

AARON ROCCAFORTE <i>Council Member, Place 1</i>	DAVID RUTLEDGE <i>Mayor</i> 	PATTY COLLINS <i>Council Member, Place 4</i>
MIKE REED <i>Mayor Pro-Tem / Council Member, Place 2</i>		TERRI GAUTHIER <i>Council Member, Place 5</i>
BRYANT CHAMPAGNE <i>Council Member, Place 3</i>		SHERBY DIXON <i>Council Member, Place 6</i>

CITY COUNCIL MEETING MINUTES AND SPECIAL EXECUTIVE SESSION
CITY OF BRIDGE CITY
February 6, 2024

The City Council of Bridge City met in a meeting on Tuesday, February 6, 2024, at the City Hall of Bridge City, 260 Rachal, Bridge City, Texas.

1. CALL TO ORDER

Mayor David Rutledge called the City Council meeting to order at 6:00 a.m.

CITY COUNCIL PRESENT:

Mayor David Rutledge
Mayor Pro-Tem Mike Reed
Council Member Aaron Roccaforte
Council Member Bryant Champagne
Council Member Patty Collins
Council Member Terri Gauthier
Council Member Sherby Dixon

ABSENT:

CITY STAFF PRESENT:

City Manager Christopher Baker
City Secretary Jeanie McDowell
Chief of Police Tod McDowell
Personnel/Purchasing Director Kim Tucker
Interim Finance Director Karen Morgan
Finance Director Katrina Jones
Public Works Director Mike Lund
Utility Superintendent Mike Die

2. INVOCATION

Following the invocation given by Council Member Bryant Champagne.

3. PLEDGE TO THE UNITED STATES FLAG AND THE STATE OF TEXAS FLAG

Mayor Rutledge led in the pledge of allegiance to the United States flag and to the State of Texas flag. At the conclusion of the pledges, Mayor Rutledge thanked everyone for coming to the meeting.

4. APPROVAL OF THE AGENDA

Council Member Roccaforte made a motion to approve the agenda excluding item 6, seconded by Council Member Gauthier.

Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

5. PRESENTATION

- (a) Presentation by the Orange County EDC for the Toolbox; “A Business Retention and Expansion Program” and other services available to the City

Megan Layne, Executive Director and Jessica Irvin, Business Development Manager with the EDC told Mayor and City Council the benefits of the City’s membership which were two voting members, one Council Member and the City Manager, and ECO Forecast lunch, and all things business. They also explained the new Toolbox program they were presenting to small businesses in our community. Mayor Rutledge suggested they have a presentation for small businesses in our community. He said the EDC members could help with any questions the City’s small businesses have.

- (b) Presentation by Christopher Baker for employee recognition for efforts during ice storm

Mr. Baker asked Mike Lund, Director of Public Works, to make the presentation, since it was his department being recognized. Mr. Lund said in January there was a small freeze that shut down the City and many of his employees lived over the bridges and could not get to work. He said the employees who lived close to the City came to work and kept the citizens with water and the streets cleared. The employees were Mike Chesson, Kevin Staudenmier, James Medina, and Mike Die. He said he wanted to thank each of them for their hard work and dedication.

6. OATH OF OFFICE FOR THE POLICE CADETS

- (a) Swearing in the following Bridge City Police Department officers:

1. Alec Lawson
2. Jeremy Broussard
3. Nathan Noyola

Item 6 was excluded from the agenda.

7. CITIZEN COMMENTS

Kenneth Prosperie

819 Sunnyside

Mr. Prosperie thanked the water department and welcomed Mr. Baker. He told the Mayor and City Council they needed to focus on drinking water and fire water, and the City is down to two wells from 4. He said the City seems to focus on adding onto the city without preparing the city services for more citizens. The City is always looking for more and more, but not keeping up with what they have. The council has to be responsible and understand that they have to keep up with what we have now. He said routine maintenance of the streets and drainage should be on a regular basis. He also said the City needs to keep records of calls from citizens with complaints, and they need be turned over to the Council, so the Council knows what the citizens' concerns are, such as dirty drinking water, drainage ditches or culverts plugged up, bad roads, code violations, etc.

Leo LaBauve

9665 Mistletoe Drive, Orange, TX

Mr. LaBauve told Mayor and City Council he was the Chairman of the Republican Party. He said he began working for Gulf Oil Chemical at the age of 18 and in 2010 he retired from there. He said he and his wife are very passionate about volunteer work. He said he would be running for re-election and would like the City Council's support.

8. REPORTS & COMMENTS FROM:

(a) City Manager

Christopher Baker had the following report for Council:

1. The Sunnyside well project was moving along as planned. He said Mike Lund and himself met with the engineers, and they were told the projected date would most likely be met which would be March or April.

(b) City Council

Council Member Bryant Champagne said he would like to welcome Christopher Baker, the new City Manager. He also thanked the water department for their dedication to the City.

Council Member Patty Collins said she would also like to welcome Christopher Baker and would like to thank Mike Lund, Public Works Director for being the Interim City Manager for the past year.

Council Member Terri Gauthier said she would also like to welcome Christopher Baker and looked forward to what was in store for the City in the future. She also thanked public works for their hard work and dedication and thanked Richard Harmon for being there for her.

Council Member Sherby Dixon said he would like to welcome Christopher Baker and thanked Mike Lund, Public Works Director and also thanked the city crews for their hard work and dedication to the City.

(c) City Staff

Mike Lund, Director of Public Works

He informed the Mayor and City Council the city parking lots were being restriped and they would be at City Hall and the Police Department soon.

Katrina Jones, Director of Finance

She said she was glad that Keri Michutka was there to wrap up the audit.

Tod McDowell, Chief of Police

He welcomed Christopher Baker and thanked Mike Lund, Director of Public Works. He also thanked the city staff and crews for going above and beyond during the transition time. He also said the three he hired and sent through the academy were progressing very well. Also, the cadet that is currently enrolled in the academy is doing really well.

(d) Mayor David Rutledge report:

1. He welcomed Christopher Baker.
2. He thanked Mike Lund for serving as the Interim City Manager.
3. He thanked the staff and crews for the last two years for going above and beyond during the transition period.

9. ORDINANCE

(a) Consideration and possible action to approve Ordinance No. 2024-02 ordering the City of Bridge City General Election to be held on Saturday, May 4, 2024

(La Consideración y la posibilidad de acción para Ordenanza No 2024-02 ordenando la Elección General en la Ciudad de Bridge City que tendrá cabo el sábado, el 4 de mayo del 2024)

Council Member Collins made a motion to approve Ordinance No. 2024-02 ordering the City of Bridge City General Election to be held on Saturday, May 4, 2024, seconded by Council Member Roccaforte.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

10. RESOLUTIONS

(a) Consideration and possible action to approve Resolution No. 2024-03(R) amending authorized representatives in Texstar

Council Member Roccaforte made a motion to approve Resolution No. 2024-03(R) amending authorized representatives in Texstar, seconded by Council Member Gauthier.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

(b) Consideration and possible action to approve Resolution No. 2024-04(R) amending authorized representatives in Texpool

Council Member Roccaforte made a motion to approve Resolution No. 2024-04(R) amending authorized representative in Texpool, seconded by Council Member Collins.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

11. ITEMS FOR DISCUSSION & POSSIBLE ACTION

(a) Presentation and possible action to accept the City of Bridge City Annual Audit for the year ending September 30, 2023 as prepared by Keri Michutka, C.P.A.

Council Member Collins made a motion to accept the City of Bridge City Annual Audit for the year ending September 30, 2023 as prepared by Keri Michutka, C.P.A., seconded by Council Member Roccaforte.

Ms. Michutka said she wanted to thank the Mayor and City Council for giving her the opportunity to do the audit for the City this year. She told City Council she would give them the highlights of the audit. She said on page 1 is the Independent Auditor's Report which states she audited the accompanying financial statements of the City of Bridge City as of and before the year ended September 30, 2023. The second paragraph is the **Opinion**: In our opinion, the financial statements presented above presents fairly, in all material respects, the respective financial position of the City of Bridge City as of September 30, 2023, and is issued a clean and unmodified opinion.

Financial Statements:

Balance Sheet for the Governmental Funds

Exhibit C-1 the General Fund ended with total fund balance as of September 30, 2023, \$1,954,000 and \$1,899,000 of that is Unassigned Fund Balance, which is a little over 3½ months expenditures. The GFOA recommends the City has no less than two months. Hotel/Motel Fund had a restrictive fund balance of \$1,267,000; ARPA-Coronavirus Relief Fund was 1,634,000 and was unearned revenue and was not spent but will be spent and earned in the next fiscal year. Debt Service Fund had a restrictive fund balance of \$1,486,000; other funds combined was \$1,531,000 for a Total Governmental Fund Balance of \$8,370,000 as of September 30, 2023.

Changes in Fund –The General Fund had an increase for the year of \$427,000 with a Total Governmental Fund – had an increase of \$260,000 for the year.

Utility Fund:

Exhibit D-1 Statement of Net Position Proprietary Funds: As of September 30, the City had an ending total net position of \$7,037,000 and of that unrestricted net position was \$2,803,000.

Exhibit D-2 Statements of Revenues, Expenses, and Changes in Fund Net Position for the Utility Fund: the City had a net increase for the year of \$290,000.

Notes to the Financial Statements:

Deposits and Investments - at September 30, 2023, the carrying amount of the City's deposits was \$10,749,000 and was covered by collateral.

Capital Asset Activity – at September 30, 2023 the City's Governmental Funds had fixed assets net appreciation of \$9,202,000 and of that was \$327,000 in grants.

The Utility Funds Business-type Activities Fixed Assets Net Depreciation is \$3,524,000. Total Debt as of September 30 was \$4,141,000.

Single Audit was because expenditures spent were over \$750,000 of Federal funding.

Internal Control Over Financial Reporting states there were no deficiencies identified in internal control. The results of their test disclose no instances of noncompliance.

The program that was selected for audit was Hurricane Harvey Acquisition and Infrastructure funds. In the opinion of the auditor, the City of Bridge City complied, in all material respects, with the types of compliance requirements for each of those grants.

Schedule of Expenditures of Federal Awards:

Total Expenditures of Federal Awards the City received was \$1,316,000. In overall it was a good clean audit.

With no changes, discussions, or alterations, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

(b) Consideration and possible action to approve the minutes of the January 2, 2024 City Council Regular Meeting

Council Member Roccaforte made a motion to approve the minutes of the January 2, 2024 City Council Regular Meeting, seconded by Mayor Pro-Tem Reed.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

(c) Consideration and possible action approve the bills list for the month of December 2023

Council Member Gauthier made a motion to approve the bills list for the month of December 2023, seconded by Council Member Dixon.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

(d) Consideration and possible action to enter into a Joint Election Agreement Services Contract between LaDonna Alford, Orange County Elections Administrator and the City of Bridge City, Texas to supervise and conduct the General Election to be held on May 4, 2024

Council Member Roccaforte made a motion to enter into a Joint Election Agreement Services Contract between LaDonna Alford, Orange County Elections Administrator and the City of Bridge City, Texas to supervise and conduct the General Election to be held on May 4, 2024, seconded by Council Member Collins.

With no further discussion, Mayor Rutledge called for a vote.

MOTION CARRIED.

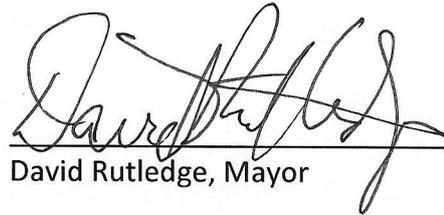
Ayes: Mayor Rutledge, Mayor Pro-Tem Reed, Council Members Roccaforte, Champagne, Collins, Gauthier, and Dixon.

Noes: None.

Absent: None.

9. ADJOURN

Mayor Rutledge adjourned the meeting at 6:42 p.m.



David Rutledge, Mayor

ATTEST:



Jeanie McDowell, City Secretary

