

**MINUTES**  
**RICHWOOD CITY COUNCIL**  
Regular Meeting, Monday, January 14, 2013  
Richwood City Hall  
215 Halbert  
Richwood, TX 77531  
6:00 P.M.

**I. CALL TO ORDER**

The meeting was called to order at 6:00 pm by Clint Kocurek, 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 and the Texas Pledge of Allegiance was recited by those in attendance.

**II. ROLL CALL OF COUNCIL MEMBERS**

Roll call showed the following members present:

Clint Kocurek, Mayor and presiding officer  
Roy Welch, Council, Position #1  
John Pitts, Council, Position #2 and Mayor Pro Tem  
Morgan Laird, Council, Position #4  
Donna Lacy, Council, Position #5

Absent:

Lee Bryant, Council, Position #3

A quorum was declared. Others present included Glenn Patton, City Administrator, Karen B. Schrom, City Secretary, Robert Worley, Gerald Teel, Robert Partin, Pat Weiman, Carl Ogden, Ken Mueller, Mili Mezulic, Charles and Gloria Pettey, and John and Teena Sikes.

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

On motion by Councilman Welch, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to approve the minutes of December 20, 2012 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. Presentation by Gerald Teel - Oakbrook Apartment Complex

Mr. Gerald Teel began his presentation by introducing himself, Robert Partin, his partner, Carl Ogden, Vice President Commercial Lending with the Davis Penn Mortgage Co. and Pat Weiman, also with Davis Penn Mortgage.

He then gave an overview of previous projects, Eaglebrook in Mont Belvieu and Dorado Ranch. The proposed apartment complex in Richwood will be similar to these projects and will be built in two stages, the first being 192 units.

Mr. Ogden explained the HUD 221 (d) 4 Financing program which finances new construction, substantial repair and rehabilitation of existing dwelling units and facilities. Unlike HUD Section E housing, there are no rent subsidies, rent control, or income restrictions.

Rents will be controlled by the market and currently are proposed to range from \$790 for a 650 sq. ft, 1 bedroom 1 bath to \$1,350 for a 1,260 sq ft. 3 bedroom 2 bath. Their time line indicates they plan to start construction on the property around March, 2014.

B. Proposed Abatements for Oakbrook Apartment Complex

The proposed abatements are as follows:

Tax Abatement Incentives:

Year	% of Abatement
1	100%
2-3	95%
4-5	75%
6	50%
7	25%

Other incentives include a \$2,500 one time cash payment, and waiving all building permit and utility tap fees. With these incentives, the City is looking at an estimated \$2.8 million in revenues over the next 10 years.

Robert Worley, Executive Director of the Alliance, stated that the single biggest concern of large industries in the area is lack of housing in southern Brazoria County. In his knowledge, this is the only large apartment complex project in the area.

On motion by Councilman Pitts, seconded by Councilman Welch, with all members present voting aye, the abatements for Oakbrook Apartment Complex were approved as presented.

C. Award engineering contract for 2012 CDBG project - Richwood Sidewalks, # 2

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On motion by Councilman Pitts, seconded by Councilman Laird, with all members present voting aye, it was duly adopted to award the engineering contract for the 2012 CDBG project - Richwood Sidewalks, #2.

D. Revisions to the City's Personnel Policy

There are three proposed changes to the policy. The first change amends the section on Compensatory Time. The current policy does not provide for comp time for the salaried employees. The proposed amendment allows salaried employees to accrue 1 hour for each hour worked beyond 40 hours per week up to a total of 60 hours.

The vacation policy for the first year has been simplified. Only full time employees are eligible for vacation and only after successful completion of 6 months probationary period. After that, they earn 1 day per month from the date of the completion of their probationary period until January 1, not to exceed 80 hours.

The vehicle policy has been amended to allow employees who live within a 15 mile radius to take their vehicle home for the express purpose of responding to emergency calls. Former policy only allowed those who lived within a 5 mile radius to do so.

Councilman Welch stated that he did not agree with the addition of compensatory time for salaried employees. When those employees were hired, they knew that overtime was a term and condition of their employment. He liked the other two changes.

It was also mentioned that the policy needed to be amended to reflect that the Court Administrator works for the City Secretary/Finance Officer.

On motion by Councilman Welch, seconded by Councilman Pitts, with all members voting aye, it was duly adopted to approve the vacation and vehicle revisions, amend the policy to reflect the Court changes and to not add the provision for compensatory time. The policy will be revised with these changes and then brought back to Council for final approval at the next meeting.

E. Payment of bills

On motion by Councilman Welch, seconded by Councilman Pitts, with all members present voting aye, it was duly adopted to pay the bills as presented.

F. Financial Report

Par for the period ending December 31, 2012 is 75%. All departments are in line.

VI. **CITY MANAGER'S REPORT**

Mr. Patton thanked the Council for granting the abatements. It has taken a lot of hard work on the part of the Mayor, Mr. Worley and himself to get to this point. They have agreed to put in the lift station on their side of the highway at a huge savings to the City. Mayor Kocurek stated that this will open the door for Richwood. We are far ahead of the other cities in the southern part of the county.

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Mr. Patton also brought up the idea of changing the business hours for the City. Other cities have gone to alternative business hours to save costs. Oyster Creek works 4 10 hour days. When they first started, there were some complaints but most people in the community embrace it now.

He also reported that the prisoners have removed all the tiles in the new building and the plumbers are working. Once this work is done, the framing will be started.

**VII. FUTURE AGENDA ITEMS**

Personnel Policy  
Business Hours

**VIII. COMMITTEE REPORTS**

There were none.

**IX. MAYOR'S REPORT**

TML will be hosting a Legislative Briefing in Austin beginning February 4<sup>th</sup>.

BCCA will be hosted by Brookside Village

Mr. Bryant has resigned as of Friday. He suggested a special meeting to formally accept Mr. Bryant's resignation and appoint someone in the interim.

**X. ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 7:16 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON FEBRUARY 11, 2013.

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Clint Kocurek, Mayor

ATTEST:

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Karen B. Schrom, City Secretary