended the building be demolished, with the possibility of turning it into a pocket park. In our move, we discovered there was quite a bit of mold in the building, not just in small spots as previously thought. The cost of mold remediation far exceeds what the building is worth.

He recommended we bid out the demolition of the building once we do the environmental tests such as asbestos, etc. The Fire Department could use the building in the meantime for training on such things as forcible entry.

On motion by Councilman Pitts, seconded by Councilman Laird, with all members present voting aye, it was duly adopted to authorize the demolition with a review after 45 days.

K. Take Home Vehicle Policy

The Take Home Vehicle Policy is as follows:

- (a) Only Department Heads
- (b) The Public Works Foreman providing he lives within a 1 mile radius of City Hall
- (c) Those employees that live within the city limits may take home vehicles authorized by the Department Head and okayed by the City Manager
- (d) Must only be used for city business
- (e) May not have civilian rider unless it pertains to city business.
- (f) At no time will city vehicles be used to transport family or friends.
- (h) No vehicle may be taken home if the employee lives in an apartment.

The only exceptions or deviations to this policy will be specialized programs or job assignments at which time the distance exception will be agreed upon between the Department Head and the City Manager. Final approval shall be made by the City Manager.

On motion by Councilman Raymond, seconded by Councilman Pitts, with all members present

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voting aye, it was duly adopted to approve the Take Home Vehicle Policy as presented.

L. Payment of bills

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members presented voting aye, it was duly adopted to pay the bills as presented.

M. Financial Report

Par for the period ending August 31, 2013 is 8% remaining. Administration is at 4.49% primarily due to attorney's fees and windstorm and building insurance being carried on both city hall buildings for a while. Streets and Drainage is currently \$42,051.83 over spent.

VI. **CITY MANAGER'S REPORT**

Mr. Patton reported that we have completely moved into the new building and everything is operational. We have gotten approval on Windstorm for the replacement brick for the front. It has been ordered and once its put up and the signage is added to the front, we will begin work on setting up the Open House. Mayor Kocurek again thanked Glenn for all his hard work and for getting us here.

Work on the roads in Oakwood Shores is proceeding but it has been slowed by the rain. Once we are through with the current repairs, we will asphalt that portion. We are working to fix the problems Mr. Baggett brought up regarding Blue Crab Court.

VII. **FUTURE AGENDA ITEMS**

Meeting for Goals and Visions for the upcoming year - September 30th at 5:00 p.m.

VIII. **COMMITTEE REPORTS**

There were none.

IX. **MAYOR'S REPORT**

BCCA will be hosted by the City of Lake Jackson. Mayor Kocurek also presented the proposed plans for the extension to the splash for the upcoming budget year.

X. **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 6:45 p.m.

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APPROVED BY A MAJORITY VOTE OF COUNCIL ON OCTOBER 14, 2013.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary