

Minutes of Regular Meeting

The City Council City of Richwood

A Regular Meeting of the City Council of City of Richwood was held Wednesday, September 7, 2016, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

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

II. INVOCATION

The invocation was given by Justin Gatlin, Pastor of Unity Missionary Church.

III. PLEDGES OF ALLEGIANCE

The Pledge of Allegiance and the Texas Pledge of Allegiance were recited by those in attendance.

IV. ROLL CALL OF COUNCIL MEMBERS

Roll call showed the following members present:

Mark Guthrie, Mayor and Presiding officer
Paul Raymond, Council, Position #1
Melissa Blanks, Council, Position #2
Lauren LaCount, Council, Position #4
Chris Hardison, Council, Position #5

Absent:

Jarrold Beaty, Council, Position #3

A quorum was declared. Others present included Karen B. Schrom, City Secretary, Linda Pace, Administrative Assistant, Bryan Corb, Police Chief, Ron Cox, Janet and Garry Ellis, Justin Gatlin, Clint Ziehl and Patti Guthrie.

V. PUBLIC COMMENTS

No one was present who wished to address Council.

VI. CONSENT AGENDA

On motion by Councilman Raymond, seconded by Councilman LaCount, with all members present voting aye, the items on the Consent Agenda were approved as presented.

- A. Approval of Minutes of Previous Meetings
- B. Proclamation - Proclaiming the week of September 17 - 23, 2016 as Constitution Week in Richwood
- C. Payment of bills

VII. DISCUSSION AND ACTION ITEMS

- A. Public Hearing - FY 2017 Budget

The Public Hearing was opened at 6:04 pm.

With no one present who wished to speak on the FY 2017 Budget, the Public Hearing was closed at 6:05 pm.

- B. Ordinance No. 407 - Adoption of FY 2017 Budget

On motion by Councilman Hardison, seconded by Councilman Raymond, with all members present voting aye, Ordinance No. 407, Adoption of FY 2017 Budget was approved as presented.

- C. Ordinance No. 408 - Adoption of FY 2017 Tax Rate

On motion by Councilman Raymond, seconded by Councilman Hardison, with all members present voting aye, Ordinance No. 408, Adoption of the FY 2017 Tax Rate was approved as presented.

- D. Approve Independent Contractor Agreement between the City of Richwood and Karen Schrom

On motion by Councilman Hardison, seconded by Councilman Raymond, with all members present voting aye, the Independent Contractor Agreement with the City of Richwood and Karen Schrom was approved as presented.

E. Rename portion of Blue Jay Drive to Blue Jay Court

On motion by Councilman LaCount, seconded by Councilman Raymond, with all members present voting aye, it was duly adopted to rename the portion of Blue Jay Drive east of Cardinal Drive, to Blue Jay Court

F. Charter Review Committee

Mayor Guthrie suggested Council reach out to residents and members of the City committees. We need 5 members.

G. Offer on property held in trust - Acct. 7255-0035-111

Councilman LaCount stated she felt the bid is too low and feels we could get more money in today's market.

Bryan explained this was tied up in a tax lien. Commissioner's Court is meeting this evening on the same issue. It will be brought up in every taxing unit.

On motion by Councilman Raymond, seconded by Councilman Hardison, with all members present voting aye, it was duly adopted to accept the offer on the property held in trust.

H. Ordinance No. 409 - Regulation of Indoor Shooting Ranges

Chief Corb explained this ordinance sets out the guidelines for a gun range to open in the City.

On motion by Councilman Raymond, seconded by Councilman Hardison, with all members present voting aye, Ordinance No. 409, Regulating Indoor Shooting Ranges.

I. Ordinance No. 386-A Amending Ordinance No. 386, Discharge of a Firearm

The proposed amendment allows for the exception of discharging firearms in an indoor range.

On motion by Councilman LaCount, seconded by Councilman Raymond, with all members present voting aye, Ordinance No. 386-A, amending Ordinance, No. 386, Discharge of a firearm, was approved as presented.

J. Pre-65 employee insurance

On motion by Councilman Hardison, seconded by Councilman Raymond, with all members present voting aye, it was duly adopted to allow retirees under the age of

65 to purchase insurance from TML at the same price as employees.

K. Approve items removed from Consent Agenda

There were none.

VIII. WORKSHOP - SEARCH FOR NEW CITY MANAGER

Ron Cox discussed time line process with Council. He hopes to have applicant begin work in January or February but no later than March. He will narrow the candidate pool to the top ten to present to Council for interviews.

Councilman Raymond stated he was Open to special meeting to speed up the process.

He then proceeded to ask Council questions on their expectations

What is the leadership value for the City Council? What are their expectations of each other?

Come prepared to each meeting

Not micro manage manager or city

Communication between council within the confines of the open meetings act

Not everyone voices their thoughts and questions – all members

Draw out the quiet members to get their input

Communicating with staff – open line of communication

For informational purposes – agenda – line item of the budget, etc.

As opposed to directive - where is the line –

If inquiry involves discussing solution – needs to go to City Manager – and then it goes to all council members – use the City Manager as the fulcrum

Use chain of command through CM and inquiries to Dept. heads

Active in the community and committees, volunteers and businesses

Making decisions with the best interests of the citizens. Being available to all citizens.

Listen to council and staff and understand and make educated decisions

Expectations of staff

Leaders not managers in those positions

Competent

Willing to grow professional and empower those under their supervision to grow as well.

Communication between city manager, council and employees. City managers need to oversee each department and need to be involved in the department and communicate with the department head

Consistency across the board

Fair and firm
Ethics and integrity
Best interest of the city and its citizens – quality of life, safety, social media,
financial stewardship, fiscally responsible
Personal responsibility
Use social media wisely
Friendly to each other – work as a team

What do you think staff's expectations are of Council?

Consistency
Approachable
Fairness
Ethical and integrity
See previous page
Professional
Friendly
Respectful
Leaders in the community – get involved in the community and city events and
be there as a support system
Available – to help and work with the public
Appreciative

City Manager

What are the duties

What are the qualities

Expectations

Profile

There is currently no residency requirement either in the Charter or Personnel Policy.

Qualities looked for

Honest, trustworthy, fair
Personable, friendly, nice, well spoken
Forthright, straightforward
Passionate about their work and their profession
Self motivated
Performs well under pressure
Thorough
Fiscally responsible
Organized
Put politics and favorites aside – fair and equally
Consistent
Practical, pragmatic

Well dressed and presentable
Professional
Able to communicate with staff, council, citizens, media

Leadership style

In community

Accountable
Lead by example
Engaged with community
 Volunteering within community
 Not hide behind door or window – dealing with issue
 Transparency
Positive
Pro active
consistent application of policies and procedures
fair and equitable
adaptability
intergovernmental

With staff

Delegator
accountable
lead by example
transparent
consistent application of policies and procedures
no micro management
be able to take on the task as well

Communication skills

communicate professionally, good grammar, spelling, on a professional and business level – communicate effectively directly without going through their secretary, computer
open communication – approachable
transparency
ability to document issues thoroughly
good listener
empathetic
receptive to all feedback – take constructive criticism
responsive communication to emergency and critical situations so that council is not blindsided

Community involvement

volunteering
understands the value of volunteers
expectation involvement some sort of community activity – Chamber and ED

Alliances – TML – TCMA

attendance at committee meetings – being familiar with the members.

Administrator skills

Overall experience, education/professional background

At least 5 years managerial/supervisory experience in city government preferred

Bachelor's degree – master's preferred or equivalent 5 years experience

Knowledgeable – economic development, experience preferred

Grants knowledge

Future decision points

Compensation range (79,565)

Car allowance (800/mo)

Cell allowance

Contract form

TMRS – 5% 2:1

Health Insurance

Moving allowance

Employment retention

IX. REPORTS

A. Finance Reports

Pr for the period ending 8/31/16 is 8% remaining.

X. CITY MANAGER'S REPORT

No report.

XI. FUTURE AGENDA ITEMS

Charter Committee

Consultation with Ron Cox

XII. COMMITTEE REPORTS

There were none.

XIII. COUNCIL MEMBER COMMENTS & REPORTS

Councilman LaCount thanked all the Department Heads and city staff for working so hard to present a comprehensive budget and lowering the tax rate.

XIV. MAYOR'S REPORT

Mayor Guthrie reported he will be out of town beginning Monday.

XV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 8:20 pm.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON October 10, 2016

Mark Guthrie, Mayor

ATTEST:

Karen B. Schrom, City Secretary