Minutes of City Council

The City Council Regular Meeting of Monday, May 13, 2019

BE IT KNOWN THAT, a City Council Regular Meeting of the City Council of City of Richwood was held Monday, May 13, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER
Mark Guthrie called the meeting to order at 6:00 pm.

INVOCATION
Michael Coon led the invocation.

PLEDGES OF ALLEGIANCE
Pledge of Allegiance & Texas Pledge
Mark Guthrie led the pledges.

ROLL CALL OF COUNCIL MEMBERS
Mark Guthrie
Mike Johnson
Frank Blanks – ABSENT
Sarah Reed
Mark Brown
Katie Johnson

Others present: Michael Coon, City Manager; Clif Custer, Public Works Director; Giani Cantu, City Secretary; Lindsay Koskiniemi, Finance Director; Stephen Mayer, Chief of Police

CANVASS THE RESULTS OF THE MAY 4, 2019 ELECTION
On motion by Mark Brown second by Mike Johnson with all present members voting “aye” the ordinance canvassing the bond election results was approved and adopted.

On motion by Mark Brown, second by Sarah Reed with all present members voting “aye” the ordinance canvassing the results of the general election, sales tax election and charter amendment election was approved and adopted.

Swear in Council Members

Steve Boykin - Mayor

Melissa Strawn - Position 2

Matt Yarborough - Position 3

Ms. Cantu administered statements and oaths to Steve Boykin, Melissa Strawn and Matt Yarborough.

Mr. Boykin, Ms. Strawn and Mr. Yarborough took their seats as Council and replaced Mr. Guthrie, Mr. Blanks and Ms. Reed.

RECOGNITIONS

Recognition of Outgoing Council Members

Mark Guthrie, Mayor | 2016-2019
Mr. Guthrie gave thanks and recognition to staff and remaining Council for their work and dedication to the City of Richwood.

Frank Blanks, Position 2 | 2017-2019

Sarah Reed, Position 3 | 2017-2019

PROCLAMATIONS

Public Works Week - May 19-25, 2019

PRESENTATIONS

Review of Fiscal Year 18-19 Budget and Five Year projections
Lindsay Koskiniemi presented the Fiscal Year 18-19 Budget and Five Year Projections, a copy of which is attached to the minutes.

Mike Johnson asked what the miscellaneous income variation is when compared to historical revenues.

Mr. Coon reported the budget is including the proposed Harvey reimbursement.

Mark Brown asked why franchise fees are projected to see a decline.

Lindsay Koskiniemi stated franchise fees are dependent on customer base and legislation is underway that will cut the projected revenues by approximately $20,000.

Mark Brown asked why the projected increase in taxes and not building permits.

Mr. Coon reported that projected increase in property value doesn’t necessarily mean new development.

Mike Johnson asked for clarification of changes in expense appropriations.

Lindsay Koskiniemi reported that there is a split in departments and CCPD would like one funded position to carryover to General Fund in 2021.

Melissa Strawn asked why the large difference in the administration from 2018 to 2019 budgets.

Lindsay Koskiniemi reported a portion of that is the addition of the Finance Director position. However, she can look up the history and get more information.

Mr. Coon reported there were likely some savings in the 2018 budget due to open positions.

Mr. Coon wanted to clarify that the proposal for code enforcement/animal control officer is to replace the current Building Official by contracting out that service and hiring a combined position with a net difference of 10k.

Mayor Boykin called for recess at 6:34 p.m.

Mayor Boykin recalled the meeting at 6:37 p.m.

Lindsay Koskiniemi continued the presentation of the Utility Fund.

Review of Bond Timeline
John Robuck presented the bond sale timeline and asked if Council could approve issue sales on June 17th to speed up the timeline and get bonding funds sooner. The only requirement is waiting of 30 days after the election for contesting the election results. Council agreed to a special meeting on June 17, 2019.

PUBLIC COMMENTS
All public comments will be subject to the following rules: all speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker; the first five individuals who sign up for the public comment section will be permitted to speak

Teresa Peterson, 225 Stuart St, reported she applied to widen her driveway and received a letter from survey Section 19-176a-b stating that she is required to get a water flow survey that could costs her up to 10,000. She would like to know if new builders are not required to but additions are.

Michael Coon stated that any project that could change drainage is a change to public works and state law requires that those be engineered.

Mayor Boykin stated staff will look into the issue and can get back with you.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

Payment of Bills

On motion by Mark Brown second by Katie Johnson, with all present members voting “aye”, all consent agenda items were approved.

DISCUSSION AND ACTION ITEMS

Discuss and consider resolution amending the FY 2018-2019 Budget to increase expenditures in the Beautification Fund in an amount not to exceed $3,000 for the training and travel
Ms. Cantu reported that KRB wishes to send three members to attend the affiliate network Keep Texas Beautiful (KTB) Conference to gain insight and training resources for community engagement in the City of Richwood. Cost for each person is estimated around $1300 per person for the 3 day conference. A copy of the estimated travel expenses is attached.
The current budgeted expense for travel and training is $1600. The commission is recommending a budget transfer of $3,000 from Fund Balance to cover cost of sending 3 members to the Conference.

Matt Yarborough asked for a report of insight after attendance.

Mike Johnson moved to approve the budget amendment in an amount not to exceed $3,000 for training and travel. Matt Yarborough seconded.

Mark Brown asked if it was necessary to send 3 members.

Mayor Boykin reported that sending multiple members could be helpful if any members drop off later in the year.

Katie Johnson reported it could also be helpful with engagement of volunteers in the near future.

With Mark Brown abstaining and all other present members voting “aye” the resolution amending the FY 2018-2019 Budget to increase expenditures in the Beautification Fund in an amount not to exceed $3,000 for training and travel was passed and approved.

Discuss recommendations of KRB for proposed amendments to the parks requirements and tree preservation on new developments
Kimberly Mayer, KRB Member, reported a developer will develop a park site for use of subdivision of size of ½ acre for 100 homes in the area. Current ordinance results in tiny pocket parks with no real ability to develop a usable park. Some changes they would like to see is larger lots, tree preservation and park equipment. Adapt City of Rosenberg Park Ordinance to include: 6.25 acres per 1,000 residents; Paved frontage with curbs and gutters; Sidewalk or trail inside the park; Water, wastewater, and electrical services; Lighting; Restrooms; and Playscape, picnic table, grill, benches, drinking fountain. Ms. Mayer stated they also want to see the tree preservation guidelines to include: no clear cutting; all reasonable efforts made to preserve protected trees; tree removal permits required; and if removed, replacement trees are required.

Matt Yarborough is the pocket park typical.

Mr. Coon stated it is common in southern Brazoria County for the park requirements to be that the developers typically grant the cities the least desirable piece of property as parkland.

Mayor Boykin reported that his recollection is that Larry Johnson Park was created in memory of the employee and Dorothy Torrence was the first chair of KRB.

Mr Coon reported that these recommendations would not affect the existing parks, but rather future development parkland.

Mark Brown asked if there is a stipulation to allow upgrade of existing parks.

Mr. Coon stated there is no stipulation for that but there is a payment in lieu of development option. Another thing to consider is densely packed residential areas with no parks or would Council like to see parks within walking distance.

Blix Messick stated he has done extensive research on the ordinances in surrounding areas. The subcommittee even met and spoke with Rosenburg representatives and when Council has time to review the text of the ordinance they will be pleased to see all that goes into it.

Mr. Coon stated if Council has any recommendations let staff know and we can put it in the agenda in ordinance format at the next meeting.

Mayor Boykin stated he appreciates the work that KRB does. He reported his wife was liaison to KRB in past and appreciates all that the group does and their input.

Council would like to see the recommendations in ordinance format.

No further discussion was held.

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: Interim City Manager
Mayor called for executive session at 7:25 p.m.

ACTION AS A RESULT OF EXECUTIVE SESSION
Mayor recalled open meeting at 9:36 p.m.

On motion by Katie Johnson second by Matt Yarborough with Mark Brown abstaining and all other present members voting “aye” Lindsay Koskiniemi was appointed as interim City Manager.

Discuss and consider an ordinance amending the Drought Contingency and Water Conservation Plan
Clif Custer presented the proposed changes to the Drought Contingency plan.

Discussion was held on the use of the Splash Pad.

On motion by Mark Brown second by Katie Johnson with all present members voting "aye" the amendments to the Drought Contingency and Water Conservation Plan was approved and adopted.

Discuss proposed amendments to the Personnel Policy
No discussion was held.

Discuss and consider adoption of a resolution authorizing the submission of a Community Development Block Grant Disaster Recovery CDBG-DR application to the Texas General Land Office (GLO) and authorizing the Mayor to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the CDBG-DR program

Option A

Option B

On motion by Mark Brown second by Katie Johnson with all present members voting "aye" resolutions authorizing the submission of a Community Development Block Grant Disaster Recovery CDBG-DR application to the Texas General Land Office (GLO) and authorizing the Mayor to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the CDBG-DR program for Options A and B were approved.

REPORTS
Reports that require no action.

CITY MANAGER'S REPORT
Mr. Coon reported he is currently working on gathering proposals for agencies that can work on filling the City manager position.

COMMITTEE REPORTS
No reports were given.

COUNCIL MEMBER COMMENTS & REPORTS
Mark Brown thanked Mr. Coon and granted best wishes and congratulated Lindsay Koskiniemi on her appointment.

MAYOR'S REPORT

Mayor Boykin reported he looks forward to serving citizens and alongside Council and staff.

ADJOURNMENT
There being no further business the meeting adjourned at 10:23 p.m.

These minutes were read and approved on this 10th day of June, 2019.

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Mayor

ATTEST:

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City Secretary