

**CITY OF BAY CITY**  
**MINUTES • MAY 09, 2023**

---

**COUNCIL  
CHAMBERS | 1901  
5th Street**

**City Council Regular Meeting**

**6:00 PM**

---

**1901 5TH STREET  
BAY CITY TX,77414**



**Mayor**

---

Robert K. Nelson

**Councilman**

---

Blayne Finlay

**Mayor Pro Tem**

---

Jim Folse

**Councilman**

---

Bradley Westmoreland

**Councilwoman**

---

Becca Sitz

**Councilwoman**

---

Floyce Brown

*Through a united and collaborative effort, we seek to grow the City of Bay City with a diverse culture that is proud to call Bay City home. We envision a thriving family-centered community where citizens are involved in the future development of our city. We desire our citizens to work, play, worship and shop in the community in which we live. Visitors are welcomed and encouraged to enjoy the friendly environment and amenities the citizens and business owners have created together.*

---

**CALL TO ORDER AND CERTIFICATION OF QUORUM**

The meeting was called to order by Mayor Pro Tem Jim Folse at 6:00 pm.

**PRESENT**

Councilwoman Floyce Brown  
Mayor Pro Tem Jim Folse  
Councilwoman Becca Sitz  
Councilman Brad Westmoreland  
Councilman Blayne Finlay

**ABSENT**

Mayor Robert K. Nelson

**INVOCATION & PLEDGE**

Texas State Flag Pledge: *"Honor The Texas Flag; I Pledge Allegiance To Thee, Texas, One State Under God, One And Indivisible."*

*Councilman Blayne Finlay*

**MISSION STATEMENT**

*The City of Bay City is committed to fostering future economic growth by collaborating with our citizens, employers, current and future businesses, as well as the Community and Economic Development Centers. We strive to deliver superior municipal services and to invest in quality-of-life initiatives such as housing, businesses, jobs and activities for all citizens. We make a concerted effort to respond to resident's concerns in a timely and professional manner in order to achieve customer satisfaction.*

**APPROVAL OF AGENDA**

Motion made by Councilwoman Sitz to approve the agenda with item #6 moved out of consent items and into regular items, Seconded by Councilwoman Brown. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay

**PUBLIC COMMENTS**

Dorcus Kleinhans thanked council for their services. Ms. Kleinhass stated that she has spoken with Shawn at Parks & Recreation and he provided a copy of the plans for Riverside Park.

Ben Flores thanked the residents on this council position win and thanked Floyce Brown for her service on council.

**PROCLAMATIONS**

1. **Proclamation ~ Proclamation recognizing May as "Motorcycle Safety and Awareness Month"**. Mayor Robert K. Nelson

2. **Proclamation ~ Proclamation recognizing May 21st-27th, 2023 as "National Public Works Week"**. Mayor Robert K. Nelson
3. **Proclamation ~ Proclamation recognizing May 14th-20th, 2023 as "National Police Week"**. Mayor Robert K. Nelson

Mayor Robert K. Nelson read and presented to each proclamation individually.

### **ACKNOWLEDGEMENT FROM CITY MANAGER**

Shawna Burkhart, City Manager, recognized Krystal Folse, Interim Assistant Public Works Director, and Scotty Jones, Finance Director who, along with her, met with TWDB and was able to answer questions and able to unofficially garner funds.

### **ITEMS / COMMENTS FROM THE MAYOR, COUNCIL MEMBERS AND CITY MANAGER**

Councilwomen Sitz asked the City Manager to add to acknowledgements employees who have saved tax dollars in the future.

Councilman Finlay acknowledged those involved in the BCISD situation and that they have done an excellent job handling.

Councilman Westmoreland thanked BCPD for stepping in to help and safeguarding our community.

Councilwoman Brown thanked the Council their support and gave a list of her community involvement and accomplishments since 1995.

### **CONSENT AGENDA ITEMS FOR CONSIDERATION AND/OR APPROVAL**

4. **Regular Council Meeting minutes of April 11, 2023**
5. **Council Workshop meeting minutes of April 25, 2023.**

Motion made by Councilwoman Brown to approve the consent items, Seconded by Councilman Westmoreland. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

### **REGULAR ITEMS FOR DISCUSSION, CONSIDERATION AND/OR APPROVAL**

6. **Insurance ~ Discuss, consider, and/or approve ratifying the City Manager's signature for binding policies associated with the City's Windstorm Insurance coverage.** Scotty Jones, Finance Director

Scotty Jones, Finance Director, explained the need to ratification was due to misinformation from broker and administration had to act fast. Councilman Westmoreland thanked Ms. Jones for her and staff teamwork and would like to

consider an RFP for a new broker. Councilwoman Sitz applauded Ms Jones and Ashley Rivera for getting a better number.

Motion made by Councilwoman Sitz to approve ratifying, Seconded by Councilwoman Brown. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay Motion carried.

Councilwoman Sitz made a motion to put aside \$100,000 for self-insurance, Second by Councilwoman Brown. Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay Motion carried.

- 7. Property ~ Discuss, consider, and/or approve a declaration of unusable equipment: a surplus police vehicle, and authorize staff to sell said surplus equipment through the use of an online auction or other means.** Lieutenant Clayton Ryman, Police Department

Motion made by Councilwoman Brown approved a declaration of unusable equipment as surplus, Seconded by Councilman Finlay. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

- 8. Ordinance ~ Discuss, consider, and/or approve an Ordinance amending Chapter 66 of the Code of Ordinances of the City of Bay City, Texas by amending Article III (Tobacco Products), Division 1 "Generally", Division 2 "Distribution to Minors; providing severability clause; and providing an effective date.**

Jeanna Thompson, City Secretary, presented stating that this was requested by the Police Department as citizens were challenging the ordinance. The amendment provides clearer definition of tobacco in regards to electronic cigarettes and vaping.

Motion made by Councilwoman Brown to approve the ordinance, Seconded by Councilwoman Sitz. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

- 9. Utilities ~ Discussion regarding the Texas Water Development Board (TWDB) requirement regarding water leaks.**

Shawna Burkhart, City Manager, informed council that the city was recently contacted regarding the percentage of water leaks that are up 36%. Staff is working on contracting out work to lower that percentage. They will be getting bids and bringing back to council. The high percentage effects future funding.

- 10. Appointment ~ Discuss, consider, and/or approve the appointment of Tammy Blackwell and Jeanna Thompson to the Public Housing Authority.**

Motion made by Councilman Westmoreland to approve the appointments, Seconded by Councilwoman Brown. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried.

**CLOSED / EXECUTIVE SESSION****RECONVENE AND ACTION****ADJOURNMENT**

Motion made by Councilwoman Brown to adjourn, Seconded by Councilman Westmoreland. Voting Yea: Councilwoman Brown, Mayor Pro Tem Folse, Councilwoman Sitz, Councilman Westmoreland, Councilman Finlay. Motion carried and council adjourned at 7:00 pm.

**PASSED AND APPROVED**, this 27th day of June 2023.

---

ROBERT K. NELSON, MAYOR

CITY OF BAY CITY, TEXAS

---

JEANNA THOMPSON

CITY SECRETARY