

Minutes of Regular Meeting

The Board of Trustees City of Richwood

A Regular Meeting of the Board of Trustees of City of Richwood was held Monday, May 19, 2014, 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 Clint Kocurek, Mayor and presiding officer.

II. INVOCATION

The invocation was given by Glenn Patton, City Manager.

III. PLEDGES OF ALLEGIANCE

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

IV. 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 and Mayor Pro Tem
Sarah Harris, Council, Position #4
Chris Hardison, Council, Position #5

A quorum was declared. Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Kenny Williams, Public Works Director, Brad Caudle, Police Chief, and John Harris.

V. ANYONE WISHING TO ADDRESS COUNCIL

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

VI. CONSENT AGENDA

On motion by Councilman Raymond, seconded by Councilman Pitts, with all members present voting aye, the items on the consent agenda were approved as presented.

A. Approval of Minutes of Previous Meetings

1. May 12, 2014

B. Payment of bills

VII. DISCUSSION AND ACTION ITEMS

A. Canvass May 10, 2014 Election

On motion by Councilman Pitts, seconded by Councilman Raymond, with all members present voting aye, election results of the May 10, 2014 Election were canvassed, accepted and entered into the public record.

B. Swear in New Council Members

Sarah Harris and Chris Hardison were sworn in and took their respective places on Council.

C. Award Bids for 2014 Storm Debris Removal - Annual Contingency Contract

The bids received are as follows:

2014 STORM DEBRIS REMOVAL - ANNUAL CONTINGENCY CONTRACT

Bidder/Contractor	Per cubic yard loaded and hauled	Per cubic yard hauled only	Comments
Crowder Gulf	8.00	4.00	
BoMac	8.00	6.00	
DRC Emergency Services	11.86	6.86	Price for hauled only does not include disposal costs
TAG Grinding Services, Inc.	7.00	4.00	
Ceres Environmental	8.96	8.44	Tipping fees to be reimbursed at cost with no mark up
T.F.R Enterprises	25.25	21.50	
Arbor Masters	18.00	12.00	

On motion by Councilman Pitts, seconded by Councilman Harris, with all members present voting aye, it was duly adopted to award the bids to TAG Grinding Services, Inc., alternate bids to Crowder Gulf and BoMac.

D. Award bid for Debris Monitoring, Recovery and other Related Services

On motion by Councilman Pitts, seconded by Councilman Harris, with all members present voting aye, the bid for Debris Monitoring, Recovery and other Related Services was awarded to TLC Engineering, Inc. as presented. They were the only bidder.

E. Heavy Trash Contract with Waste Management

Mr. Patton explained the City had issues regarding heavy trash pickup over the past few months. He recently met with the local consultant and regional manager of Waste Management and presented them with pictures and addresses where heavy trash had been out for at least 2 months. As of last Thursday, most of these still had

not been picked up, however they were in town by 8 am on Friday and everything was picked up. Their contract comes up in 2015 and now is the time to show us they deserve to keep it. They've always done a good job in the past and not sure what has changed.

F. Five year plans - Administration/Court and Public Works

ADMINISTRATION

FY 2014/15

Item	Estimated cost		Comments
Raises for all Admin/Court employees	\$13,000	Budgeted Funds	5% to be distributed per evaluations
Scanner for Municipal Court	\$1,000	Budgeted Funds	This will help us move toward digitalization of our records retention.
Upgrade Court Computers	\$2,500	Court Technology Funds	The plan is to upgrade each computer every 3 years
Electronic Docket Sheets	Not received estimate yet	Budgeted Funds	This will help us move toward digitalization of our records retention.
Updated Web site	\$40,000	Budgeted Funds	To be paid in annual installments
Upgrade server software	\$1,000	Budgeted Funds	The current server software will no longer be supported by Microsoft
Video presentation equipment in Council Chambers	\$4,000	Budgeted Funds	2 50+ inch TVs and 1 computer.

5 Year Plan

Separate duties of City Secretary and Finance Director	\$62,000	Budgeted Funds	The work load is increasing. This will add an additional position. The estimated cost includes salary for the City Secretary as well as insurance and retirement.
Electronic records retention	\$26,895	Budgeted Funds	Dahill scans the existing records, supplies us with the software and a scanner for future records. This is for all the City's records, including Administration, PD, Public Works and Courts
Video streaming council meetings	\$10,000	Budgeted Funds	Council meetings will be made available online on the City's web site
Electronic check conversion	Not received estimate yet	Budgeted Funds	Cut costs and reduce check fraud risks by processing checks as electronic transactions
Program changes to allow late notices to be printed on cards instead of paper	\$5,000	Budgeted Funds	This will save time and money in the long term. Employees will no longer have to stuff envelopes and will result in a savings of \$105 per month in postage

PUBLIC WORKS

FY 2014/15

Raises for all Public Works employees	\$15,000	Budgeted Funds	5% to be distributed per evaluations
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Rebuild Electric control box at lift station #1	\$10,500	Budgeted Funds	We have neglected our water/sewer infrastructure
Wire up generator for lift station #1 and transfer switch	\$3,500	Budgeted Funds	We have 4 generators that we need to attach to lift stations in the event of a power outage
Rebuild Electrical box for Lift station #5 and wire for generator	\$15,500	Budgeted Funds	
Replace oldest truck	\$21,000	Budgeted Funds	This will bring our fleet up to standards
Playground equipment at Dove Trail	\$4,000	Budgeted Funds	Create pocket park in Audubonwoods I at retention pond
Playground equipment at Audubonwoods III	\$4,000	Budgeted Funds	Create pocket park in Audubonwoods III at retention pond
New 2,000 gallon diesel tank at shop	\$5,000	Budgeted Funds	Our current tank is only 1,000 gallons and it is need of replacement.
New pump and installation	\$5,000	Budgeted Funds	For the gasoline tanks

5 Year Plan

Rebuild Electrical box for Lift station #3 and wire for generator	\$15,500	Budgeted Funds	
Rehab lift station #4 –all piping and interior walls and double the size	\$140,000 - \$200,000		Our future growth is in the northern part of the city and this is the lift station that services this area. It must be increased to handle the current and future growth
Rehab 4 manholes on Creekwood Landing & Timbercreek Drive	\$12,000	Budgeted Funds	These are still made of bricks
Replace water main on 700 Block of Oyster Creek Dr.	\$80,000		This is necessary to add sidewalks from Moore to Blue Jay

Mr. Patton stated that we will need to look at the complete rehabilitation of Oyster Creek Drive, including water, sewer and drainage in our long term planning. The repair we did last year was a short term fix. It will take a bond issue to complete this project.

G. Approve items pulled from Consent Agenda

There were none.

VIII. REPORTS

A. Update on Goals and Objectives

This has been scheduled the June 9th meeting.

IX. CITY MANAGER'S REPORT

Mr. Patton reported the property next door has been sold to Gary Bullard.

X. FUTURE AGENDA ITEMS

XI. COMMITTEE REPORTS

Ms. Schrom reported the Parks and Recreation Committee has scheduled a Movie in the Park night and the first movie will be Frozen. The Committee will be selling drinks, popcorn and pizza. They have also scheduled a Concert in the Park in July, A Day in the Park in August, a City Wide Garage Sale in September, Halloween Trunk in the Park in October and Christmas in the Park in December.

XII. COUNCIL MEMBER COMMENTS & REPORTS

XIII. MAYOR'S REPORT

Mayor Kocurek reported he and Mr. Patton attended the meeting at the Chamber on alternatives for ambulance service for the smaller cities in the area. They are setting up a committee to look at possibly creating a Emergency Services District in the future. This will shift some of the tax burden to areas outside of the city. The creation of an ESD must be done by election.

He then welcomed the new Council members, Chris Hardison and Sarah Harris, to Council

XIV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:00 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON JUNE 9, 2014.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary