

Minutes of City Council

The City Council Regular Meeting of Monday, November 18, 2019

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, November 18, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

Called to order at 6:01 p.m.

II. INVOCATION

Invocation led by Zachary Baker, public works employee.

III. PLEDGE OF ALLEGIANCE

The pledges were led by Mayor Boykin.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor
Mike Johnson, Position 1
Melissa Stawn, Position 2
Matthew Yarborough, Position 3
Mark Brown II, Position 4
Katie Johnson, Position 5

Others present: Chief Stephen Mayer, Kirsten Garcia, Lindsay Koskiniemi, and Clif Custer.

V. PUBLIC COMMENTS

All comments will be subject to the following rules: All speakers will be permitted to speak not longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker. Discussion is not allowed on items not posted on the agenda.

No public comment.

VI. CONSENT AGENDA

A. Approval of Minutes of Previous Meetings

1. Minutes from Regular Council Meeting held October 14, 2019
2. Minutes from Special Meeting held October 23, 2019

On a motion by Mark Brown II, second by Katie Johnson, with all present members voting aye, the consent agenda was approved.

B. Payment of Bills

1. Pooled Cash - October 2019

C. Appointment of Kimberly Mayer as Executive Director of Keep Richwood Beautiful Committee.

D. Resolution appointing Kirsten Garcia, City Secretary, as an additional authorized contact on all Bank of America accounts.

On a motion by Mark Brown II, second by Katie Johnson, with all present members voting aye, the consent agenda was approved.

VII. COUNCIL CONSIDERATION AND ACTION ITEMS

A. Presentation and possible approval to proceed with a Stormwater Master Plan by Strand Associates.

Presented by Ryan Tinsley and Mark Shubak with Strand Associates.

Mark Brown II asked if Strand was hired to do a preliminary drainage evaluation in Oct 2018, wouldn't that work cover some of the things today.

Mr. Shubak stated that was done regarding a very specific job and wasn't done as a whole for your infrastructure.

Mike Johnson asked how they come up with the estimates, is it based on engineering hours?

Mr. Shubak responded yes.

Matthew Yarborough asked what timeline are we looking at for tasks 1-14.

Mr. Shubak stated that the typical timeline is within a 9-12 month period.

Clif Custer added that the bond has \$1,000,000 towards drainage and this plan is part of that.

Matthew Yarborough asked if we have an idea of how much those projects are going to be.

Mayor Boykin stated he thinks it's good that we identify problems, so we can fix them.

Mark Brown II stated that after looking over packet from August and he sees a lot of redundancy in research that is done.

Mr. Tinsley stated that Strand will definitely not charge for anything that has already been done or researched.

Katie Johnson asked what area our biggest challenge in a project of this scope will be.

Mr. Shubak stated the challenge is finding the 4 or 5 tasks that are highest priority and making the dollar stretch.

Discussion held on man hours proposed and billing.

On a motion by Mark Brown II, second by Katie Johnson, and with all present Council members voting aye, the motion to proceed with a Stormwater Master Plan by Strand Associates, not to exceed \$150,000 carries.

- B. Presentation and Possible Acceptance of a draft Task Order illustrating a turn-key option for design of Richwood road repair, Request for Proposal process for road construction and assistance with contractor selection.

Presented by Ryan Tinsley and Tom Hart with Strand Associates

Presented by Tom Hart.

Mark Brown II ask if there is a cost associated with the options compared to each other.

Mr. Hart stated that we don't have a cost yet – we want to get the go ahead to study the streets and present cost estimates.

Mark Brown II asked if they will be able to tell us the expected life of the roads.

Mr. Hart responded yes, we will get geotechnical eval and core samples to establish a design life.

Discussion held on possible roadwork planned in relation to roadwork being done by Brazoria County.

Melissa Strawn asked how long this will take and will this push the repairs in Oakwood Shores behind.

Clif Custer replied that Oakwood is different, that's the interlocal with the county.

Discussion held on bores already completed and yet to be completed.

Matthew Yarborough asked what our timeline is for construction.

Mr. Tinsley stated the task order plan is scheduled for completion by June 1 2021, so construction would begin 9-12 months prior to that.

Melissa Strawn asked when groundbreaking in Oakwood Shores will be.

Clif Custer stated that we are on the county's time, but I am thinking spring.

Discussion held on roads in Oakwood Shores.

Matthew Yarborough asked Mr. Custer if he felt he could do the resident project rep services, or would it burden him.

Clif Custer reported he would prefer assistance, someone who knew what they were needing to look at.

Mark Brown II asked if a project rep will be a certified engineer familiar with roads.

Mr. Tinsley responded yes, odds are it will be one of our graduate personnel or higher.

On a motion by Matthew Yarborough, second by Melissa Strawn and all members present voting aye, Council accepts draft task order illustrating a turn-key option for design of Richwood road repair, Request for Proposal process for road construction and assistance with contractor selection, not to exceed \$283,000 and authorizes the City Manager to sign agreement for the additional \$47,000 if needed.

- C. Consideration and Possible Action to adopt a Policy Resolution permitting special signage for Veteran and Active Duty Military Personnel parking at City facilities.

On a motion by Mark Brown II, second by Melissa Strawn and all present members voting aye, Council adopted a Policy Resolution permitting special signage for Veteran and Active Duty Military Personnel parking at City facilities.

- D. Discussion and Possible Action authorizing the Mayor to sign an amendment to the City's Clute-Richwood Regional Sewerage System Agreement with the Brazos River Authority.

Discussion held on terms of the agreement.

Mayor Boykin stated he will make calls and research and we will put on December agenda.

No action.

VIII. CITY MANAGER'S REPORT

Lindsay Koskiniemi stated she attended the Keep Richwood Beautiful meeting and ask for their help with ideas for the property located at 215 Halbert. She stated she asked them if they would like to relocate Freedom Park to that land or another area of town. She believes their plan was to relocate to another area of town, relocate the monuments and decommission the park. Then the Fire Department could use it for training ground. She will have a report coming.

She also requested feedback on whether Council prefers to receive their updates weekly or bimonthly.

IX. FUTURE AGENDA ITEMS

No future items reported.

X. COUNCIL MEMBER COMMENTS AND REPORTS

- A. - Possible update from Council member Johnson regarding agreement with Richwood VFD
Mike Johnson stated he made trip to Fire Department and had a tour. I have not started on an agreement, looking at first quarter of next year.

Mike Johnson extended congratulations to Kim Mayer for her appointment to Executive Director.

XI. MAYOR'S REPORT

Mayor reported we may have conflicting verbiage in the profile versus charter, when it comes to City Manager. Specifically, whether the City Manager should be required to live in city. After speaking with the City Attorney, Matt Allen said if the charter doesn't mention it, we can not require it. Mr. Allen's suggestion was to reword the profile to remove residency requirement from the statement.

Mr. Hartung will be here for the next council meeting, December 9.

XII. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.

These minutes were read and approved on this 13^h day of January, 2020.

Mayor

ATTEST:
