

Minutes of City Council

Special Meeting of Monday, July 29, 2019

BE IT KNOWN THAT, a Special Meeting of the City Council of City of Richwood was held Monday, July 29, 2019, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

CALL TO ORDER

The meeting was called to order at 6:12 p.m.

INVOCATION

Invocation was held in prior Planning meeting.

PLEDGES OF ALLEGIANCE

Pledge of Allegiance & Texas Pledge

Pledges were held in prior Planning meeting.

ROLL CALL OF COUNCIL MEMBERS

Steve Boykin – Mayor

Mike Johnson – Position 1

Melissa Strawn – Position 2

Matt Yarborough – Position 3

Mark Brown II – Position 4

Katie Johnson – Position 5

Others present: Matt Allen, City Attorney; Lindsay Koskiniemi, City Manager; Clif Custer, Public Works Director; Jarrett Skelton, Detective; Giani Cantu, City Secretary

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. Discussion is not allowed on items not posted on the agenda.

There were no public comments.

CONSENT AGENDA

Approval of Minutes of Previous Meetings

Approve Contract with Ron Cox Consulting to perform personnel related services in an amount not to exceed \$4,500.00

Resolution appointing Jeremy Fountain as representative for Brazosport Water Authority

Jeremy Fountain reported he attended the last meeting and has been trying to get familiar with everything.

Mark Brown II asked what does the position entail.

Steve Boykin stated he is one seventh of the management board. They go through budget approval as well. He invites all council to go out to the site and facility. The seven member cities own the authority and make decisions that are best for the region as a whole.

Mark Brown II asked if the position was advertised or if there were any other candidates.

Mayor Boykin stated no. Mr. Fountain was a council candidate and he felt it would be acceptable to reach out and see if he would like to serve.

Matt Yarborough asked if Mr. Fountain would be able to vote on anything that will tie Richwood to any large amount of money.

Steve Boykin reported that Richwood is tied because we are part owner. However, he will bring back any large recommendations to Council and ask for Council guidance and feedback.

Mark Brown II stated the comments are nothing against Mr. Fountain. However, for Richwood, is it in the best interest to ensure we are appointing a qualified representative if we just go out and pick someone and not advertise for the position?

Clif Custer stated he believes it was done when Osdi resigned. There were other recommendations made by previous representative at that point and each of them all had conflicts by either being entity employee or elected official.

Steve Boykin stated he visited with Jeremy and talked to him as former representative and has confidence in his ability.

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

DISCUSSION AND ACTION ITEMS

Final review and action of re-plat of Lots 1A & 3 of Torrence Subdivision, also known as 100 Misty Ct

On motion by Mark Brown II second by Katie Johnson with all present members voting “aye” final approval of re-plat of Lots 1A & 3 of Torrence Subdivision, also known as 100 Misty Ct was granted upon condition of Velasco Drainage approval.

Final review and action of re-plat of Lots 12 & 13 of Davison Slater Place, also known as 232 Stuart St

On motion by Mark Brown II second by Katie Johnson with all present members voting “aye” final approval of re-plat of Lots 12 & 13 of Davison Slater Place, also known as 232 Stuart St was granted upon condition of Velasco Drainage approval.

Mayor Boykin recessed at 6:35 p.m.

The meeting was recalled at 6:45 p.m.

WORKSHOP - Home Occupations

Lindsay Koskiniemi presented. She stated that research methodology included realtor opinions, public surveys and comparison to zoning regulations in surrounding cities.

Mark Brown II asked if the previous home occupation changes in May were adopted.

Ms. Cantu stated she believes so. However, the changes were made to Section 5-17 and left home occupations as conditional uses within the residential zoning districts. Zoning district language also states no business enterprise allowed.

Matt Allen reported that home occupations were put in as conditional uses to allow some review and control. The question comes now for council to review and add on to work initially done.

Lindsay Koskiniemi reported that zoning does have specifically prohibited but does not specify allowable home occupations.

Matt Yarborough his interpretation is that all home occupations have to get conditional use approval. The way the ordinance reads is that any home occupation that's being operated in an accessory building only and those in primary resident are not really addressed due to the way home occupation is defined.

Mark Brown II stated that he worked on the previous home occupation changes and was a part of choosing what is allowed in home occupations and not zoning. The committee had looked at the City of Austin's home occupation regulations.

Ms. Cantu clarified both sections, districts and home occupations, are in the zoning ordinance. However, research did find that other cities may address home occupations in building developments and not zoning. This is something for council to consider.

Lindsay Koskiniemi stated that another area that can be confusing is Section 8 Health and Human Services that provides the definition of business.

Melissa Strawn stated she doesn't necessarily think that Richwood should follow Austin and would like to look at more surrounding cities.

Further discussion was held on most recent changes to the zoning ordinance and the recommendations to the home occupations ordinance as proposed by Interim City Manager.

City Council will review the zoning ordinance as a whole, the attorney will look at drafting proposed language and discussion will reconvene at the September meeting. Council agreed to

have the Appendix B of the City's zoning ordinance fully read by the regular meeting on September 9, 2019 in order to finalize the review process.

Mayor Boykin recessed at 8:05 p.m.

The meeting was recalled at 8:10 p.m.

PRESENTATION OF FY 19-20 PROPOSED BUDGET

Lindsay Koskiniemi reported that in the regular Council meeting on July 8, 2019, Interim City Manager and Interim Finance Director presented information concerning possible tax rate scenarios, where the use of the effective tax rate, with all budget requests satisfied, would likely present a deficit in the General Fund.

At the request of Council, the enclosed presentation illustrates the implications of removing large budget request items and the consequence of such actions. Large budget request items include a 1.5% cost of living adjustment for salaried employees, up to a 1.5% merit increase for all salaried employees (total possible increase of 3%, based on compensation study conducted in Fiscal Year 2018), Comprehensive Master Plan (Phase I), and Improvements to the P.K. Forrest Community Building. The presentation discloses property tax rates necessary to include all budget requests and achieve a balanced budget.

Staff independently posted a survey welcoming all Richwood residents, property owners, and business owners to submit input on capital improvement project priorities. This information was collected to begin a Capital Improvement Plan and give Council guidance on funding priorities related to capital projects.

Additionally, staff has updated the budget calendar, as we anticipate a need for a public hearing in the event Council agrees to an increase in property tax rate.

Lindsay Koskiniemi presented insurance plan options for employee compensation package. City Council discussed the insurance proposal and decided to keep the insurance package the same.

Lindsay Koskiniemi presented the proposed budget attached hereto.

Discussion was held on tax revenue projections and projected expenditures and setting a workshop.

A Budget Workshop set for August 5, 2019 at 6:00 p.m.

Mark Brown II stated he wants to see difference between numbers and would like to know what the beginning fund balance is and what is it being allocated to.

Lindsay Koskiniemi stated it is not contingency because contingency is an actual transfer in savings.

Mark Brown II stated we can't keep carrying unassigned fund balance over and over and yet asking the tax rate to increase to cover the one-time expenditures. Wouldn't it make more sense to start using the savings instead raising taxes?

Further discussion was held on the tax revenue projections and fund balance savings that can be used on one-time purchases such as the comprehensive master plan and a flood and drainage plan.

Mark Brown II asked for update on regional flood and drainage study being done through interlocal with Lake Jackson and other agencies.

City Council asked to see what current fund balances are, what the studies and plans will cost us; and what is currently contingency.

CITY MANAGER'S REPORT

Lindsay Koskiniemi reported that Grant Works has posted notice on July 15th of the pipe bursting project using CDBG-DR funds in the amount of approximately \$600,000. The notice is expected to remain posted on City Hall window at 1800 Brazosport Blvd until the award of proceeds or for thirty days until August 15, 2019.

Strand will be here Aug 12th. However, the update from Strand is that the City submitted 2 applications: (1) Bastrop Bayou flood gates and detention pond 8.75 million with a federal share of 70% and (2) Stormwater Drainage Master Plan for an approximate \$150,000 with a federal share of 70%. Neither grant was listed a primary project, but both were listed as secondary. The hazard mitigation grant was extremely competitive with 558 submittals and only 96 primary awards.

Clif Custer reported that the TDEM representative stated that the secondary status was not the kiss of death. There is not one and final step to funding and many primary would not be funded because they drop out. It is not that project is off the table, it just doesn't hold initial standing of being looked at first. With the flood gates being such a finite project, it would be tough to be considered but something like drainage study may be funded. Council will need to decide if they want to wait to fund that or do they want to be proactive. It could be many years before we see those funds.

Mark Brown II asked what happens if we fund it now and they come back and award us later. Could the City reimburse itself for the drainage study with grant funding.

Clif Custer reported he would have to ask.

REPORTS

Reports that require no action.

No reports were presented.

COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson reported he participated in the drive through with KRB for litter index. Overall, he believes the City looks good.

MAYOR'S REPORT

Mayor Boykin last week the City hosted the BCCA meeting. The turn-out was great and topic was great. He asked if everyone was able to make the training for Emergency Management on August 7. This is a new training that Department of Homeland Security came up with. Lastly, we have two depression systems. One looks like its headed towards Florida. The other looks like it may come thru the Yucatan Peninsula. He will be monitoring the storm systems and keep updated. He apologized to Council for losing his temper during budget discussion.

Matt Yarborough reported the All American Night event was a huge success.

FUTURE AGENDA ITEMS

No items were suggested.

ADJOURNMENT

There being no further business the meeting adjourned at 10:39 p.m.

These minutes were read and approved on this 12th day of August, 2019.

ATTEST:

Mayor

City Secretary