

# MINUTES

## RICHWOOD CITY COUNCIL TRAINING WORKSHOP

Friday, June 23, 2023 at 4:00 PM

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BE IT KNOWN THAT a City of Richwood City Council will meet Friday, June 23, 2023 beginning at 4:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The workshop was called to order at 4:00 p.m.

II. ROLL CALL OF COUNCIL MEMBERS

Michael Durham, Mayor:	Present
Mike Johnson, Position 1:	Present
Mike Challenger, Position 2:	Present
Amanda Reynolds, Position 3:	Present
Rory Escalante, Position 4:	Present
Jeremy Fountain, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Stephen Mayer, Chief of Police; Clif Custer, Public Works Director; Phillip Knop, City Attorney.

III. PUBLIC COMMENTS

There was no public comment.

IV. WORKSHOP

A. Governance Training, presented by Ron Cox Consulting

See attached report.

V. CITY MANAGER'S REPORT

No report.

VI. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson recognized staff for grant money.

Rory Escalante reminded everyone it's hot outside, in jest.

VII. MAYOR'S REPORT

Mayor reported on the weather, hopes that staff stays safe in this heat.

VIII. FUTURE AGENDA ITEMS

Take home car policy

Debris Removal Award

Budget Workshop on July 17.

Depreciation schedule

IX. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:05 p.m.

**These minutes were read and approved on this 10th day of July 2023.**

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Mayor

ATTEST:

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City Secretary

*City of Richwood*  
— TEXAS —

**Report**

**on**

**Governance Model**

**2023**

**Adopted**

**TBD**

**Prepared and Facilitated**

**By**

**Ron Cox Consulting**



**REPORT**

**COUNCIL/STAFF**  
**GOVERNANCE AND PLANNING SESSION**

**CITY OF RICHWOOD**

**Session 1 – Mayor and City Council Governance Session, June 23, 2023**

**Session 2 – Council and City Staff Planning Session, TBD**

**Session 3 – Council Report, TBD**

**Adopted– TBD**

**Introduction**

**June 23, 2023**

On June 23, 2023, the City of Richwood embarked upon a two-phase approach to planning for the future. The first session was designed as a time for the Mayor and Council to establish a Governance model. This consisted of a discussion of leadership, communication and setting expectations. Also, included was a review of the Vision, Mission and Core Values established in 2018. Session 2, on TBD, was designed for staff and Council to develop a fresh strategic plan.

During all sessions, the Mayor and Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

## **Governance**

The City Council members originally developed a governance model in 2018. However, since that time, all members have changed except one. The group decided to start over, developing their own governance model.

Conversation began with each Council member describing why they ran for the office, and what attributes they bring to the group.

### **Why did you run?**

- To improve the city.
- To be involved.
- To bring peace to the governance process.
- To go forward together.
- For transparency.
- To represent the special needs community.
- To bring another and fresh perspective.
- To be a little more assertive to stay on point and not let petty or personal differences rule.

### **What attributes do you bring?**

- Am willing to listen.
- Have integrity.
- Have experience and time in the community.
- Will bring accountability to decision making to citizens.
- Am a team player.
- Have flexibility in perspective and opinion.
- Like to hear what others have to say.
- Bring different experience from others.
- Background in strategic planning and management
- Ability to anticipate effects of decisions to the 2<sup>nd</sup> and 3<sup>rd</sup> order.

The City Council and City Manager then focused their discussions on their vision for Richwood. Vision, Mission, Core Values are an important base feature of any governance mode. Agreement among the elected officials in these key areas is very important for determining and ensuring alignment among the officials and when moving forward with strategies and goals that come afterward.

## **Vision**

Members reviewed the elements of their vision for Richwood.

### **Key Vision Elements**

The Council described the key elements they believe are important to the vision they have for Richwood.

- Richwood should be sustainable.

- A safe community.
- The community will be involved.
- Richwood should be affordable to live in.
- It has proximity to the industrial complex as a desirable place to live.
- Richwood is attractive.
- A great place to live and call home.
- Provides opportunity – jobs, quality growth, with housing that meets the needs of the community.
- Richwood preserves the unique characteristics of the city.
  - Bedroom community.
  - Natural amenities.
  - Quiet.
  - Good proximity to industry.
  - Friendly.
  - Safe.

Members reviewed the Vision Statement revised 2018 and made one change shown in red.

**The City of Richwood is a model for safe and beautiful neighborhoods with sustainable growth opportunities for families and businesses dedicated to valuing our citizens and serving our community for current and future generations.**

## Mission Statement

### Key Mission Elements

Council then discussed the key elements of the mission of the City.

- To ensure a proper infrastructure – water, wastewater, roads, drainage, people – to provide the services necessary.
- To define and live within their roles and responsibilities.
- Determining what key indicators are necessary to make good decisions.
- Having good processes and procedures.
- Behaving properly.
- Promoting a sense of community.
- Promoting life, liberty, and the pursuit of happiness.
- Provide for the common needs of the community that individuals cannot provide for themselves.
- To make practical decisions that have long lasting effect.
- To be effective and fiscally responsible.
- Value citizens input – treating people with respect and dignity.

After review, the Council did make minor changes to the Mission Statement. Changes in included in red.

**To provide residents, visitors, and the business community with the highest quality of municipal services in a fiscally responsible manner while being in an efficient and courteous, manner, and to enhancing the quality of life through planning and visionary leadership.**

## Core Values

Likewise, the Council reviewed the established core values and agreed they should remain as stated. They are as follows.

- **Act as good stewards of the city resources.**
- **Leading the city by serving our community.**
- **Foster economic growth for today and tomorrow.**
- **Maintain integrity through transparency.**
- **Promote a positive quality of life for our community.**

## **Leadership**

Discussion then centered on how the Council will lead collectively as a group. They responded as follows.

### **The City Council of Richwood will lead by...**

- Being adaptable.
- Having synergy among the members.
- Having honesty and integrity.
- Being fair.
- Being accountable to the citizens and each other.
- Being transparent.
- Example.
- Being trustworthy.
- Being knowledgeable.
- Being strong with a will to make decisions.
- Being a good listener.
- Have a good intuition for the situation and outcomes.
- Being empathetic.
- Being objective.
- Being willing to do the work.
- Understanding that we cannot please everyone when making decisions.
- Being compassionate.
- Understanding that you don't know what you don't know.
- Being humble.

## **Communication**

Council then defined how they intend to communicate with each other, with citizens and with staff.

### **Council will communicate with citizens, staff and each other...**

- Seeking clarity before speaking.
- By not being personal and don't take things personally.
- Staying focused on the subject at hand.

- Be transparent in what you say.
- Think before you speak.
- Understand other positions among the members.

## **Expectations**

### **Council expects the following of each other...**

- Protect each other – have each other’s back.
- Share information and knowledge you have with others.
- Be prepared.
- Get to know each other’s strengths.
- Be present – be seen.
- Be respectful.
- Be willing to be flexible.
- Have no hidden agendas.
- Keep the city manager in the loop.

### **Staff is expected to...**

- Keep the Council informed equally.
- Follow policies and procedures, safely.
- Execute to the best of your abilities.
- Communicate with Council both victories and deficiencies.
- Provide guidance to make recommendations to Council.
- Be transparent – tell Council the good, the bad and the ugly.
- Be understanding when asked for clarification.
- Be OK with a no answer.

### **Staff expectations of Council (as defined by Council) is to...**

- Exercise fiduciary responsibilities.
- Provide clear direction and advice to staff.
- Trust staff.
- Recognize them for their experience and knowledge.
- Give them the tools they need to succeed – equipment, funds, training, support and delegation of authority.
- Be open minded to the investment being proposed.
- Be OK with a no answer.

The City Council and staff ended their first session on a positive note, having established their Vision, Mission, Core Values and Governance Model.

**Strategic Planning**

**TBD**



