

AARON ROCCAFORTE <i>Council Member, Place 1</i>	DAVID RUTLEDGE <i>Mayor</i> 	PATTY COLLINS <i>Council Member, Place 4</i>
GINA MANNINO <i>Council Member, Place 2</i>		TERRI GAUTHIER <i>Mayor Pro-Tem/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
CITY OF BRIDGE CITY
January 28, 2025

The City Council of Bridge City met in a meeting on Tuesday, January 28, 2025, 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 6:01 a.m.

CITY COUNCIL PRESENT:

Mayor David Rutledge
Council Member Aaron Roccaforte
Council Member Gina Mannino
Council Member Bryant Champagne
Council Member Patty Collins
Council Member Sherby Dixon

ABSENT: Mayor Pro-Tem Terri Gauthier

CITY STAFF PRESENT:

City Manager Bart Bartkowiak
City Attorney Paul Fukuda
City Secretary Jeanie McDowell
Chief of Police Tod McDowell
Director of Finance Katrina Jones
Director of Personnel/Purchasing Kim Tucker
Director of Public Works Mike Lund
Utility Superintendent Mike Die
Municipal Deputy Court Clerk Tammi Fisette

2. INVOCATION

The invocation was given by Council Member Gina Mannino.

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, seconded by Council Member Dixon.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

5. CITIZEN COMMENTS

None.

6. REPORTS & COMMENTS FROM:

(a) City Manager's Report

Bart Bartkowiak

1. He said he would like to express his appreciation to Chief McDowell, Mike Die, and Richard Harmon and their personnel who worked with them through the winter storm. He said they brought the city through very nicely without water issues. We came out pretty well compared to some of the surrounding systems.

(b) City Council

Council Member Aaron Roccaforte said he would reiterate what Mr. Bartkowiak said, thank you to all the staff and personnel for keeping us afloat during the winter storm. He said the city was probably the only one that did not have issues.

Council Member Bryant Champagne said a good job and he really appreciated it. He said he sent Mr. Bartkowiak an email and asked him to forward it to the employees.

Mr. Bartkowiak said it was forwarded to the employees.

Council Member Patty Collins said thank you and the city does have the best of the best and the council knows that. She said the city did not need a winter storm to prove that, but Council was grateful for what staff does every day but certainly in the middle of a winter storm. She said, no doubt Mr. Die lives for those days.

Council Member Sherby Dixon said thank you to the city staff during the city's blizzard.

(c) City Staff

None.

(d) Mayor David Rutledge report:

He said it was another great day in a great city, and they were all pleased and proud to have the staff they have.

7. RESOLUTION

(a) Consideration and possible action to approve Resolution No. 2025-05(R) amending authorized representatives to TexPool

Council Member Collins made a motion to approve Resolution No. 2025-05(R) amending authorized representatives to TexPool, seconded by Council Member Roccaforte.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

(b) Consideration and possible action to approve Resolution No. 2025-06(R) authorizing City of Bridge City's application for participation in TexStar Governmental Pool

Council Member Roccaforte made a motion to approve Resolution No. 2025-06(R) authorizing City of Bridge City's application for participation in TexStar Governmental Pool, seconded by Council Member Mannino.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

(c) Consideration and possible action to approve Resolution No. 2025-07(R) reviewing/amending the City of Bridge City, Texas, Investment Policy

Council Member Roccaforte made a motion to approve Resolution No. 2025-07(R) reviewing/amending the City of Bridge City, Texas Investment Policy, seconded by Council Member Collins.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

8. 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, 2024 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, 2024 as prepared by Keri Michutka, C.P.A., seconded by Council Member Dixon.

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, 2024. 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, 2024, 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, 2024, \$2,805,589 and \$2,745,852 of that is Unassigned Fund Balance, which is almost 6 months of expenditures. The GFOA recommends the City has no less than two months. Hotel/Motel Fund had a restrictive fund balance of \$1,295,106. Debt Service Fund had a restrictive fund balance of \$881,013; other funds combined was \$1,118,222 for a Total Governmental Fund Balance of \$6,099,930 as of September 30, 2024.

Changes in Fund –The General Fund had a net increase for the year of \$850,718; hotel/motel was \$27,922; the debt service fund had a decrease of \$529,981 which was mostly to do with paying off the 2012 bond. The other funds had a decrease of \$33,232. Total Governmental Fund – had an increase of \$315,427 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 \$7,655,090 and \$5,051,943 is invested in fixed assets or capital assets. The unrestricted Net Position is \$2,521,291.

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 \$617,342 and most of this was from the infrastructure grant that the assets was transferred into the utility fund and they were put as construction and progress on the balance sheet. She said that is why it looked like there was a large increase for the utility fund.

Notes to the Financial Statements:

Capital Asset Activity – at September 30, 2024 for the General Fund the City’s Governmental Funds net appreciation was \$8,474,317 and the additions was the \$221,595 which was four police vehicles that was purchased through a lease.

The Utility Funds *Business-type Activities Fixed Assets* Net Depreciation is \$5,051,943 and the additions was the construction in progress of \$1,418,205 was funded by the infrastructure grant which was the Sunnyside well. The other additions were the Hwy. 1442 Entergy project and the purchase of a truck. Total Debt as of September 30 was \$4,141,000.

Bonds and Right-to-Use Lease Liabilities Payable – the total bonds as of September 30, 2024 was \$3,200,000 and the police vehicles which was financed through a lease was \$280,000.

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 there were no instances of noncompliance.

Report on Compliance for Each Major Federal Program the City of Bridge City complied in all material respects, with the compliance requirements that have a direct material effect on each federal programs.

Schedule of Expenditures of Federal Awards:

Total Expenditures of Federal Awards the City received was \$1,695,881. The two grants that was specifically looked at for the single audit was the Infrastructure Grant and the 2019 Coronavirus Relief Grant and everything was good on those.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

(b) Consideration and possible action to approve the January 7, 2025 City Council Regular Meeting Minutes

Council Member Roccaforte made a motion to approve the January 7, 2025 City Council Regular Meeting Minutes, seconded by Council Member Collins.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

(c) Consideration and possible action to approve City bills for the month of December 2024

Council Member Collins made a motion to approve city bills for the month of December 2024, seconded by Council Member Champagne.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

(d) Consideration and possible action to appoint Tiffany Jones to the Library Advisory Board to serve the 2024-2026 unexpired term of Kara Brinson

Council Member Roccaforte made a motion to appoint Tiffany Jones to the Library Advisory Board to serve the 2024-2026 unexpired term of Kara Brinson, seconded by Council Member Collins.

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

MOTION CARRIED.

Ayes: Mayor Rutledge and Council Members Roccaforte, Mannino, Champagne, Collins, and Dixon.

Noes: None.

Absent: Mayor Pro-Tem Gauthier.

9. PRESENTATION OF PROCLAMATION

(a) Proclamation presented to Ms. Susie Repasky in recognition and celebration of her 100th Birthday which occurred on January 17, 2025

Mayor Rutledge read the proclamation and presented it to Ms. Repasky. Mayor Rutledge stated that he has known Ms. Repasky for a very long time and is so proud to be able to present her with this proclamation and to wish her a "Happy Birthday". Council and the audience then gave Ms. Repasky a standing ovation.

10. ADJOURN

Mayor Rutledge adjourned the meeting at 6:22 p.m.


David Rutledge, Mayor

ATTEST:


Jeanie McDowell, City Secretary

