

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

**1209 Fiorella**

**City Council Chambers**

**March 25, 2025**

**Tuesday**

**5:30 P.M.**

**MINUTES**

**I. CALL TO ORDER**

Mayor Darrin Schroeder called the meeting to order at 5:31 p.m.

**II. ROLL CALL**

Present:

Mayor Darrin Schroeder

Mayor Pro Tem Sheena Martinez

Councilmember Phil King

Councilmember David Merz

Councilmember Robert Lee

Scott Dixon, City Administrator

Debra Howe, City Secretary

Jim Kohler, Police Chief

Jonah Chang, Parks and Recreation Director

Darin Hamm, Tourism/Business Development Director

John Gomez, Public Works Director

Absent:

Councilmember Paul Carey

Others in Attendance:

Daniel Santee, Attorney, DNRBS&Z

Kathy Adams, Public Works Administrative Assistant

**III. PLEDGE OF ALLEIGENCE**

**IV. INVOCATION**

Councilmember Phil King gave the invocation.

**V. CITIZENS 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.*

Valarie Jungman, 218 Alvina/512 Paris Street, spoke on a letter she received from the city on changes in zoning. Ms. Jungman said she was disappointed that the current zoning map was not included to see the changes. Ms. Jungman asked what the Traditional Zone was and the 40% coverage change for the ADU's. Ms. Jungman said she had more questions but would speak at the P & Z hearing.

Mayor Schroeder moved items 7a. and b. up in the agenda order.

## **VII. DISCUSSION AND ACTION ITEMS**

### **a. Discuss and take appropriate action to accept the resignation of District 2 Councilman, Paul Carey**

Mayor Schroeder said Councilmember Carey had submitted his resignation due to the recent loss of a family member. Mr. Carey felt he could not fulfill the rest of his term and requested the city council appoint a citizen to represent District 2. There would be an appreciation ceremony at a later date.

**A motion was made by Councilmember King and duly seconded by Councilmember Martinez to accept the resignation of District 2 Councilmember Paul Carey. A vote was taken (4:0 all ayes) the motion carried by all present.**

### **b. Discuss and take appropriate action to appoint a person to the unexpired term of Councilman Paul Carey of District 2**

Councilmember Martinez recommended appointing Houston Marchman to fill the seat. Mr. Marchman was unopposed for the seat and would be elected to the seat in May.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember King to appoint Houston Marchman to fill the open seat of District 2. A vote was taken (4:0 all ayes) the motion carried by all present.**

Mayor Schroeder gave the oath of office to Houston Marchman for District 2 seat. Mr. Marchman took his seat on the city council as the District 2 representative.

## **VI. CONSENT AGENDA**

- a. Minutes for February 25, 2025 Regular Called Meeting
- aa. Minutes for March 11, 2025 Regular Called Meeting
- b. Approve the appointments of City Administrator Scott Dixon as Director and Public Works Director John Gomez as Alternate Director to serve on the Medina County Regional Water Alliance Board for the City of Castroville
- c. Approve the purchase of a Date Flow System's TAC II SCADA, including installation, a hub at the Public Works location, and the associated electrical requirements
- d. Approve the Request For Proposals for Solid Waste Services criteria and authorize staff to proceed with advertisement
- e. Adopt a Resolution approving the purchase of acquisition of property by Medina Central Appraisal District

Mayor Schroeder requested the minutes for February 25, 2025 be pulled for modifications he had provided. Mayor Schroeder felt there was additional information that needed to be added for historical purposes. Mayor Schroeder also wanted 6c pulled for further discussion on the SCADA system.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to approved 6aa., b., d., and e., of the consent agenda. A vote was taken (5:0 all ayes) the motion carried by all present.**

Public Works Director John Gomez briefed the city council on 6c. for the replacement of the SCADA system. Mr. Gomez said the department currently used BLOC for service issues but due to the response time and issues with the system notification alerts staff felt they should look at replacing the old system. Mr. Gomez said the TAC II SCADA was sole source by Data Flow Systems with no annual user fee, software license fee, maintenance fee or annual service contract. Mr. Gomez said with this new system they would be extending the system to other areas which were not current on the system. City Administrator Dixon said the city council had already approved the funds from the CIP Bonds for this purpose. Councilmember Lee said he was concerned with the vendor being the sole source for the product. Mr. Lee said he had spoken with a former Public Works Director from another city and they used Hierholzer Engineering for their system. That company specialized in SCADA Systems and used off the shelf components made by Schneider Electric, a nationally known company. Mr. Lee said the Hierholzer Engineering Company supplied SCADA Systems to Cibilo, Schertz, Seguin, Green Valley, East Central and two water vendors at Canyon Lake. Mr. Lee said this same company did come onsite and internet services. Mr. Lee asked if this company had been considered. City Administrator Dixon said two representatives from the company were present to answer any questions. Mayor Schroeder said he had worked on many complicated SCAD systems and wanted to see what the city would see different. Mayor Schroeder wanted more strategic data. Councilmember Martinez said she was very familiar with Schneider Electric having dealt with them in the military and wanted to see a comparison first before making any decisions. Mayor Schroeder wanted to see the standards, functions, and risks and how to avoid the pitfalls in 10 years in the comparison. Councilmember King said the matric of hardware, software, and inter relations with other systems and how they ranked on a bid list. Staff would bring back with more information.

## **VIII. CITY ADMINISTRATOR REPORT**

- a. Updates on: Gas Operations, CPS Wholesale Electric Negotiations, Regional Park Community Center Project, WWTP Dams and Ponds, Regional Park Irrigation, Waste Management Contract, UDO Progress, USDA Hangar Project, Budget Workshops, Communications Policy, City Hall Remodel, CDBG Waterline Project, Council Chamber Audio/Video, and Athens Area Drainage Project**

City Administrator Scott Dixon briefed the city council on his report. Mr. Dixon said the city had a Gas Operation Superintendent and would be bringing a budget request to the second meeting in April. Councilmember Martinez asked for sooner as she was out of town at that time. Mr. Dixon said he did not think the update on the needs of the gas department would be ready as the Superintendent has just been hired, but he would try. The Community Center construction had begun with the city having to spend the city funds first then be reimbursed. Mr. Dixon said they were using a filter system now for irrigation of the park, but was looking at using treated effluent. The cost for that could be close to a quarter of a million dollars to do that. Mr. Dixon said he hoped to have more information for the update meeting for the city council and the parks and recreation board. Mr. Dixon said he was working Councilmember King on the presentation. Mr. Dixon said this year the budget workshops would be

different with the department heads presenting their budgets to the council. He said staff was waiting on quotes for the audio/video upgrade. Mr. Dixon said they were still working on the Athens Area Drainage Project. Councilmember Martinez asked if the department heads would give the city council their priorities when they met. Mr. Dixon said possibly.

Councilmember Marchman stepped out of the meeting at 6:15 p.m.  
Councilmember Marchman returned to meeting at 6:17 p.m.

Councilmember Merz asked if the April 9<sup>th</sup> P & Z meeting would have the final draft for review. Mr. Dixon said it would. Councilmember Lee said he had received information on the historic overlay and more questions. Councilmember Martinez asked about the USDA Hangar Project and questioned tracking of the grant funds. Mr. Dixon said the city was not going to receive the funds but was working with the State Representative to re-appropriate.

## **IX. PRESENTATIONS**

### **a. Presentation on Tourism Friendly designation by the State of Texas**

Tourism/Business Development Director Darin Hamm briefed the city council on two awards the city received. Mr. Hamm said the city had received recognition as a "Tourism Friendly" community. Mr. Hamm said the award recognized the businesses and citizens who worked hard to welcome others. Mr. Hamm read a comment from State Representative Pete Flores saying the city was a beautiful and charming town. Mr. Hamm also said the city had received an award recognizing Castroville as a Film Friendly Town. Mr. Hamm said with the designations this was a good way to protect the city. The City Council posed for pictures with the awards.

### **b. Presentation by Pavement Restoration Inc on alternatives for pavement preservation**

City Administrator Scott Dixon briefed the city council on the presentation being provided by Pavement Restoration Inc. Mr. Dixon said this was an option for alternatives for pavement preservation. Ronald Becker, of Pavement Restoration, Inc. provided a presentation on his company and what they could do to help the city preserve the city streets longer. Mr. Becker said their treatment, replaced maltene/asphaltene oil ratio-chemical binders with sealing in depth, not just on the surface. Mr. Becker said this process was 100% turnkey with the city only providing sand and water. Mr. Becker said this process did not cover up marking and had been around for about 50 years. Councilmember Merz asked the life of an asphalt street. Mr. Becker said 15-20 years but with treatment in the first 10 years a street could last up to 25 years. Councilmember Merz wanted to see examples of treated areas. Councilmember Lee asked for areas they had treated so that the city council could go and see and talk with the entity on how the product held up. Councilmember King said the streets in Westheim Village were approximately 20 years old and could not be helped due to the base materials having failed with most of the streets being at least 60 years old. Councilmember Marchman asked for the longest rejuvenation project. Mr. Becker said Lubbock, Texas, they were looking at 15 years of not paving yet. Mayor Schroeder said they should look at what maintenance standards were for 30 plus year old streets and look at budget. Councilmember Lee asked when the best time was to do this treatment. Mr. Becker said 3-4 years out.

Mr. Lee asked if the city had looked at any others. Mayor Schroeder said this was a start and would start looking at other options. City Administrator Dixon said the rebuilding cost for River Bluff streets was approximately \$7 million. Mayor Schroeder said they should look at asphalt now with a maintenance program in place. Councilmember King said asphalt was much cheaper than concrete and to make sure the new developments were up to standards.

## **X. DISCUSSION AND ACTION ITEMS**

### **a. FY 2024 Annual Financial Audit Presentation and appropriate action on acceptance of the FY2024 Annual Audit**

Kim Roach, PC with Armstrong, Vaughan, & Associates briefed the city council on the annual audit report. Ms. Roach said the city had received a clean opinion with a few suggestions for better accounting practices. Ms. Roach spoke on General, Utility, and Airport Funds, Sales Tax, Permits, Interest Income and Property Taxes. Ms. Roach said the city had \$4.5 million, which equaled 10.4 months operating funds. Ms. Roach said expenditures were up but under \$600,000, funds were set aside for the Community Center Project, with increases incurred in the Parks Department from salaries, and with upfront project costs. Tourism was shown in General Fund this year and over all the city had a \$3800.00 loss for the year. Utility Fund had \$17.2 million with some restricted funds, and unrestricted cash \$5.3 million (working capital) with increase from Impact Fees. Utilities were down with the exception of garbage with a once every ten year transfer out for the lease of water rights from the Airport. Airport Fund had increase in revenues, expenditures up due to hiring, increases from the lease of the water rights. Ms. Roach said also shown was the depreciation of property with \$8.7 million shown and \$719,762 working capital. Councilmember Lee said citizens felt the airport was not paying for itself but this was not the case. Members of the community may be confused with grant funds and depreciation of properties shown when looking at the audits. Ms. Roach finished with Other Funds balances, Drainage, Debt Service and Special Funds. Councilmember Martinez asked about the fraud report. City Administrator Dixon said this had been resolved with the city being reimbursed for two of three issues. Ms. Martinez also asked about the USDA Grant of \$200,000 not being received and was it caused from an oversight. Mr. Dixon said the project was just now being closed out and city had previously submitted all of the information in a timely manner to the USDA and had to go back and show proof. Mr. Dixon said staff was looking to create a receivable account in Incode to have better tracking. Councilmember King asked about the drainage bond monies and projects. Mr. Dixon said they were for the Garcia Creek improvements with the balance being used for the Athens Street project. Councilmember Lee thanked Ms. Roach and Armstrong, Vaughn & Associates for continuing to provide excellent service to the city. **A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to accept the FY24 Annual Audit as presented. A vote was taken (5:0 all ayes) the motion was carried by all present.**

### **b. Consider and take appropriate action on awarding a contract for the TXCDBG - Alsace Ave. & Berlin St. Water Main Improvement project**

Darrell Spillman, RESPEC Engineers, briefed the city council on bids received for the Alsace-Berlin water main improvement project funded by a TXCDBG grant the city had received. Mr. Spillman said

the bids did come in under budget and there might be room to add to the project through change orders. Mr. Spillman said the project would be adding a new water main on Alsace. Councilmember Martinez asked about timeline for informing the citizens affected by the construction. Mr. Spillman said they would be informed in advance. Mayor Schroeder asked for a start date. Mr. Spillman said it should be in the next 4-6 weeks with a preconstruction meeting ahead of time once the project was awarded. Mayor Schroeder wanted the communication ready and put before the city council ahead of the start time. Councilmember Merz asked if the project was fully funded by the grant. Mr. Dixon said it was a 90/10 split with the city spending approximately \$50,000 from utility funds or bond funds. Councilmember Lee asked if isolation shut off valves were part of the project. Mr. Spillman said they always include in the designs to be able to isolate small areas for repairs. Councilmember Marchman wanted information when available on the start date for notification as it was in his district.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember King to award a contract to Aetos Construction LLC in the amount of \$304,808.07 for contracts CDV23-0365 and CFDA 14.228. A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Schroeder called a brief recess at 7:35 p.m.

Mayor Schroeder reconvened in open session at 7:41 p.m.

c. Presentation on Flat Creek Water Infrastructure Project - Darrell Spillman, RESPEC

Darrell Spillman, RESPEC Engineers, briefed the city council on the Flat Creek Water Infrastructure project including an elevated water tank. Mr. Spillman said the project consisted of two phases with the first package being a TCEQ approved well at \$3.4 million to drill only with cap for preparation of new development. The second package consisted a 1.5 million gallon elevated storage tank and a 3,800 foot water main extension to connect to the existing water system with an estimated cost of \$20.1 million. Mr. Spillman said the schedule for package 1 would be advertised in April and completed by December 2025 and package two looking at submitting in April for TCEQ approval in June 2025 and advertising in August 2026 with construction 4<sup>th</sup> quarter 2026 and completion estimate 2<sup>nd</sup> quarter 2028. Mr. Spillman said they would work through development and utility service agreements and funding through the Tx Water Development Board would add time to the project. Mr. Spillman said if the city went with private loan funding the timeline would be shorter. Councilmember Martinez asked about the long timeline on advertising for package 2. Mr. Spillman said it was due to funding source. City Administrator Dixon said funding through Tx Water Development Board added another year to the project. Councilmember Merz asked about the proposed road on the project and if it was part of the thoroughfare plan. Mr. Spillman said this road was only for maintenance not a public street. The question was asked if this would help Alsatian Oaks Development. Mr. Dixon said it would and an elevated tank was required by TCEQ if a city had over 2500 connections. Mr. Dixon said it would be a pressure flow and would be another supply line for old Castroville to connect to. Mr. Spiller said it would provide resiliency and support the east side of Castroville. Mr. Spillman said the first package was now with utility funding through debt service not cash. Mr. Dixon said it was equitable issue to have paid back by future customers. Councilmember Merz asked the life of these improvements. Mr. Dixon and Spillman said at least 50 years with good maintenance program. Councilmember Lee said Impact Fees would pay for the improvements. Councilmember Martinez asked about the height of the

elevated tank and flight paths at the airport. Mr. Spillman said it had previously been approved by the FAA but would go back and confirm. Councilmember King confirmed 750 ft long with 16 inch casing and should handle 5,000 connections. Councilmember Marchman confirmed there were only two pipes crossing the river and these new improvements would support Country Village if needed. Mr. Spillman said there were only two pipe connections going under the river and this would support Country Village. The next item was tied to this project on issuing debt.

- d. Discussion, consideration and authorization to proceed on the proposed Phase II Water Project (Water Well and Elevated Storage) by RESPEC, the City's Engineer, and SAMCO Capital Markets, the City's Financial Advisor, and other matter related to the project, including the Financing

Mark McLiney, SAMCO, briefed the city council on options to finance the Phase II Water Project, package 1 for the drilling and capping the well in preparation of package 2. Mr. McLiney spoke on issuing bonds, working with the Tx Water Development Board for funding of the first project. Mr. McLiney provided a calendar of the process to issue bonds and a schedule for repayment. Mr. McLiney said the city would post notice of intent in June, sell certificate in August 2025, and receive funds in September. Mayor Schroeder said the city also had to option to go to the Tx Water Development Board for a possible lower interest rate. Mr. McLiney said the city could but it would add additional time to the project and could delay development. Mr. McLiney said the next item was associated with this so that the city could reimburse themselves for funds spent in advance.

**A motion was made to proceed forward on the proposed Phase II Water Project (Water Well and Elevated Tank) by RESPEC, the City's Engineer, and SAMCO Capital Markets, the City's Financial Advisor, and other matter related to the project, including the Financing as presented. A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Schroeder moved 10n up as it was part of the discussion of 10d.

- n. Consider and take appropriate action on adopting a Resolution establishing the City's intention to reimburse itself for the prior lawful expenditure of funds for capital expenditures from the proceeds of tax-exempt obligations and other matters in connection therewith

Mark McLiney, SAMCO said he would have the numbers the coming week on costs. City Administrator Dixon said the city had agreed on an LUE for the property for the elevated tank and could issue \$2 million in CO's or impact fees could pay for without raising rates or they could raise rates. For repayment the city had the option to do interest only for a few years to build up funds. Mr. Dixon said when looking at finances he looked at worse case scenarios. Councilmember Merz asked if a development annexed out of the city would the city still have to build and supply utilities. Mr. Dixon said they would be locked in, if in CCN the city has to service them. Mr. Merz felt drilling a new well was a useful asset but asked if the city could wait on building the elevation tank later. Mr. Dixon said it had to be included as the city had to have a tank for storage but the city could look at spreading out further to save more funds. Mr. Dixon said the city currently had \$750,000 saved to use on the project. Councilmember Lee asked if the sewer plant could handle 5000 connections. Mr. Dixon said RESPEC had completed a study and the plant could had the capacity but would need to be improve in the future. Councilmember King said he

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felt the council was obligated to build the elevated tank and it would be a waste of money to build something smaller. Councilmember Marchman verified Country Village would be supported. Mr. Dixon said it was designed to handle Country Village and new development. Mayor Schroeder said over time it would connect and serve the east side. Councilmember Martinez asked about the city credit rating. Mr. McLiney said the city was in great shape. Ms. Martinez asked if Heights of Castroville's LUE's were included in this information. Mr. Dixon said all new developments were. Mayor Schroeder said they needed to look at the drought and include in the LUE calculations.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to adopt a resolution establishing the City's intention to reimburse itself for the prior lawful expenditure of funds for capital expenditures from the proceeds of tax-exempt obligations and other matters in connection therewith. A vote was taken (5:0 all ayes) the motion carried by all present.**

- e. Consider and take appropriate action on appointments to Historic Landmark Commission and the Planning and Zoning Commission

City Secretary Debra Howe briefed the city council on requests from board members on open positions. Ms. Howe said the city had received a request from HLC board member Cendriah Maloney to be moved to an alternate position on HLC and a request from P & Z alternate member Melaine Knous to be moved to a full board position on P & Z when there was an opening. Ms. Howe said HLC alternate member Lori Marchman said she would move up to a full board position. Ms. Howe said with Councilmember Marchman being sworn in to city council there was an opening on the P & Z Commission now on the full board.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to move Cendriah Maloney to HLC alternate position #2 for a term ending in 2026, move Lori Marchman to full board position #1 for a term ending in 2025 and move P & Z alternate #1 to full board position #2 for a term ending in 2026. A vote was taken (5:0 all ayes) the motion carried by all present.**

- f. Consider and take appropriate action on an Ordinance amending the Drought Contingency Plan; providing for exclusion to drought surcharge for water usage that exceeds designated thresholds and removing Stage 4 requirements relating to new, additional, expanded or increased water services

Kathy Adams, Public Works Administrative Assistant, briefed the city council on the revisions requested at the last meeting on the Drought Contingency Plan. Ms. Adams said the city council had agreed to remove restrictions on connections during Stage 4, if they had delivered water rights to the city. Ms. Adams said discussed at a previous meeting was business exemptions from the water overage surcharges. Ms. Adams said the suggestions were medical, nursing homes and emergency services with staff adding all city accounts for council to consider. Also at a previous meeting there was a discussion on removing the requirement on developers to install sod to receive a CO. Ms. Adams said staff had researched through the state department and new sod could be established with watering 4 hours a day for 10 days, if this was a stipulation the council wished to include. Councilmember Lee spoke on infill connections and felt the city could get in trouble with pumping if all were built out. Mr. Lee was in favor of a water acquisition fee along with the Impact Fees charged. Councilmember Merz agreed infill lots should be



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allowed to connect and pay an acquisition fee. Councilmember King was in favor of connecting new services during drought stages but was only in favor of adding a water acquisition fee to subdivided infill lots. Councilmembers Marchman and Martinez were in favor of connecting during drought stages and adding a water acquisition fee to infill subdivided lots. Councilmember Lee was in agreement to new development new connection with city receiving water rights. City Council discussed commercial businesses being allowed to connect in Stage 4 and agreed if the pipe size was ¾ inch only. City Council agreed on developers being allowed to delay installing sod during stages of drought. The Council asked what was being done currently. Ms. Adams said there was a clause in the plan allowing the City Administrator or his designee to grant a variance to the restrictions and they were doing the 4 hours a day for 10 days. The Council suggested allowing hand watering and this was already allowed. Councilmember King was in favor of the 4 hours daily for 10 day maximum for new sod and allowing developers to wait on installation of sod in stages after stage 1.

Mayor Schroeder called a brief recess at 9:57 p.m.

Mayor Schroeder reconvened in open session at 10:09 p.m.

Councilmembers discussed business/community services exemptions from the water surcharge and agreed health care providers/facilities, and emergency services would be exempt with a drought management plan on file. City accounts would be exempt with staff providing a drought management plan. Summary of the lengthy discussion was (1) during Stage 4 new connections were allowed infill and in new developments with water rights received after 03/25/2025. (2) commercial businesses with a ¾ inch connection may connect during Stage 4. (3) Sub divided infill lots will be charged a water acquisition fee, possibly equivalent to an LUE, with the fee being established at a future meeting (4) water surcharge waivers for nursing homes, healthcare providers/facilities and emergency services with a drought management plan on file. (5) City accounts with be exempt from water surcharges with a drought management plan on file.

**A motion was made by Councilmember Merz and duly seconded by Councilmember King to approve an amendment to the Drought Contingency plan providing for exclusion to drought surcharge for water usage that exceeds designated thresholds and removing Stage 4 requirements relating to new, additional, expanded or increased water services as discussed. A vote was taken (5:0 all ayes) the motion carried by all present.**

- g. Consider and take appropriate action to revise the City's utility policies to require water recycling at car wash facilities**

Kathy Adams, Public Works Administrative Assistant, briefed the city council on revising the utility policy for water recycling at car wash facilities. Ms. Adams said commercial car washes were exempt during drought stages and for water conservation measures commercial car washes should have recycling systems. Ms. Adams said the recommendation was taken from San Antonio for a minimum of 50% of rinse waters be recycled. City Council asked what the highest user, Pump House, had in place. City Administrator Dixon said he thought it was 40%. Ms. Adams said this would be included in the permitting process. Mr. Dixon said staff would look at legal enforcement and what to use.

**A motion was made by Councilmember King and duly seconded by Councilmember Merz to revise the utility policy section 9 Commercial Vehicle Wash Facilities requiring water recycling systems,**

**plans with mechanics of the system, and water savings during the permitting process. A vote was taken (5:0 all ayes) the motion carried by all present.**

- h. Consider and take appropriate action on adopting an Ordinance amending Code of Ordinances Chapter 82 (Entitled Parks and Recreation), Article II - Regional Park, Section 82-27 Regulations; hours of operations, restrictions on Go-carts, Golf Carts, four wheelers, off-road motorcycles and similar non-licensed motorized vehicles; use of portable generators; and approve the 2025 Parks & Recreation Regulations – Rules – Guidelines Document**

Parks and Recreation Director Jonah Chang briefed the city council on the amendments to the Parks and Rec regulations rules and guidelines related to all city parks. Mr. Chang said the document had not been updated since 2017 and did not need many changes but they had updated contact information, hours of business, location addresses and additional information on restrictions for off-road vehicles including golf carts, go carts, 4 wheelers, and use of generators. Councilmember Merz said the Parks Board had worked hard on the document and was a good document.

\*It was noted Councilmember Lee left the meeting at 10:44 p.m.

Mayor Schroeder questioned the language in Section 82-27 Regulations related to restrictions and allowance of the listed offroad vehicles. Mayor Schroeder said it should say in designated areas not only paved areas to allow for handicap access to soccer fields.

**A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to adopt an ordinance amending Code of Ordinances Chapter 82 (Entitled Parks and Recreation), Article II - Regional Park, Section 82-27 Regulations; hours of operations, restrictions on Go-carts, Golf Carts, four wheelers, off-road motorcycles and similar non-licensed motorized vehicles; use of portable generators; and approve the 2025 Parks & Recreation Regulations – Rules – Guidelines Document with specified changes. A vote was taken (4:0 all ayes) the motion carried by all present.**

Mayor Schroeder moved item 10j. up for discussion.

- j. Discussion and possible action on a proposed amendment to the City Ordinance pertaining to golf carts, UTVs, and neighborhood electric vehicles**

Mayor Schroeder said he had been working with the police chief to provide clarification on allowing offroad vehicles on city streets. Police Chief Jim Kohler briefed the city council on the types of non-licensed vehicles with the exception of a Neighborhood Electric Vehicle (NEV), which did meet federal motor vehicle safety standards and a ordinance was not required. Chief Kohler said pocket bikes were not allowed on city streets; an Electric Personal Assistive Mobility Devices (EPAMD) allowed on streets, roadways and highways with speed limits under 30 miles per hour did not need an ordinance.

Golf Carts could not be registered by the state, were eligible for a golf cart non-transferable license plate, allowed by city with required safety equipment, insurance and valid drivers license. Off-Highway Vehicles were only allowed by city ordinance. Sand Rails are allowed on city streets with speed limits of 25 miles per hour or less only with a valid driver license and insurance. Chief Kohler said various cities did allow golf carts with inspections conducted by the police department and Off-highway vehicles could get off-road license plate. Mayor Schroeder wanted a registration process and provide the transportation codes on the vehicles. Mayor Schroeder wanted a sticker displayed for the officers to see

that it was registered. Mayor Schroeder wanted the transportation codes incorporated in the ordinance. Councilmember Martinez asked about regulations on lawn mowers being on city streets. Chief Kohler said there was a section on lawn mowers he did not include in the presentation. No action was taken.

i. Consider and take appropriate action to review and approve a community survey

City Administrator Scott Dixon briefed the city council on the community survey staff were working on and requested feedback on the draft document. Mayor Schroeder said he had asked how it would be used and look at strategic levels, benchmarking, decision making and community engagement. City Administrator Dixon said the mayor had suggested doing different QR Codes to track where it was taken. Councilmember Marchman asked if the city would provide incentives for participation. Mayor Schroeder make sure there are other ways to take survey not only by a QR Code. Mayor Schroeder not sure on incentives as this is anonymous and it would tie someone to the survey. Mayor Schroeder summarized changes to the survey was to have separate QR Codes for different medias for participation. **A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to approve the community survey with the separate codes added for participation. A vote was taken (4:0 all ayes) the motion carried by all present.**

k. Discuss and take appropriate action regarding a construction methodology for the City Hall project

City Administrator Scott Dixon briefed the city council on information requested at the last council meeting on the pros and cons of doing a Design-build vs a Design-build bid approach vs Construction Manager at Risk or Public-private partnership. The list provided showed the Design-build was the best choice for Castroville. Councilmember King was in favor of the firm who presented at the last meeting, McKinstry. Mr. King knew of the work they had completed with the County. Mr. King said he was not in favor of a company being hired just because it was the cheapest. Mayor Schroeder was in favor of design-build if they could incorporate the Bradley Hightower design into the project. Council was in agreement on design-build with the RFP/RFQ to be submitted by the primary design build team. **A motion was made by Councilmember King and duly seconded by Councilmember Marchman to direct staff to prepare an RFQ for Design-Build Contracting. A vote was taken (4:0 all ayes) the motion carried by all present.**

l. Consider and take appropriate action on adopting an ordinance declaring the General City Election for District 1 and District 2 cancelled and declaring the unopposed candidates elected to office; providing for cancellation of the election for District 1 and District 2; and an effective date

City Secretary Debra Howe briefed the city council on the cancelling of the election for the two places which there was no challengers for District 1 and District 2. Ms. Howe said Councilmember Martinez and Councilmember Marchman would be sworn-in in May.

**A motion was made by Councilmember King and duly seconded by Councilmember Martinez to adopt an ordinance declaring the General City Election for District 1 and District 2 cancelled and declaring the unopposed candidates elected to office; providing for cancellation of the election for District 1 and District 2; and an effective date. A vote was taken (4:0 all ayes) the motion carried by all present.**

City Secretary Debra Howe briefed the city council on the cancelling of the Special election for District 5 seat as there was no challengers. Ms. Howe said Councilmember Lee would be sworn-in in May.

**A motion was made by Councilmember Merz and duly seconded by Councilmember Martinez to adopt an Ordinance cancelling the Special Election for District 5 council seat and declaring the unopposed candidate elected to office; providing for cancellation of the election for District 5 and providing an effective date. A vote was taken (4:0 all ayes) the motion carried by all present.**

## **XI. Staff Reports**

City Council members may request a separate discussion or action on items contained within the submitted reports.

- a. Airport – Gas sales and Operations including revenues.
- b. City Secretary
- c. Community Development – UDO Timeline, March Permits, Board meetings, steps completed on Thoroughfare Plan, and Active Transportation Grant.
- d. Monthly Finance Report - General, Enterprise and Airport Funds and Court Report.
- e. Library – Member Statistics, Circulation Statistics, Summer Camps.
- f. Parks & Rec.- reservation report, maintenance work orders, Survey results, Pool Schedule, Memorial Tree & bench application, Park Rules update, and new grant opportunities.
- g. Facilities, Parks & Recreation Monthly Update
- h. Police Department – updates on department including hiring, training, and grants. Animal Control and Code Compliance Activity Reports including open and closed cases.
- i. February 2025 Monthly Police Report
- j. Police Statistics February 2025
- k. February Monthly Animal Services & Code Compliance
- l. Tourism/Business Development- National Recognition of Walking Tour Campaign, City Communications, Event Promotion, Tourism promotions, Economic Development opportunities - included in presentation
- m. Public Works – work orders – electric, water, wastewater and gas, updates on AMI Meter Project, River Bluff Project and Country Village Lift Station.
- n. Public Works Staff Report

Councilmember Martinez asked about commercial permitting addressing parking in established areas due to the new business build on Hwy 90 and lack of space. Mr. Dixon said he would review. Ms. Martinez said she was told there was only one heater working at the pool the morning of the city council meeting. Mr. Dixon said he would check with Mr. Chang. Ms. Martinez said code compliance did not have a report on the sign issues at Castroville BBQ Place. Mr. Dixon said the city was working with the establishment to correct. Ms. Martinez asked if shuttle buses were allowed to park in residential neighborhoods and did the city have all of the information from CPS on the Gas System since they did not identify the issues. Mr. Dixon said he thought they had everything for the department and the city was the owner of the system and should have kept up with maintenance. Councilmember Merz asked about the city secretary report on length of time spent on open records. Ms. Howe said it was only to reflect that the amount of requested may seem small but they did not show the length of time some took to complete.

**XII. Executive Session**

(1) Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, Section 551.071 (entitled "Consultation with Attorney) and Texas Government Code Section 551.085 (entitled "Deliberation regarding Economic Development Negotiations") the City Council may convene in executive session to receive advice from the City Attorney regarding the following:

- a. The City Council shall meet in executive session as per Texas Government Code Section 551.072 (entitled Deliberation regarding Real Property) to deliberate the purchase of real property.
  - a. Approximately 17 acres in Medina County for future parkland
  - b. Approximately 4 acres in Medina County for future public facilities
  - c. Approximately 3.8 acres for future Right-of-Way

Opened: 11:54 p.m.

Closed: 12:12 a.m.

**XIII. Reconvene in open session**

Mayor Schroeder reconvened in open session at 12:15 a.m.

**XIV. Consider possible action(s) resulting from items posted and legally discussed in Executive Session**

No action was taken.

**XV. Discussion on Future Agenda Items**

City Administrator Dixon asked the city council to review the pending list and priorities and send to him. Future meeting would have language for HLC Deeds, appointment of Board liaisons. A seminar on Senior Discounts was being held March 26, 2025. A tree dedication for former Library employee- Doris Uhl was on Wednesday.

**XVI. Adjourn**

Mayor Schroeder adjourned the meeting at 12:20 a.m.

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Mayor

ATTEST:

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City Secretary