

**CITY OF CASTROVILLE CITY COUNCIL  
REGULAR CALLED COUNCIL MEETING  
1209 Fiorella  
City Council Chambers  
April 25, 2023  
Tuesday  
5:30 P.M.  
MINUTES**

**I. CALL TO ORDER**

Mayor Darrin Schroeder called the meeting to order at 5:32 p.m.

**II. ROLL CALL**

Present:

Mayor Darrin Schroeder

Scott Dixon, City Administrator

Mayor Pro Tem Phil King

Debra Howe, City Secretary

Councilmember Sheena Martinez

Breana Soto, Community Development Director

Councilmember Harold Stein

Devin Fredrickson, Community Services Director

Councilmember Herb Dyer

Absent:

Councilmember Paul Carey

Others in attendance:

Cynthia Trevino, City Attorney

**III. PLEDGE OF ALLEGIANCE**

**IV. INVOCATION**

Pastor Matt Gutierrez with Discovery Church 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.*

Robert Lee, 1314 Gentilz, spoke to the city council on his concerns of the Airport management being taken over by a commercial business. Mr. Lee said if the city went with an FBO the city would lose revenues it received from hangars and fuel sales. Mr. Lee said it would take those revenues for the FBO to operate the facility and the last FBO manager cost the city heavily.

(Cont.)

Mr. Lee said the city had an Airport Advisory Board and suggested they be tasked with doing research on the Pros and Cons of operating an Airport under an FBO and they provide a recommendation. Mr. Lee said he had also received information from the city on citizens doing code enforcement and he was not in favor of this as the city had a department to address the issues.

Kyle McVay, 307 Madrid, spoke to the city council on her continued support of building a new animal shelter. Ms. McVay said when she was on council they agreed to look at building a new facility, just needed to find the right location. Ms. McVay said with the new growth the city would need a new shelter and her organization would work with the city on getting grants.

**VI. CONSENT AGENDA**

- a. Minutes for April 11, 2023 Regular Called City Council Meeting.
- b. Quarterly Investment Report
- c. Quarterly Financial Report ending March 31, 2023

**A motion was made by Councilmember King and duly seconded by Councilmember Martinez to approve the consent agenda. A vote was taken (4:0 all ayes) the motion carried by all present.**

**VII. Public Hearing on a request for an amendment to the Alsatian Oaks Development Agreement PUD Plan**

Open: 5:40 p.m.

City Administrator Scott Dixon briefed the city council on what the request consisted of. Mr. Dixon said the public land had been placed back in the original area and added a flood plain crossing along the arterial residential street known as Alsatian Oaks Parkway.

No one requested to speak.

Closed: 5:44 p.m.

**VIII. Discussion and appropriate action on a request for an amendment to the Alsatian Oaks Development Agreement PUD Plan**

Councilmember King asked if the drainage changes shown had been reviewed by the City Engineers.

City Administrator Dixon said they had approved the changes.

**A motion was made by Councilmember King and duly seconded by Councilmember Dyer to approve the request for an amendment to the Alsatian Oaks Development Agreement PUD Plan. A vote was taken (4:0 all ayes) the motion carried by all present.**

**IX. Public participation and discussion on information on construction phasing and expectations on River Bluff Electrical upgrades**

Mayor Schroeder briefly spoke on having good communication on the project through door hangars, InFo, the website, and Next Door to provide the citizens in River Bluff updates on the project. City Administrator

Scott Dixon said he had just returned from a training on the InFo system and learned there were several features the city was not trained on, one being a feature that sends out notices to certain geographical areas. Mr. Dixon introduced Carl Williams, Chief of Operations, of Greenstone and Chris Harper, Engineer, with Schneider Engineering to give an overview of the project for those attending from the River Bluff area. Mr. Williams briefed the city council and citizens on their background in power related projects. Mr. Williams said his company, Greenstone, worked with the City of Austin, New Braunfels, CPS and GVEC. Mr. Williams provided a presentation and answered questions on what to expect during the project that could last until October 2024. Mr. Williams said Phase 1 was to work on the outer perimeter then move forward with Phase 2 and finally Phase 3. The start date was tentatively the middle of May. The schedule was on average 6-9 weeks per section with notification of a week or so in advance when boring would start. Mr. Williams said with the lines being placed in conduit it would be easier to repair with less outage time. It was also stated fiber was not coming in during the project but the city was working with Spectrum to get fiber to the area. There would not be any increases to utility rates to pay for the project.

Mayor Schroeder recessed the meeting for a short break at 6:30 p.m.  
Mayor Schroeder reconvened into open session at 6:36 p.m.

**X. Discussion and appropriate action on appointment and contract for a Historic Preservation Officer**

City Administrator Scott Dixon briefed the city council on appointing an Historic Preservation Officer (HPO) to meet state requirements and to review requests related to the historic properties. Mr. Dixon said the Historic Landmark Commission had two applicants and recommended the city council consider hiring Selina Angel for the open position. Ms. Angel was in attendance and briefly spoke on her background in historic preservation and the firm she worked for. Mr. Dixon said she would be an asset on the remodeling of the city hall and working with the state. Councilmember Dyer asked if the position was in the budget. Mr. Dixon said there would need to be an amendment to the current budget but there were enough funds to cover the cost.

**A motion was made by Councilmember Stein and duly seconded by Councilmember King to appoint Selina Angel as the Historic Preservation Officer. A vote was taken (4:0 all ayes) the motion carried by all present.**

**XI Discussion and appropriate action on authorizing the City Administrator to go out for request proposals for Street and Utility repairs**

City Administrator Scott Dixon briefed the city council on going out for proposals for street and utility repairs. Mr. Dixon said at the last meeting city council had approved a task order for KFrieese to provide engineering services for this project. Mr. Dixon said they had already been tasked to start and was ready to proceed with the request for proposals. Several streets without utilities would be completed first, then a priority list of those with water, sewer projects would be later. Joel Valdez, KFrieese, was in attendance and said they had looked at the existing water and sewer and came up with two packages. Mr. Valdez said first package included Lafayette and there would be pipe bursting. Mr. Valdez said the second package include San Jacinto and would be a larger project to be completed at the end of the summer.

**A motion was made by Councilmember King and duly seconded by Councilmember Stein to approve Package #1 and authorize the City Administrator to go out for request proposals for Street and Utility repairs.**

Councilmember Martinez had questions before the vote was taken. Ms. Martinez asked if the bridge would be chip sealed. Mr. Valdez said they would be paving the area south of River Bluff. Ms. Martinez asked if they knew where the staging area would be for the electric project yet. Mr. Valdez said they would work with the contractor. Councilmember Dyer asked about the bar ditch work. Mr. Valdez said they would be doing some cleanouts to keep the water flowing but it was not considered a drainage project.

**A vote was taken (4:0 all ayes) the motion carried by all present.**

**XII. Discussion on UDO process and expected outcome**

Mayor Schroeder briefed the city council on his research on the UDO process. Mayor Schroeder said he had contacted Mayors who had already been through the process and what they experienced. City Administrator Scott Dixon said there had been some confusion on needing the DNA Analysis first to use in the process but that was incorrect and the city could do an RFQ now. Mr. Dixon said he might bring back by the May 9<sup>th</sup> for authorizing the RFQ. Councilmember Dyer said he felt there needed to be a plan and budget for the process, as he understood it could take up to 24 months to complete. Mr. Dyer said they should have a preliminary scope and cost first. Mayor Schroeder said he should have a scope of work by the next meeting. The cost of the process could run between \$300,000 to \$400,000 and Councilmember Dyer was concerned with the cost not being in the budget. Mr. Dixon said he had put \$250,000 in the CIP and very little had been spent. The remainder would be used for this.

**XIII. Discussion and appropriate action on revising the City's complaint-based code enforcement policy and a briefing from City Attorney on legal enforcement**

City Attorney Cynthia Trevino briefed the city council on code enforcement and the legal system. Ms. Trevino spoke on the process and steps to be taken depending on the severity. Ms. Trevino said generally the code enforcement officer contacts the owner of property about the complaint and if the owner does not comply a ticket is issued for non-compliance. Ms. Trevino said if the violation is not removed the city can take steps to take care of the problem and file a lien against the property. City Administrator Dixon asked the city council what they wanted the staff to focus on. Councilmember Dyer said the city did not need to pass ordinances and not enforce. Mr. Dyer said in his district he saw junk vehicles being a problem. Councilmember Stein felt the utility-drainage easements needed to be looked at and enforced, due to obstructions in the easements. Councilmember King clarified the process could lead to condemning property and could be costly. City Administrator Dixon said the object of code compliance was to cleanup the issue and be a good neighbor. Councilmember King felt his district had junk vehicles, check on RV/trailers and portable buildings. Councilmember Martinez had questions on the recent brush pickup and the large amounts left behind. Ms. Martinez said it was because they used the *claw* for pickup and it left large amount of debris.

**XV. Staff Reports:**

- a. Airport – Activity Report.

- b. Community Development – Activity Report.
- c. Community Services – including Streets, Parks, Animal Control, and Code Enforcement Activity Reports.
- d. Finance – Sales Tax and Financial activities.
- e. Library – Monthly Statistics and activities.
- f. Police Department – Activity Report.
- g. Public Works – Activity Report.
- h. Tourism/Business Development – Activity Report.

City Administrator Scott Dixon briefed the city council on the monthly staff reports. Mr. Dixon said Lion's Park opening may be delayed until June. Mr. Dixon said he had recently gone to training on the InFo system. Mr. Dixon said the city was not utilizing the features of the system and would be looking to improve. Mayor Schroeder asked if it could be used with the AMI meters. Mr. Dixon said the tourism department was harvesting data now. Councilmember Martinez asked if the city was advertising for the Airport Managers position. Mr. Dixon said they were. Ms. Martinez said she understood that the new BBQ place, 2M, was not coming to town. Mr. Dixon was unaware of this and would verify the following day. Ms. Martinez said the company putting in the smart meters had some issues getting some connected.

**XIII. Discussion on future agenda items**

No items were discussed.

**XIV. ADJOURN**

Mayor Schroeder adjourned the meeting at 8:14 p.m.

Darrin Schroeder  
Mayor

ATTEST:

Debra Howe  
City Secretary