

**MINUTES**  
**RICHWOOD CITY COUNCIL**  
Regular Meeting, Monday, February 14, 2011  
Richwood City Hall  
215 Halbert  
Richwood, TX 77531  
7:00 P.M.

**I. CALL TO ORDER**

The meeting was called to order at 7:00 p.m. by Michael Johnson, Mayor and presiding officer.

A. Opening Prayer

The opening prayer was given by Glenn Patton, City Administrator.

B. Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

**II. ROLL CALL OF COUNCIL MEMBERS**

Roll call showed the following members present:

Michael Johnson, Mayor and presiding officer  
John Pitts, Position #2 and Mayor Pro Tem  
Lee Bryant, Position #3  
Charles Pettey, Position #4  
Sandra Boykin, Position #5

Absent:

James Hughes, Position #1

A quorum was declared. Others present included Glenn Patton, City Administrator, Karen B. Schrom, City Secretary, Ricky Brinkman, Adam Sierra, Fire Chief, Clint Kocurek, Kevin Cadenhead and Lijie Lui, Kennemer, Masters & Lunsford.

**III. APPROVAL OF MINUTES OF PREVIOUS MEETING**

On motion by Councilman Pitts, seconded by Councilman Boykin, with all members present voting aye, it was duly adopted to approve the minutes of January 10, 2011 and January 19, 2011 as presented.

**IV. ANYONE WISHING TO ADDRESS COUNCIL**

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

**V. DISCUSSION AND ACTION ITEMS**

A. FY 10 Audit Presentation

Kevin Cadenhead and Lijie Lui, were present representing the City's independent auditing firm of Kennemer, Masters & Lunsford. Once again, the City received an unqualified opinion. Mr. Cadenhead congratulated the City on the improvements made this past year which resulted in a clean audit and much fewer adjusting entries.

Assets for the City currently exceed liabilities by \$14,067,334. The largest part of the City's net assets reflect our capital investments such as land, buildings, infrastructure and construction in progress. This past year, we added over \$6,100,000 due in large part to the improvements in Oakwood Shores.

B. Award bids for engineering - Water Well #1

We received 4 bids for engineering for the replacement of Water Well #1 and city staff rated them on the criteria included in the bid packet. The bids and their respective rating are as follows:

Name	Qualifications of firm	Experience in State and Federal projects	Experience in Similar Projects	Familiarity with City	Affirmative Action	Other	Total
Cobb, Fendley & Associates	25	25	25	10	5		90
Kelly R. Kaluza	25	25	25	15	5	5	100
John D. Mercer	25	25	25	15	5	5	100
Ince Engineering	25	25	25	15	5	5	100

On motion by Councilman Bryant, seconded by Councilman Boykin, with all members present voting aye, it was duly adopted to award the bids for engineering for Water Well #1 to Ince Engineering, LLC

C. Request by Fire Department to use the proceeds from the sale of suburban to purchase communication equipment

The Richwood Volunteer Fire Department would like to sell the 1997 Suburban and use the proceeds to update our radio room and equipment currently located at the site of the water tower on N. Mahan.

The wiring and antenna that is on the water tower dates from the 1980's and has long since been in need of upgrading. The building that houses the repeater was donated by DOW and dates from the same period. It is falling apart. There is no generator or back up power supply and when we have power outages in the area, they lose radio communications for the entire department. They've also had to repair the repeater when it went out several months ago due to bad weather.

With the money from the sale of the suburban, the plan is to build a new building to house the radio equipment, run new coax cable and replace the antenna on the water tower. Also, they plan to tie into the electricity at the City Service Center since it is now on generator so they will

continue to have power in the event of an outage. This will upgrade the equipment so that its reliable in the event of an emergency.

On motion by Councilman Bryant, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to approve the request by the Fire Department to use the proceeds from the sale of the suburban to purchase communication equipment.

D. Ordinance No. 126.94 - setting speed limit in Brazos Crossing Subdivision at 20 mph

Several residents of Brazos Crossing Subdivision have complained about speeders driving through their neighborhood. Many of these drivers do not live in the area, instead they are cutting through the neighborhood to avoid the intersection at FM 2004 and 288B. This has resulted in the death of at least one pet.

In reviewing the situation, City staff recommends Council set the speed limit in Brazos Crossing in keeping with other congested neighborhoods which is 20 mph. This will help protect the families, children, and pets that live in Brazos Crossing.

On motion by Councilman Pitts, seconded by Councilman Boykin, with all members present voting aye, Ordinance No. 126.94, setting the speed limit in Brazos Crossing Subdivision at 20 mph.

E. Authorize the letting of bids for Storm Debris Removal Contingency Contract

On motion by Councilman Bryant, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to authorize the letting of bids for Storm Debris Removal Contingency Contract.

F. Resolution No. 11-03 - Investment Policy Review

On motion by Councilman Pitts, seconded by Councilman Pettey, with all members present voting aye, it was duly adopted to approve Resolution No. 11-03, Investment Policy Review as presented. Also discussed was the need for a workshop to review the City's Financial Management Policy in depth.

G. Resolution No. 11-04 - Opposing the eliminated funding for Brazosport College

The initial proposed 2012-2013 State of Texas Budget (HB 1) does not include any funding for Brazosport College. Though the budget is far from finalized, this is already having a negative impact, affecting even the bond rating of the College. The long term effects would be far more devastating for not only the Brazosport area but for the whole region.

Therefore, we are joining the other communities in the area calling for the State to reconsider its decision to not fund the College. Staff has drafted this resolution with a place for each member of Council to sign so we can show our solidarity.

On motion by Councilman Bryant, seconded by Councilman Boykin, with all members present voting aye, it was duly adopted to approve Resolution No. 11-04, opposing the eliminated funding for Brazosport College.

H. Order May 14, 2011 Election

On motion by Councilman Pitts, seconded by Councilman Bryant, with all members present voting aye, it was duly adopted to order the May 14, 2011 election.

I. Joint Election Agreement and Contract for Election Services

The Texas Election Code allows the City to enter into joint elections and to contract for administering an election. The County owns an approved electronic voting system and has an Elections Department..

By contracting with the County, the City is able to save time and, most importantly, money on elections because the cost is spread among all the other entities in the county who will be having an election in May. We are able to save time because City staff will only be involved in the filing process and guaranteeing proper notices are posted. The County will be responsible for the selection of the judges, securing the voting locations, providing for the actual times, including any Saturdays, and the actual election day proceedings.

On motion by Councilman Bryant, seconded by Councilman Boykin with all members present voting aye, it was duly adopted to approve the Joint Election Agreement and Contract for Election Services.

J. Purchase of radio equipment for Public Works

The current radio system for Public Works was originally installed in the late 70's with subsequent upgrades. It is highly inefficient and it is my opinion that any money spent to upgrade the current system would be wasted.

The City received a quote from Motorola for \$12,598.39 for a new radio system for Public Works. This new system not only is more efficient but it will also allow for interoperability between Public Works, the Police Department and the Fire Department in the event of an emergency. This is also a requirement of the federal NIMS guidelines.

The money needed to purchase this system will come out of the excess in the City Administrator's budgeted salary. City staff will include this in the next budget amendment.

K. Payment of bills

Mr. Pettey expressed concern about the coding of bills, especially expendable supplies. He stated that there was no way to determine what is coded as expendable.

On motion by Councilman Bryant, seconded by Councilman Boykin, with all members present voting aye, the bills were approved for payment as presented.

L. Financial Report

With all members present voting aye, the Financial Report for the period ending January 31, 2011 was approved as presented.

VI. **CITY MANAGER'S REPORT**

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Mr. Patton reported that February 23<sup>rd</sup> is the scheduled date for the changeover on FM 2004. There will be no more grade crossing at CR 288 once that happens. TxDOT is still hoping to be through with the project by the end of June.

Work on the splash pad is waiting on the weather. Hoped to have dirt hauled in by the end of the week but it is still too wet.

We are still gathering information on the skate park but we do not expect to receive any state grants since funding has been cut so drastically at the state level. Councilman Pitts stated that Tony Hawk Foundation is a good way to go. The City has already been in contact and has received his book on skate parks.

**VII. FUTURE AGENDA ITEMS**

Workshop sometime in April to review the Financial Policy

**VIII. MAYOR'S REPORT**

There was no report.

**IX. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:31 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON MARCH 14, 2011.

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Michael Johnson, Mayor

ATTEST:

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Karen B. Schrom, City Secretary