

**RICHLAND HILLS CITY COUNCIL  
REGULAR MEETING  
JANUARY 22, 2024  
MINUTES**

Roll Call:

Council present

Edward Lopez, Mayor  
G.W. Estep, Mayor Pro Tem  
Douglas Knowlton, Place 1  
Travis Malone, Place 2  
Theresa Bledsoe, Place 3  
Javier Alvarez, Place 4

Council absent

Roland Goveas, Place 6

Staff present

Candice Edmondson, City Manager  
Lindsay Rawlinson, City Secretary  
James Donovan, City Attorney

**CITY COUNCIL WORK SESSION – 6:30 PM**

**1. September 2023 Emergency Operations Center Exercise Recap**

Fire Chief Russell Shelley provided a brief overview of the Emergency Operations Center (EOC) Exercise held in September 2023. He advised that a two-day citywide EOC exercise was held to assess the City's current capabilities to mitigate a disaster in the city and identify areas of improvement and development for staff. The exercise involved a simulated tornado striking the city in the middle of a workday resulting in widespread damage and injuries across the city. Efforts were focused on operations in the EOC only and all field level operations were simulated with radio traffic and exercise inject cards. The exercise was overall a great success, and outside evaluators were impressed with the overall operation and current preparedness level.

**2. Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.087, 418.183(f) and 418.106(d) & (e). Executive Session may be held, under these exceptions, at any time during the meeting that a need arises for the City Council to seek advice from the City Attorney as to the posted subject matter of this City Council meeting.

1. Section 551.074: Deliberation regarding Personnel Matters
  - a) Board and Commission Appointments

**Motion:** Motion was made by Councilmember Knowlton and seconded by Mayor Pro Tem Estep to adjourn into Executive Session at 6:39 p.m.

Motion carried by a vote of 6-0.

Mayor Lopez reconvened into open session at 6:56 p.m.

- 3. Discuss items listed on tonight's City Council agenda. No action will be taken and each item will be considered during the Regular Session.**

None.

Mayor Lopez adjourned the work session at 6:56 p.m.

**REGULAR SESSION – Mayor Lopez Called to Order – Time 7:00 p.m.**

**INVOCATION AND PLEDGES OF ALLEGIANCE** – Councilmember Malone

**PRESENTATIONS**

**1A. World Read Aloud Day Proclamation**

Mayor Lopez read a proclamation declaring February 7, 2024, as "World Read Aloud Day" in Richland Hills and encouraged everyone to participate. He presented the proclamation to Library Director Chantele Hancock.

**1B. Victim Assistance Presentation**

Police Chief Kimberly Sylvester introduced Teresa Koontz, Victim Assistance Coordinator, and Denise Espeleta, Victim Assistance Specialist, who presented the year-end review of the Victim Services Unit that provides services for the cities of Richland Hills, North Richland Hills, Watauga and Haltom City.

Ms. Koontz and Ms. Espeleta provided a brief overview of their program, the communities served and services provided, as well as statistics of victims served over the past several years.

**1C. Citizen Appearances/Public Comments**

John Garza, 7900 Leslie Drive, Richland Hills, expressed his concern regarding the Draft Glenview Corridor Master Plan specifically regarding flooding issues at Creek Trail Park and the proposed two lane road.

Keith Albee, 6908 Danele court, Richland Hills, expressed his concern regarding the Draft Glenview Corridor Master Plan that additional facts and information are needed.

Vicki Hamilton, 7905 Leslie Drive, Richland Hills, advised that she is in the impact are of the Draft Glenview Corridor Master Plan and was not in favor of the proposed Plan.

Stacy Reddy, 7012 Hardisty Street, Richland Hills, expressed her concern regarding the Draft Glenview Corridor Master Plan and her opposition to the two lane option as presented in the proposed Plan.

John Skier, 7016 Park Place Drive, Richland Hills, expressed his appreciation to the Public Works Department staff for their tireless efforts during the recent freezing weather event. Additionally, he requested an update regarding the generator project previously approved by City Council and expressed his opposition to a two lane option on Glenview Drive.

Curtis Bergthold, 3641 Scruggs, Richland Hills, spoke about the Draft Glenview Corridor Master Plan and stated that more understanding is needed of the budget for this project and encouraged residents to attend City Council meetings to get information.

### **CONSENT AGENDA**

#### **2A. Approved minutes from the January 8, 2024 City Council Regular Meeting**

**Motion:** Motion was made by Councilmember Malone and seconded by Mayor Pro Tem Estep to approve the consent agenda.

Motion carried by a vote of 6-0.

### **PUBLIC HEARINGS, MEETINGS, AND OTHER RELATED ITEMS**

#### **3. None**

### **ORDINANCES & RESOLUTIONS AND OTHER RELATED ITEMS**

#### **4A. Approved Ordinance 1491-24 amending Chapter 10 “Boards, Committees and Commissions” of the City Code**

City Manager Candice Edmondson presented the item to the City Council and advised that Chapter 10 of the City’s Code of Ordinances governs the City’s Boards, Committees, and Commissions. The proposed ordinance will amend Article I, Section 10-2 “Rules of procedure, posting, open meetings” as well as Article I, Section 10-6 “Service on multiple boards.” Section 10-6 will be amended to exempt the members of the City Council from the restriction to serve on only two boards since the City Council represents other governing bodies. Additionally, the special committee term of six months will be removed in favor of a “finite term.”

**Motion:** Motion was made by Councilmember Malone and seconded by Councilmember Knowlton to approve Ordinance 1491-24 amending Chapter 10 “Boards, Committees and Commissions” of the City Code.

Motion carried by a vote of 6-0.

**CONTRACTS, AGREEMENTS, BID AWARDS AND OTHER RELATED ITEMS****5A. Approved renewal of unit price contract with EXCEL 4 Construction, LLC for drainage, water and sanitary sewer repair**

Director of Public Works and Capital Projects Kip Dernovich presented the item to the City Council and advised that in January 2022, the City Council approved a unit price contract with EXCEL 4 Construction, LLC for drainage, water, and sanitary sewer repairs. A renewal of the contract was approved in January 2023. The unit price contract has helped the City expedite work such as localized water main installation and repairs, valve repair, curb stops, sewer line spot repairs, and manholes especially on extensive repairs or when staffing has been limited. The unit price contract also standardizes the costs for these projects rather than quoting each individual project as they arise.

The current unit price contract with EXCEL 4 Construction allows for an annual renewal with cost adjustments reflective of current economic trends. EXCEL 4 desires to renew the contract with a three percent price adjustment on all line items.

**Motion:** Motion was made by Mayor Pro Tem Estep and seconded by Councilmember Malone to approve renewal of unit price contract with EXCEL 4 Construction, LLC for drainage, water and sanitary sewer repair.

Motion carried by a vote of 6-0.

**OTHER ITEMS FOR CONSIDERATION****6. Approved Appointments to Boards and Commissions**

City Secretary Lindsay Rawlinson presented the item and advised that the Planning and Zoning Commission consists of five members as well as two alternate members who serve in the absence of one of the five members. The Commission currently has vacancies in both alternate positions available on the board.

**Motion:** Motion was made by Councilmember Bledsoe and seconded by Councilmember Knowlton to appoint Keith Albee to Alternate 1 and Curtis Berghold to Alternate 2 of the Planning and Zoning Commission.

Motion carried by a vote of 6-0.

**REPORTS & DISCUSSIONS****7A. Street Improvement Projects**

Director of Public Works and Capital Projects Kip Dernovich provided the street improvement update and advised that 73 potholes were filled and provided an update on

the generator project, advising that all generators have been received. Pouring the concrete pads for generators is the next step in the project.

Councilmember Knowlton expressed his appreciation to the Public Works Department staff.

## **7B. 1<sup>st</sup> Quarter Investment Report**

Interim Director of Finance and Administrative Services Terry Leake provided the 1<sup>st</sup> Quarter Investment Report for FY2024 and advised that the City has received the money from bonds issued.

## **7C. December Department Reports**

Interim Director of Finance and Administrative Services Terry Leake presented the Finance Department update and advised that the City is in a healthy financial position.

Library Director Chantele Hancock provided the Library update and advised of holiday events.

Police Chief Kimberly Sylvester presented the Police Department and Animal Services update and advised of overall response times for priority one calls and announced that the next Vax Shack will be held Thursday, January 25, 2024.

## **COMMUNITY INTEREST ITEMS**

8. Mayor Pro Tem Estep advised of several upcoming events:

- The City will be accepting community feedback regarding the Glenview Master Plan through Friday, January 26, 2024;
- The City will be accepting applications for the Comprehensive Plan Committee through Sunday, February 4, 2024;
- January 27-28, 2024, Miss Texas Invitational Rhythmic Gymnastics Event, The Link; 8:00 a.m. to 8:00 p.m.;
- Through January 31, 2024, Membership Sale, The Link;
- Thursday, February 8, 2024,
  - Senior Lunch Bunch and Bingo, The Link, 12:00 to 2:00 p.m.;
  - Tarrant County Food Pantry, The Link parking lot, 5:30 to 7:00 p.m.;
  - Adult Spelling Bee, El Chico Café, 6:30 p.m.;
- Tuesday, February 13, 2024, Richland Hills Literary Club, Public Library, 6:30 p.m.;
- Every Thursday, Coffee Talk, Public Library, 10:00 to 11:30 a.m.;

## **EXECUTIVE SESSION**

9. **Executive Session:** Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.071, Sec. 551.072, Sec. 551.073, Sec. 551.074, Sec.

551.076, Sec. 551.087 and Sec. 418.0183 (f) and 418.106 (d) & (e) of the Texas Government Code (Texas Disaster Act).

None.

**ADJOURNMENT**

- 10.** A motion was made by Councilmember Malone and seconded by Councilmember Knowlton to adjourn.

Motion carried by a vote of 6-0.

There being no further business to come before the City Council, Mayor Lopez declared the meeting adjourned at 8:18 p.m.

**ATTEST:**

**APPROVED:**

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Lindsay Rawlinson, City Secretary

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Edward Lopez, Mayor