



CITY COUNCIL SPECIAL/WORKSHOP MEETING

Thursday, March 27, 2025 at 5:30 PM

City Council Chambers | 202 N. Virginia Street, Port Lavaca TX 77979

MINUTES

STATE OF TEXAS §
COUNTY OF CALHOUN §
CITY OF PORT LAVACA §

On this the 27th day of March, 2025, the City Council of the City of Port Lavaca, Texas, convened in a special meeting and workshop session at 5:30 p.m. at the regular meeting place in Council Chambers at City Hall, 202 North Virginia Street, Port Lavaca, Texas, with the following members in attendance:

I. ROLL CALL

Jack Whitlow	Mayor
Daniel Aguirre	Councilman, District 1
Tim Dent	Councilman, District 2
Allen Tippit	Councilman, District 3
Rosie G. Padron	Councilwoman, District 4, Mayor Pro Tem
Jim Ward	Councilman, District 5
Justin Burke	Councilman, District 6

And with the following absent: None

Constituting a quorum for the transaction of business, at which time the following business was transacted:

CITY COUNCIL SPECIAL MEETING

II. CALL TO ORDER

- Mayor Whitlow called the special meeting to order at 5:35 p.m. and presided.

III. COMMENTS FROM THE PUBLIC

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

- Mayor Whitlow asked for comments from the public and there were none.

IV. ACTION ITEMS - Council will consider/discuss the following items and take any action deemed necessary.

1. **Consider approval of the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending September 30, 2024, prepared by the Audit Firm of Pattillo, Brown & Hill, L.L.P. Presenter is Brittney Hogan**

Mr. Travis Rogers of the Audit Firm of Pattillo, Brown & Hill, L.L.P. was in attendance and went over the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending September 30, 2024.

Motion made by Councilman District 3 Tippit

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, Council hereby approves the Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending September 30, 2024, prepared by the Audit Firm of Pattillo, Brown & Hill, L.L.P.

Seconded by Councilman District 1 Aguirre

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilman District 5 Ward and Councilman District 6 Burke

2. **Consider a 3-month Lease of 2 Boat Slips and parking at the City Harbor. Presenter is Jody Weaver**

Interim City Manager Weaver advised Council that Harbor Master Jim Rudellat received a call last Thursday from a Louisiana Construction Company, Sunland Construction, Inc., that is coming to Calhoun County to make repairs to a damaged gas pipeline near Alamo Beach. They need boat slips for 2 crew boats for probably 6-8 weeks and parking for several vehicles. Their plan is to bring at least two and maybe more RV's and stay at an RV Park in Port Lavaca. They are starting work on April 07, 2025.

As you recall, the ordinance states that monthly boat slip dockage is available only for annual leases UNLESS OTHERWISE APPROVED BY COUNCIL. In this particular circumstance, staff would prefer to see Sunland Construction spend their per diem dollars in Port Lavaca rather than Palacios. I didn't see the need to try convening a special meeting of the Port Commissioners to make a recommendation on this particular lease since the ordinance allows Council to approve a lease for less than a year.

Jim and I do think it's likely that with the anticipated increase in construction in our immediate area, that there will be similar requests coming our way from contractors for crew boat slips and parking for a duration of months rather than years. With this in mind, we will bring up to the Port Commission the idea of establishing multipliers to be applied to the one-year rental rate to accommodate rental periods of say 3 – 6 months, particularly if the lessee will be staying in our local hotel, RV Park and therefor spending per diem dollars in Port Lavaca.

So, acknowledging that because the lease would be less than one year, a monthly slip rental rate should be increased, but also understanding that Sunland Construction plans to rent at least one and possibly more RV spaces at Lighthouse Beach RV Park, I chose to use a multiplier of 1.5 x our normal monthly slip rental rate for a 45 ft boat. (\$275 x 1.5 = \$412.50).

To calculate a rental rate for parking at the old freezer plant tract, I used \$4.25/sf for 20,000 sf which brought me to \$750/month rental at a 10% ROR.

So, the proposed lease terms are \$1,575/month for 3 months with the option for a 4th month if needed (which is doubtful). Therefore the minimum revenue under this lease is \$4,725 for Ports & Harbors and \$1,950 for the Lighthouse Beach Fund.

Motion made by Councilman District 3 Tippit

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORT LAVACA, TEXAS:

THAT, Council hereby approves a lease at the City Harbor for Tract Slip CH2 and Tract Slip CH3, and 0.46 Acre +/- of property ID No. 19213 (located at the corner of Harbor Street and Fulton Street), to Sunland Construction, Inc., commencing on April 01, 2025 and continuing until June 30, 2025, in the amount of \$1,575.00 per month.

BE IT ALSO RESOLVED, THAT tenant shall have the option to extend the lease agreement for an additional month, up to a maximum lease term of 4 months.

BE IT FURTHER RESOLVED, THAT the Mayor is hereby authorized to execute all instruments necessary to affect such agreement.

Seconded by Councilman District 5 Ward

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilman District 5 Ward and Councilman District 6 Burke

V. ADJOURN SPECIAL MEETING

Mayor Whitlow asked for motion to adjourn.

Motion made by Councilwoman District 4 (Mayor Pro Tem) Padron

Seconded by Councilman District 5 Ward

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilman District 5 Ward and Councilman District 6 Burke

Special Meeting adjourned at 5:58 p.m.

WORKSHOP SESSION

VI. CALL TO ORDER

- Mayor Whitlow called the workshop to order at 5:58 p.m. and presided with the following announcement:

VII. COMMENTS FROM THE PUBLIC

(Limited to 3 minutes per individual unless permission to speak longer is received in advance. You may make public comments as you would at a meeting by logging on with your computer and using "Join Zoom Meeting" information on first page of this agenda).

- Mayor Whitlow asked for comments from the public and there were none.

VIII. ITEMS FOR DISCUSSION - Council will discuss the following items**1. Review and discuss proposed edits, upgrades, improvements to the HR and Workplace Policies: Presenter is Jody Weaver**

- A. Chapter 1 (New): General Information;
- B. Chapter 2 (Formerly Chapter 1): Employment;
- C. Chapter 3 (Formerly Chapter 2): Personnel Actions and Records;
- D. Chapter 4 (Formerly Chapter 3): Employee Benefits

Council discussed this agenda item.

No action necessary and none taken.

IX. ADJOURN WORKSHOP

Mayor Whitlow asked for motion to adjourn.

Motion made by Councilman District 2 Dent

Seconded by Councilwoman District 4 (Mayor Pro Tem) Padron

Voting Yea:

Councilman District 1 Aguirre, Councilman District 2 Dent, Councilman District 3 Tippit, Councilwoman District 4 (Mayor Pro Tem) Padron, Councilman District 5 Ward and Councilman District 6 Burke

Workshop adjourned at 7:10 p.m.

ATTEST:

Jack Whitlow, Mayor

Mandy Grant, City Secretary