

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

**1209 Fiorella
City Council Chambers**

January 26, 2021

Tuesday

5:00 P.M.

MINUTES

I. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Mayor Pro Tem Schroeder

II. ROLL CALL

Present:

Mayor Pro Tem Darrin Schroeder
Councilmember Sheena Martinez
Councilmember Paul Carey
Councilmember Phil King
Councilmember Todd Tschirhart

Scott Dixon, City Administrator
Debra Howe, City Secretary
Brian Jackson, Police Chief
John Gomez, Public Works Director
Devin Fredrickson, Parks and Recreation Director
Leroy Vidales, Finance Director
Breana Soto, Community Development Coordinator

III. PLEDGE OF ALLEGIANCE

IV. INVOCATION

Councilmember Paul Carey gave the invocation.

V. CITIZEN COMMENTS

The public will be permitted to offer public comments telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. Written questions or comments may be submitted up to two hours before the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon request.

Councilmember Paul Carey read a comment received from Kyle McVay, 307 Madrid, regarding commercial businesses located in her neighborhood. Ms. McVay asked where the review process was in regards to the current ordinance, and said the current ordinance should be enforced. She requested action be taken on the four businesses listed in her letter. Listed was a motorcycle repair, two construction companies, and an attorney office within a block of her home.

VI. Updates on safety measures for city staff and the public during the COVID 19 pandemic

Councilmember Martinez reported the numbers of COVID 19 cases in Medina County and surrounding areas were still going up. Ms. Martinez reminded city employees traveling together should be wearing masks.

(Cont.)

City Administrator Scott Dixon said he had reviewed the policy and would work with Police Chief Jackson and Councilmember Martinez to make any changes. Mr. Dixon said there should be a higher standard for city staff to stop cross contamination from happening again.

VII. CONSENT AGENDA

A. Minutes for January 12, 2021 Regular Called Meeting.

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

VIII. City Administrator Report and discussion on:

- a. Scada System installation at Wastewater Treatment Plant.**
- b. City Administrator Roles & Responsibilities**
- c. Utility Policies Update**
- d. Electric Utility System Status Update**
- e. Streets Improvement Program**
- f. Human Resources / Staffing Evaluation**
- g. Airport Grant Assurances & Requirements**
- h. Medina Valley Youth Soccer League Contract Renewal**

City Administrator Scott Dixon briefed the city council on how he would be providing a monthly overview on different projects he along with staff were working on. Mr. Scott provided a slide presentation on future agenda items council would be discussing, current policies being reviewed, the City Administrator Roles and Responsibilities questioning some of the language in the current ordinance. Mr. Scott spoke on his review of the river bluff electric upgrades, moving the transformers to front yards, looking at funding options with Financial Advisor and Bond Counsel with a basic timeline of five years. Mayor Pro Tem Schroeder suggested looking at providing landscaping or covers to the homeowners affected by the transformer relocation. Mr. Dixon highlighted the streets program saying construction would be during the months of June through August using a tar and chip seal. Mr. Scott said the county would be contracted to repair Petersburg at the elementary school. A rental option for a street sweeper with city staff operating would be brought back at the next meeting for consideration. Mr. Dixon said the grant for a new hangar was progressing and a workshop for the review of the Airport Analysis would be scheduled soon. Also noted were future developments in the airport area needed to be aware of restrictions and FAA be involved during the planning stages. The location of Walmart had not been reviewed and the youth baseball field lighting were a safety issue for the pilots at night. Mr. Dixon said in his review of the financials the city had a very large reserve of cash, but he did not recommend spending down all of the cash reserves. He would bring back a plan to reduce over a period of years and keep a healthy balance. Mr. Dixon briefly spoke on staffing changes with no one being certified in the HR department. He said he would be looking at possibly outsourcing but would be handling the duties until the decision was made.

(Cont.)

Mr. Dixon said the SCADA System for the Wastewater Treatment Plant would be brought to council at the next meeting; looking at city owned properties and future land uses; city facilities study and the council's vision for the city. Mr. Dixon spoke briefly on his concern with using TIRZ Agreement for developments and would have a future meeting to discuss the difference between a TIRZ and a PID. Mr. Dixon also included a training brief on council values, vision, goals, and mission. Mr. Dixon said the Airport Analysis would be a future workshop and staff reports would be on a bi-weekly schedule for the second council meeting of the month. Councilmember King said in the past the council received a weekly/bi-weekly email from the City Administrator with an activity report and was fine with that. The council was asked to prioritize any items they felt needed attention and send to the City Secretary for future discussions.

IX. Consider and take appropriate action on the purchase of a 2021 Ford F-550 with a Terex Hi-Ranger LT Series aerial device and accessories (Bucket Truck) in the amount not to exceed \$120,220.00. (John Gomez, Public Works Director)

Public Works Director John Gomez briefed the city council on the request for as 2021 Ford F-550 bucket truck. Mr. Gomez said the truck was in the current budget and would be a replacement for a 2002 model. Councilmember Tschirhart asked if they would be keeping the old truck as a backup. Mr. Gomez said there was no records kept on the 2002 truck and planned to sell. During the discussion it was noted that the agenda heading it stated an F-350 but it was in fact an F550 Model. City Secretary Debra Howe made a note of the typo and would change when doing the minutes.

A motion was made by Councilmember Tschirhart and duly seconded by Councilmember Carey to approve the purchase of a 2021 Ford F-550 with a Terex Hi-Ranger LT Series aerial device and accessories (Bucket Truck) in the amount not to exceed \$120,220.00. A vote was taken (5:0 all ayes) the motion carried by all present.

X. Consider and take appropriate action on adopting a resolution declaring various equipment and vehicles to be surplus and or salvage and authorize city administrator to dispose of property in a manner which is beneficial to the city and authorizing any additional actions reasonably necessary to dispose of surplus/salvage property.

City Secretary Debra Howe briefed the city council on the additional equipment and a playground slide to be declared surplus for auction purposes. Ms. Howe said these two items had been submitted too late for the last meeting. Councilmember King asked about the brush hog being only a 2010 model and why the request to sell. Parks and Recreation Director Devin Fredrickson said the equipment was not usable. **A motion was made by Councilmember King and duly seconded by Councilmember Tschirhart to adopt a resolution declaring various equipment and vehicles to be surplus and or salvage and authorize city administrator to dispose of property in a manner which is beneficial to the city and authorizing any additional actions reasonably necessary to dispose of surplus/salvage property. A vote was taken (5:0 all ayes) the motion carried by all present.**

XI. Consider and take appropriate action on an Ordinance calling the 2021 General Election for the places of District 1, District 2 and Mayor. (Debra Howe, City Secretary)

City Secretary Debra Howe briefed the city council on the ordinance calling the 2021 General Election for the places of District 1, District 2, and Mayor. Ms. Howe said this was provided to council each year and was the next step in the election process.

A motion was made by Councilmember King and duly seconded by Councilmember Tschirhart to adopt an ordinance calling the 2021 General Election for the places of District 1, District 2 and Mayor. A vote was taken (5:0 all ayes) the motion carried by all present.

XII. Consider and take appropriate action on an agreement with the Medina Valley ISD to hold a joint Election. (Debra Howe, City Secretary)

City Secretary Debra Howe briefed the city council on the annual agreement with the Medina Valley ISD to hold a joint election with each of the entities being responsible for their own election costs. Ms. Howe said this was a state requirement that a school district have a joint agreement with either the city or county.

A motion was made by Councilmember King and duly seconded by Councilmember Carey to approve the agreement with the Medina Valley ISD to hold a joint election. A vote was taken (5:0 all ayes) the motion carried by all present.

XIII. Consider and take appropriate action approving the contract with Medina County Elections Administration to conduct the May 1, 2021 General Election and authorize the City Secretary/ Election Coordinator to sign the agreement. (Debra Howe, City Secretary)

City Secretary Debra Howe briefed the city council on the contract with the Medina County Elections Administration to conduct the city's General Election. Ms. Howe said the city would only be responsible for any costs associated with the city election. Ms. Howe said she had received a question from Councilmember King on not having language on cancelling the election and the possibility of city being responsible for costs. Ms. Howe said it was understood that there would not be a charge but she had an email from Elections Administrator Torres stating the city would not incur any costs if the general election was cancelled.

A motion was made by Councilmember King and duly seconded by Councilmember Carey to approve the contract with Medina County Elections Administration to conduct the May 1, 2021 General Election and authorize the City Secretary/ Election Coordinator to sign the agreement. A vote was taken (5:0 all ayes) the motion carried by all present.

Mayor Pro Tem Schroeder recessed the meeting into Executive Session at 6:37p.m.

**XIV. Executive Session:
The City Council will meet in Closed Session pursuant to the Texas Government Code, Section 551.074 (entitled "personnel matters") to deliberate the evaluation, and performance and duties of the City Secretary and the Police Chief.**

(Cont.)

Open: 6:46 p.m.

Police Chief Evaluation

Closed: 7:11 p.m.

Open: 7:15 p.m.

City Secretary Evaluation

Closed: 7:37 p.m.

XV. Reconvene in Open Session

Mayor Pro Tem Schroeder reconvened in open session at 7:39 p.m.

XVI. Consider possible action or give direction on items legally discussed in Executive Session

No action was taken.

XVII. Discussion on future agenda items

No items were requested. Mayor Pro Tem Schroeder suggested a follow up with Code Enforcement on the letter from Ms. McVay.

XVIII. Adjourn

Mayor Pro Tem Schroeder adjourned the meeting at 7:40 p.m.

Darrin Schroeder
Mayor Pro Tem

ATTEST:

Debra Howe
City Secretary

*Original Signatures on file