

# CITY OF BASTROP

## BASTROP CITY COUNCIL REGULAR CITY COUNCIL MEETING MINUTES

**Tuesday, February 11, 2025**

The Bastrop City Council met in a Regular Meeting on Tuesday, February 11, 2025, at 6:30 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

### **Council Members Present**

Mayor Pro-Tempore John Kirkland  
Council Member Cynthia Meyer  
Council Member Cheryl Lee  
Council Member Kerry Fossler  
Council Member Kevin Plunkett

### **Staff Present**

City Manager Sylvia Carrillo-Trevino  
Assistant City Manager Andres Rosales  
Interim Assistant City Attorney Stanley Springerley  
Assistant City Secretary Victoria Psencik  
Assistant to City Manager Vivianna Andres  
Assistant Finance Director Laura Allen  
Development Services Director James Cowey  
Police Chief Vicky Steffanic  
Public Works Director John Eddleton  
Main Street Manager Michaela Joyce  
Parks & Recreation Director Terry Moore  
Public Information Officer Colin Guerra  
Fire Chief Chris Stone  
Project Manager Elizabeth Wick  
Fleet and Facilities Manager Doug Haggerty

### **Council Members Absent**

Mayor Lyle Nelson \* *resigned 1/14/2025*

### **1. CALL TO ORDER**

With a quorum being present Mayor Pro-Tempore Kirkland called the Regular City Council meeting to order at 6:30 p.m.

### **2. PLEDGE OF ALLEGIANCE – United States of America and Texas Flags**

Ivany Monroy and Andrew Sanders with the Cedar Creek Intermediate School Choir led the Pledge of Allegiance.

### **3. INVOCATION**

City of Bastrop Police Chaplain Bob Long delivered the invocation.

### **6. PRESENTATIONS**

6A. **Mayor Pro Tem's Report**

### **4. EXECUTIVE SESSION**

Mayor Pro-Tempore Kirkland closed the Open Meeting to convene the City Council into Executive (Closed) Session at 6:35 p.m. pursuant to Texas Government Code, Chapter 551. as follows:

- 4A. **Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding a land license agreement at the Rusty Reynolds Fields.**
- 4B. **Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding a possible purchase of property located near Walnut and Martin Luther King Dr.**

**5. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION.**

- 4A. **Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding a land license agreement at the Rusty Reynolds Fields.**
- 4B. **Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding a possible purchase of property located near Walnut and Martin Luther King Dr.**

Mayor Pro-Tempore Kirkland reconvened the City Council into the Open Session at 6:54 p.m.

Mayor Pro-Tempore Kirkland called for any action as a result of the Executive Session.

No action was taken on the Executive Session Items 4A and 4B.

**6. PRESENTATIONS, continued**

- 6A. **Mayor Pro Tem's Report, continued**

*[Editor's Note Mayor Pro-Tempore Kirkland made announcements regarding the structure of the agenda:*

- *The words "codification" and "severability" were removed from the language on the agenda to shorten the agenda item titles.*
- *The Consent Agenda will not be read aloud unless there is a second reading of an Ordinance then the Ordinance heading will be read per the City's Charter*
- *Per the Rule of Procedures (Article 3 Parliamentary Procedure – Section 3.2 Model Format for an Agenda Item Discussion – number 9 Vote, The mayor may ask the City Secretary to call the roll. Mayor Pro-Tem Kirkland stated that all votes would be done by voice vote unless he asked for a roll call vote in an effort to save time. ]*

- 6B. **Council Members' Report**

- 6C. **City Manager's Report**

- A. Update on Bastrop Building Block (B3) Code changes thus far
- B. Remaining items to cover regarding the B3 Code
- C. Amortization schedule for debt (Water, Wastewater, General Fund) requested at the January 28, 2025 meeting
- D. January 2025 City Manager's Report

6D. **PROCLAMATION – Honoring Azie Taylor Morton, the first and only African American Treasurer of the United States.**

Submitted by: Council Member Cynthia Meyer

The proclamation was read and signed by City Manager Sylvia Carrillo-Trevino.

7. **WORK SESSIONS/BRIEFINGS**

7A. **Presentation regarding a Ridesharing Program for the City of Bastrop.**

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

The Council took **no** action on Item 7A.

8. **FINANCIAL TRANSPARENCY AND BUDGET PREPARATION**

8A. **Receive a presentation of the unaudited Monthly Financial Report for the months of November and December 2024.**

Submitted by: Laura Allen, Assistant Finance Director

8B. **Review and discuss the Bastrop Fire Department and Bastrop Power and Light Budget.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

Presented by: Chris Stone, Fire Chief, and Andres Rosales, Assistant City Manager

9. **CITIZEN COMMENT(S)**

Citizen(s) addressing the City Council on an item, not on the agenda: Dax Havrilak.

10. **CONSENT AGENDA**

10A. **Consider and act to approve the following Bastrop City Council meeting minutes:**

**1. Wednesday, January 22, 2025, Special Meeting;**

**2. Monday, January 27, 2025, Joint Council and Bastrop EDC Meeting; and**

**3. Tuesday, January 28, 2025, Regular Meeting.**

Submitted by: Victoria Psencik, Assistant City Secretary

- 10C. **Consider and act on Resolution No. R-2025-30, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation.**

Submitted by: Angela Ryan, BEDC Operations Manager

- 10D. **Consider and act on Resolution No. R-2025-31, approving an agreement for the provision of support services between the City of Bastrop and the Bastrop Economic Development Corporation.**

Submitted by: Angela Ryan, BEDC Operations Manager

- 10E. **Consider and act on Resolution No. R-2025-36, confirming the appointments of Barbara Caldwell, Place 2 and Judge Elizabeth Beyer, Place 5, as members of the City's Ethics Board, as required in Section 3.08 of the City's Charter.**

Submitted by: Mayor Pro Tem John Kirkland and Council Member Cynthia Meyer

Mayor Pro-Tempore Kirkland called for requests to remove any item from the Consent Agenda for separate discussion. Council Member Lee requested Items 10B and 10F be removed from the Consent Agenda for a separate discussion.

**MOTION:** Council Member Meyer moved to approve the Consent Agenda Items 10A, 10C, 10D, and 10E as presented. Council Member Lee seconded the motion. Motion carried unanimously.

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- 10B. **Consider and act on the process for City Council to engage legal and direct staff to provide a resolution amending the Rules of Procedure at the February 25, 2025 meeting.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

**MOTION:** Council Member Plunkett moved to direct staff to provide a resolution at the February 25, 2025 Regular meeting that defines the process for City Council to engage with the legal. Council Member Lee seconded the motion. Motion carried unanimously.

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- 10F. **Consider and act on Resolution No. R-2025-38, allowing the Save an Angel organization to waive the Special Event Permit fee and to utilize the City Hall Parking lot, located at 1311 Chestnut Street, on the 3rd Sunday of each month for free rabies vaccinations for pets, open to the public.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager  
Presented by: Jeremy Parks, Executive Director of Save an Angel

**MOTION:** Council Member Lee moved to approve Resolution No. R-2025-38 as presented to allow the Save an Angel organization a waived Special Event Permit fee and to utilize the City Hall Parking lot, located at 1311 Chestnut Street, on the 3<sup>rd</sup> Sunday of each month for free rabies vaccinations for pets, open to the public. Council Member Meyer seconded the motion. Motion carried unanimously.

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## 11. ITEMS FOR INDIVIDUAL CONSIDERATION

11A. **A) Consider and act on Resolution No. R-2025-34, on City Staff's recommendation regarding the bids received for the City of Bastrop's request for proposals for depository and banking services and authorizing a second request for proposals for Depository and Banking Services.**

**B) Consider and act on Resolution R-2025-35, approving to extend the term of the current Bank Depository Agreement with First National Bank of Bastrop, from January 31, 2025 until January 31, 2026.**

Submitted by: Laura Allen, Assistant Finance Director

**MOTION (A):** Council Member Meyer moved to approve Resolution No. R-2025-34 as presented regarding the bids received for the City of Bastrop's request for proposals for depository and banking services and authorizing a second request for proposals for Depository and Banking Services. Council Member Plunkett seconded the motion. Motion carried unanimously.

**MOTION (B):** Council Member Lee moved to approve Resolution No. R-2025-35 as presented to extend the term of the current Bank Depository Agreement with First National Bank of Bastrop, from January 31, 2025 until January 31, 2026. Council Member Fossler seconded the motion. Motion carried unanimously.

11B. **Consider and act on the first reading of Ordinance No. 2025-09, setting the salary for the Office of the Presiding Municipal Court Judge, and approving an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase.**

Submitted by: Andres Rosales, Assistant City Manager

**MOTION:** Council Member Meyer moved to approve the first reading of Ordinance No. 2025-09 as presented to settle the salary for the Office of the Presiding Municipal Court Judge, approve an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase, and move to include on the February 25,

2025, Consent Agenda for second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

11C. **Consider and act on Resolution No. R-2025-37, supporting the submission of preliminary applications to the Texas Department of Transportation (TxDOT), for the Transportation Alternatives Set Aside Program 2025 Call for Projects.**

Submitted by: Elizabeth Wick, CFM, Project Manager

**MOTION:** Council Member Plunkett moved to approve Resolution No. R-2025-37 as presented to support submission of preliminary applications to the Texas Department of Transportation (TxDOT), for the Transportation Alternatives Set Aside Program 2025 Call for Projects. Council Member Meyer seconded the motion. Motion carried unanimously.

11D. **Consider and act to approve the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process; amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals”; and move to include on the February 25, 2025, Consent Agenda for second reading.**

Submitted by: Vivianna Nicole Andres, Assistant to the City Manager

**MOTION:** Council Member Meyer moved to approve the first reading of Ordinance No. 2025-07 to establish and adopt a short-term rental registration process, amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals”, and move to include on the February 25, 2025, Consent Agenda for second reading. Council Member Fossler seconded the motion. Motion carried unanimously.

11E. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-10, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (c); and move to include on the February 25, 2025 Consent Agenda for the second reading.**

Submitted by: ~~Kennedy Higgins, Senior Planner, Development Services~~

Presented by: James Cowey, Development Services Director and Building Official

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:36 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11E.

**Public Hearing:** No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:36 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11E.

**MOTION:** Council Member Meyer moved to approve the first reading of Ordinance No. 2025-10 as presented to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (c); and move to include on February 25, 2025 Consent Agenda for the second reading. Council Member Plunkett seconded the motion. Motion carried unanimously.

11F. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-11, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES adding (c) and (d); 6.3.004 PROTECTED & HERITAGE TREES changing (c) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (f) (2); and move to include on the February 25, 2025 Consent Agenda for the second reading.**

Submitted by: Kennedy Higgins, Senior Planner, Development Services  
Presented by: James Cowey, Development Services Director and Building Official

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:45 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11F.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:45 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11F.

**ORIGINAL MOTION:** Council Member Lee moved to approve the first reading of Ordinance No.2025-11 to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES adding (c) and (d); 6.3.004 PROTECTED & HERITAGE TREES changing (c) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (f) (2); and move to include on February 25, 2025 Consent Agenda for the second reading. Council Member Meyer seconded the motion.

Council Member Plunkett moved to make a **“friendly” amendment** to the original motion to change the language from “keeping the tree alive a year” to “keep it alive in perpetuity,” as shown below:

***(h) Replacement of Trees:***

***(2) Trees planted to satisfy landscape requirements that are indicated herein, and successfully transplanted trees, shall count toward the tree replacement requirements, inch for inch. Transplanted trees must successfully survive ~~one (1) full year after planting to count as a preserved tree if an ISA-certified arborist deems replacement tree as dead or dying~~ the tree has to be replaced in perpetuity.***

Council Members Lee (motion maker) and Meyer (seconded) accepted the friendly amendment.

**REVISED MOTION:** Council Member Lee moved to approve the first reading of Ordinance No. 2025-11 with the included friendly amendment to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES adding (c) and (d); 6.3.004 PROTECTED & HERITAGE TREES changing (c) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (f) (2), and move to include on February 25, 2025 Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

11G. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-12, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, Definitions; and move to include on the February 25, 2025 Consent Agenda for the second reading.**

Submitted by: Kennedy Higgins, Senior Planner, Development Services  
Presented by: James Cowey, Development Services Director and Building Official

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:47 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11G.

Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:47 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11G.

**MOTION:** Council Member Plunkett moved to approve the first reading of Ordinance No. 2025-12 as presented to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, Definitions, and move to include on February 25, 2025 Consent Agenda for the second reading. Council Member Meyer seconded the motion. Motion carried unanimously.

11H. **Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-13, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List; and move to include on the February 25, 2025 Consent Agenda for the second reading.**

Submitted by: Kennedy Higgins, Senior Planner, Development Services  
Presented by: James Cowey, Development Services Director and Building Official

Mayor Pro-Tempore Kirkland opened the Public Hearing at 8:50 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11H.



Public Hearing: No citizen comments submitted.

Mayor Pro-Tempore Kirkland closed the Public Hearing at 8:50 p.m. for the Bastrop Building Block (B3) Code Amendments listed in Item 11H.

**MOTION:** Council Member Meyer moved to approve the first reading of Ordinance No. 2025-13 as presented to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List, and move to include on February 25, 2025 Consent Agenda for the second reading. Council Member Fossler seconded the motion. Motion carried unanimously.

11I. **Consider and act on the first reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; and move to include on the February 25, 2025, consent agenda for a second reading.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 11I.

11J. **Consider and act on Resolution No. R-2025-23, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement area #1, and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 11J.

11K. **Consider and act on Resolution No. 2025-22, approving the form and authorizing the distribution of a preliminary limited offering memorandum for “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District)”.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 11K.

11L. **Consider and act on Resolution No. R-2025-39, supporting the application for Housing Tax Credits for the proposed development, Pine Creek Senior Apartments, for 52 senior age-restricted Low-Income Housing Tax Credit units, to be located on Lovers Lane south of SH 71; confirming support for the**

**application; authorizing the City Manager to grant a Two-Hundred Fifty Dollar and No Cents (\$250.00) reduction in fees for the development to meet all program criteria.**

Submitted by: Andres Rosales, Assistant City Manager  
Presented by: Tisha Vaidya, Elizabeth Property Group (EPG)

**MOTION:** Council Member Plunkett moved to approve Resolution No. R-2025-39 to support the application for Housing Tax Credits for the proposed development, Pine Creek Senior Apartments, for 52 senior age-restricted Low-Income Housing Tax Credit units, to be located on Lovers Lane south of SH 71; and authorizing the City Manager to grant a Two-Hundred Fifty Dollar and No Cents (\$250.00) reduction in fees for the development to meet all program criteria. Council Member Meyer seconded the motion. Motion carried unanimously.

**12. ADJOURNMENT**

Upon receiving a motion duly made and seconded to adjourn, the February 11<sup>th</sup> Regular Meeting was adjourned at 9:08 p.m.

**CITY OF BASTROP, TEXAS**

\_\_\_\_\_  
John Kirkland, Mayor Pro-Tempore

**ATTEST:**

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Victoria Psencik, Assistant City Secretary