

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING**

1209 Fiorella

City Council Chambers

June 8, 2021

Tuesday

5:00 P.M.

MINUTES

I. CALL TO ORDER

Mayor Darrin Schroeder called the meeting to order at 5:00 p.m.

II. ROLL CALL

Present:

Mayor Darrin Schroeder

Scott Dixon, City Administrator

Councilmember Sheena Martinez

Debra Howe, City Secretary

Councilmember Paul Carey

Brian Jackson, Police Chief

Councilmember Phil King

Councilmember Todd Tschirhart

Councilmember Herb Dyer

III. PLEDGE OF ALLEGIANCE

IV. INVOCATION

Councilmember Phil King gave the invocation.

V. CITIZEN COMMENTS

The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.

No one requested to speak.

VI. CONSENT AGENDA

a. Minutes for May 25, 2021, Regular Called Council Meeting.

b. Airport Planning Grant.

A motion was made by Councilmember Carey and duly seconded by Councilmember King to approve the consent agenda. A vote was taken (5:0 all ayes) the motion carried by all present.

VII. Nomination and appointment of Mayor Pro Tem

Councilmember Carey nominated Councilmember Phil King for Mayor Pro Tem.

(Cont.)

A motion was made by Councilmember Carey and duly seconded by Councilmember Tschirhart to appoint Councilmember Phil King as Mayor Pro Tem. A vote was taken (5:0 all ayes) the motion carried by all present.

VIII. Appoint Council Boards and Commissions Liaisons

Mayor Schroeder asked councilmembers which board they would like to serve as the council liaison.

Councilmember Todd Tschirhart – Airport Advisory Board.

Councilmember Paul Carey – Planning and Zoning Commission and Zoning Board of Adjustment

Councilmember Herb Dyer – Library Advisory Board

Councilmember Phil King – Historic Landmark Commission

Councilmember Sheena Martinez – Parks and Recreation Advisory Board

IX. City Administrator Report:

- a. Emergency Management Services**
- b. Property Damage Update**
- c. Airport Fence Project**
- d. Pool Building concerns**
- e. HR Outsourcing**
- f. Council Retreat**
- g. Covid Bill Funding**
- h. Fiber for City Hall and Police Department**
- i. Kudos to our Cops**
- j. Ameresco- AMR Project**
- k. July 4th Plans**
- l. City-Wide Clean up**
- m. Thoroughfare Planning Effort**
- n. Drainage update**

City Administrator Scott Dixon briefed the city council on his monthly report. Mr. Dixon said a meeting was scheduled with Medina County to discuss emergency management and a training session for the city council would be scheduled in the future. Councilmember Martinez asked if the plan had a checklist for the first responders, staff, and other entities. Mayor Schroeder asked Ms. Martinez to be involved with the preparedness process since she had experience in this field. Mr. Dixon said the storm damage at the Airport was being repaired and the city went with the recommendation by TML to use a contractor from TIPS program to complete the repairs. Mr. Dixon said the city would not be out any money upfront other than deductible (\$2500) if using the TIPS contractor and if additional repairs were necessary, TML would work with the contractor. The Airport Fencing project was moving forward they were coordinating with farmer and contractor. Council asked the name of the contractor doing the work. Mr. Dixon said he would send out the name of the contract after the meeting; the pool building was being re-visited to determine the before and after storm structure issues. Mr. Dixon said the pool house was old and may need to look at a new structure depending on the new assessment. Mr. Dixon said the city was still waiting on the COVID Funds and he hoped to have more information by the next meeting from the finance department.

(Cont.)

Mayor Schroeder asked about timely submittal of forms. Mr. Dixon said this funding was not dependent on information submissions, just the city would receive half now and half next year of the city's allotted amount. Mr. Dixon said there was a committee of City Managers working with Washington to get more information. The city was moving forward with fiber optic installation from CommZoom. Mr. Dixon praised the police department for going above and beyond in helping citizens and the good working environment brought about by the Police Chief. Mayor and Councilmembers were appreciative of the professionalism. The staff would be meeting with representatives on the start of the Automatic Meter Reading Study on June 16th. The 4th of July festivities would start with a parade on Saturday morning, July 3rd, a scavenger hunt sponsored by the Chamber of Commerce, live music at Regional Park and fireworks. Councilmember Martinez suggested including a car show. Mr. Dixon said the committee was looking for volunteers to help with the festivities. Mr. Dixon gave thanks to staff and the city council who helped with the city-wide clean-up. Mr. Dixon said Westwood Partners were starting the process. Mr. Dixon said he was hopeful the cost of updating the Thoroughfare Plan would be paid through developments. Approximate cost to the City was \$26,000 and County \$40,000. The map provided to council would be included in the monthly newsletter to the citizens on some of the identified drainage issues. Mayor Schroeder wanted it to be made clear what city staff was able to fix and the larger jobs to be looked at. Councilmember Tschirhart recommended city staff clean out ditches for better drainage. Councilmember Martinez asked about notification of citizens when cleaning ditches. Mr. Dixon said if it impacted the citizens, they would.

X. Discussion on Ordinance #245 Municipal Airport Hazard Zoning Ordinance, re-establishing the Castroville Medina County Joint Airport Zoning Board

City Administrator Dixon briefed the city council on the history of the joint airport zoning board. Mr. Dixon said the ordinance was included in packet for council. Mr. Dixon said the board would be responsible for review of land use, noise, and height restrictions for development. Mr. Dixon said Airport Board could help in recommendation of the members representing the city. Council asked for residency requirements. The county would appoint two members and the four members would then appoint a fifth member serving as the Chairman. Councilmember Dyer suggested each councilmember provide a name for review along with a recommendation from the Airport Board. Councilmember Tschirhart asked Airport Consultant Chuck Friesenhahn, P.E. if this was the appropriate way to do this. Mr. Friesenhahn wanted the Airport represented on the board. Council members would submit recommendations for the next meeting.

XI. Discussion on the creation of an Economic Development Corporation (EDC)

City Administrator Dixon briefed the city council on the discussion in executive session on creating an EDC funded by sales tax revenues. Mr. Dixon said the funds would not be coming out of citizens pockets and with this step the city was being proactive. City Council were all in favor of moving forward with the process to create the EDC. Mr. Dixon said he would be working with Clay Binford to get the petition prepared.

XII. Discussion and appropriate action on authorizing the City Administrator to enter into a contract with ADPO for Comprehensive Human Resources and Pay Roll Services

(Cont.)

City Administrator Dixon briefed the city council on the contract provided for their consideration. Mr. Dixon said he had looked at the options of hiring a trained HR Director verses outsourcing services and the city would save money by outsourcing. The contract was for a two-year term with automatic renewal. City Council was in support of his recommendation.

A motion was made by Councilmember Carey and duly seconded by Councilmember King to authorize the City Administrator to enter into a contract with ADPO for Comprehensive Human Resources and Pay Roll Services. A vote was taken (5:0 all ayes) the motion carried by all present.

XIII. Discussion and appropriate action on authorizing the City Administrator to request proposals for streets designated in the FY2021 Street Maintenance Program

City Administrator Dixon briefed the city council on authorizing him to go out for proposals for street work. Mr. Dixon said due to the weather they were about a month behind on going out. Mr. Dixon said they were in the process of identifying which streets would be advertised and he would send the plans out to the council once completed. Mr. Dixon said this project was on the smaller scale this year but would be bringing a larger project soon. Mr. Dixon identified the county coordinated paving project was over by the elementary school. Councilmember Martinez reiterated the citizens needed to be informed ahead of time when the projects started.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Carey to authorize the City Administrator to solicit bids for FY2021 Street Maintenance Program for designated streets with specifications and recommendations provided by City Engineer K. Friese. A vote was taken (5:0 all ayes) the motion carried by all present.

XIV. Discussion on creation of a Board of Directors for Tax Increment Reinvestment Zone (TIRZ #1)

City Administrator Dixon briefed the city council on creating a Board of Directors for the TIRZ. Mr. Dixon said as part of the Alsatian Oaks Development Agreement the TIRZ Board would be established. Mr. Dixon said the qualifications and a proposed timeline was included in the council packets. Councilmember Dyer suggested each councilmember submit names to be considered at the next meeting.

XV. Discussion on increasing the Hotel/Motel Tax to 7%

City Administrator Dixon briefed the city council on increasing the collection of Hotel/Motel Tax from 6% to 7%. Mr. Dixon said this would bring in additional revenue of approximately \$6,000 to \$8,000 per year. Mayor Schroeder said he had spoken to the Hotel, and it would not affect them. Mayor Schroeder asked for a list of vendors who paid the city HOT taxes and how the HOT funds could be used.

XVI. Consider and take appropriate action on amending the City Utility Policy to include a leak forgiveness process

City Administrator Dixon said this item had been skipped due to time at the last meeting. Mr. Dixon said the recommendation was to include a leak forgiveness process in the Utility Policy.

(Cont.)

Council thanked the staff for the extensive research and detailed information provided to them. Mr. Dixon said Public Works Assistant Kathy Adams with help from Patricia Langford was to thank for the information.

A motion was made by Councilmember King and duly seconded by Councilmember Carey to amend the City Utility Policy to include a leak forgiveness process. A vote was taken (5:0 all ayes) the motion carried by all present.

XVII. Discussion on future agenda items

Mayor Schroeder requested Code Compliance update, announced upcoming AACCG training, requested signage- stop signs. He asked each councilmember to look in their districts on any issues and bring back.

Councilmember King asked that the policy on alcohol in parks be reviewed and have the policy follow the state parks guidelines. Mayor Schroeder recommended the Parks and Recreation Board review and make a recommendation.

XVIII. ADJOURN

Mayor Schroeder adjourned the meeting at 6:48 p.m.

Darrin Schroeder
Mayor

ATTEST:

Debra Howe
City Secretary

*Signatures on File