

# **CITY OF BASTROP**

## **BASTROP CITY COUNCIL**

### **REGULAR CITY COUNCIL MEETING MINUTES**

**Tuesday, July 22, 2025**

The Bastrop City Council met in a Regular Meeting at 6:30 p.m. on Tuesday, July 22, 2025, at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

#### **Council Members Present**

Mayor Ishmael Harris  
Mayor Pro-Tem John Kirkland  
Council Member Cynthia Meyer  
Council Member Kerry Fossler  
Council Member Perry Lowe  
Council Member Kevin Plunkett

#### **Staff Present**

City Manager Sylvia Carrillo-Trevino  
Assistant City Manager Andres Rosales  
City Attorney Charlie Zech  
City Secretary Michael Muscarello  
Assistant City Secretary Victoria Psencik  
Assistant to the City Manager Vivianna Andres  
Assistant Finance Director Laura Allen  
Main Street Manager Michaela Joyce  
GIS Manager Robert Barron  
Development Services Director James Cowey  
Police Chief Vicky Steffanic  
Project Manager Elizabeth Wick  
Project Manager Sinem Aka Mudun  
BEDC B.A.R.E Manager Dori Kelley  
Digital Media Specialist Rick Gullikson

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

With a quorum present, Mayor Harris called the Regular City Council Meeting to order at 6:30 p.m.

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

Mayor Harris led the Pledge of Allegiance.

#### **3. INVOCATION**

City of Bastrop Police Chaplain Dale Burke delivered the Invocation.

#### **4. PRESENTATIONS**

##### **4A. Mayor's Report**

##### **4B. Council Members' Report**

##### **4C. City Manager's Report**

##### **1. Callahan Russo**

## **2. Capital Project Update**

### **a. Wastewater**

### **b. Waterwells**

### **c. Street – Including Water, Linden, and Farm**

### **d. Park Planning and Workshop**

## **3. Budget**

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

## **5. WORK SESSIONS / BRIEFINGS – NONE**

## **6. STAFF AND BOARD REPORTS**

### **6A. Receive presentation on the unaudited Monthly Financial Report for the period ending June 2025.**

Submitted and Presented by: Laura Allen, Assistant Finance Director

## **7. CITIZEN COMMENT(S)**

Citizen(s) addressing the City Council on an item, not on the agenda: Pamela Vear, Reta Ward, Carlos Liriano, and Cecilia Serna.

## **8. CONSENT AGENDA**

### **8A. Consider and act on the second reading of Ordinance No. 2025-60, amending the Code of Ordinances, Chapter 12 Titled "Traffic and Vehicle," Article 12.03.004 Titled "Installation" amended to read as described, and attached hereto as Exhibit A.**

Submitted by: Vicky Steffanic, Chief of Police

### **8B. Consider and act on the second reading of Ordinance No. 2025-59, amending the Code of Ordinances, related to Chapter 12 Titled "Traffic and Vehicles," Article 12.05.006 Titled "SH 21 Frontage Road Speed Limits," amending the location and speed on SH 21 in the city limits of the City of Bastrop; repealing all prior ordinances that are in conflict herewith.**

Submitted by: Vicky Steffanic, Chief of Police

### **8D. Consider and act on Resolution No. R-2025-117, accepting an on-going donation of supplies on behalf of the City of Bastrop Police Department in the approximate, amount of \$300 per month for one (1) year, for a total of three thousand, six hundred dollars (\$3,600) from Rogue Pet Science, Timberwolf pet food, and Dog Worx for utilization by the City of Bastrop Police**



Department's K9 "Officer Fi-Vo" to supplement and support the health, performance, and well-being of the department's working dog by providing ongoing nutritional and health related resources.

Submitted by: Vicky Steffanic, Chief of Police

- 8F. Consider and act on Resolution No. R-2025-123, approving the expressing Official Intent to Reimburse Certain Expenditures of the City of Bastrop, Texas related to constructing and improving parks and park features to include paying professional services and other related costs.

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

- 8G. Consider action to approve Resolution No. R-2025-124 to allow the City Manager to enter into an agreement with LeadWell, Inc for leadership training in an amount not to exceed \$15, 200 in FY 25 and \$30,400 in FY 26 for a total amount of \$45,600.

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

- 8I. Consider and act to approve the Bastrop City Council minutes from the July 8, 2025, Regular Meeting.

Submitted by: Victoria Psencik, Assistant City Secretary

Mayor Harris called for requests to remove any item from the Consent Agenda for separate discussion. Council Member Fossler requested that Items 8C and 8H be removed. Council Member Meyer requested that Item 8E be removed.

**MOTION:** Council Member Plunkett moved to approve the Consent Agenda as presented after Items 8A and 8B were read into record by Mayor Harris with the exclusion of Items 8C, 8E, and 8H. Mayor Pro-Tem Kirkland seconded the motion. Motion carried unanimously.

\* \* \* \* \*

- 8C. Consider and act on the second reading of Ordinance No. 2025-62, approving the Fiscal Year 2026 Annual Service Plan Update, including provisions related to assessments for the Hunters Crossing Public Improvement District; approving a Fiscal Year 2025 - 2026 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation.

Submitted by: Judy Sandroussi, Finance Director

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

**MOTION:** Council Member Plunkett moved to approve the second reading of Ordinance No. 2025-62 as presented. Mayor Pro-Tem Kirkland seconded the motion. Motion carried unanimously.

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- 8E. **Consider and act on Resolution No. R-2025-119, approving the closure of Chestnut Street for the Bastrop Homecoming parade.**

Submitted by: Terry Moore, Parks and Recreation Director

**MOTION:** Council Member Meyer moved to approve Resolution No. R-2025-119 as presented. Council Member Fossler seconded the motion. Motion carried unanimously.

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- 8H. **Consider and act on Resolution No. 2025-125 to authorize the City Manager to waive a \$300 Special Permit Fee for Bastrop Market Days for the month of August.**

Submitted and Presented by: Michaela Joyce, Main Street Manager

**MOTION:** Council Member Fossler moved to approve Resolution No. R-2025-125 as presented. Council Member Plunkett seconded the motion. Motion carried unanimously.

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## 9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. **Conduct a public hearing, consider and act to approve the request for a variance to Bastrop Code of Ordinances Article 4.02.005 Sale of Alcoholic Beverages, Separation Requirements from Church, Public or Private School, or Public Hospital, on property located at 1006 Main Street, within the city limits of Bastrop, Texas.**

Submitted and Presented by: Andres Rosales, Assistant City Manager

Mayor Harris opened the Public Hearing at 7:39 p.m. for the Alcohol Variance Request for the business 1006 Main Street listed in Item 9A.

Public Hearing: No comments were submitted.

Mayor Harris closed the Public Hearing at 7:41 p.m. for the Alcohol Variance Request for the business 1006 Main Street listed in Item 9A.

**MOTION:** Council Member Meyer moved to approve the request for variance to Bastrop Code of Ordinances Article 4.02.005 Sale of Alcoholic Beverages, Separation Requirements from Church, Public or Private School, or Public Hospital, on property located at 1006 Main Street as presented. Mayor Pro-Tem Kirkland seconded the motion. Motion carried unanimously.



- 9B. Consider and act on the first reading of Ordinance No. 2025-61, to approve a map depicting the Municipal Boundary “City Limits” and the Extraterritorial Jurisdiction “ETJ” as required by State Law and move to include on the August 12, 2025, Consent Agenda for a second reading.

Submitted and Presented by: Robert Barron, GIS Manager

**MOTION:** Mayor Pro-Tem Kirkland moved to approve the first reading of Ordinance No. 2025-61 as presented and include on the August 12, 2025 Agenda for the second reading. Council Member Fossler seconded the motion. Motion carried unanimously.

- 9C. Consider and act on Resolution No. R-2025-114, authorizing the City Manager to approve Change Order #3 to the Construction Contract with Joe Bland Construction, LLC for the construction of Agnes Street Extension.

Submitted and Presented by: Elizabeth Wick, CFM, Project Manager

**MOTION:** Mayor Pro-Tem Kirkland moved to approve Resolution No. R-2025-114 as presented. Council Member Fossler seconded the motion. Motion carried unanimously.

## 10. EXECUTIVE SESSION

Mayor Harris announced before convening into Executive Session that Council Member Fossler has submitted a Conflict of Interest Statement for the record to recuse herself from Item 10B.

Mayor Harris closed the Open Meeting to convene the City Council into Executive (Closed) Session at 7:51 p.m. pursuant to Texas Government Code, Chapter 551 as follows:

- 10A. Section 551.074 to deliberate the appointment, employment, and evaluation of the City Manager.
- 10B. Section 551.071 and Section 551.072 to seek advice of legal counsel to discuss the proposed development at Northend Prairie.
- 10C. Section 551.072 to deliberate the purchase, exchange, lease, or value of real property located on Pine Street.
- 10D. Section 551.071 and 551.072 to seek advice of legal counsel to discuss and deliberate regarding the proposed sale of real estate property located along Jasper Street.

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

Mayor Harris reconvened the City Council into the Open Session at 9:07 p.m. and called for any action as a result of the Executive Session.

- 10A. Section 551.074 to deliberate the appointment, employment, and evaluation of the City Manager.
- 10B. Section 551.071 and Section 551.072 to seek advice of legal counsel to discuss the proposed development at Northend Prairie.
- 10C. Section 551.072 to deliberate the purchase, exchange, lease, or value of real property located on Pine Street.
- 10D. Section 551.071 and 551.072 to seek advice of legal counsel to discuss and deliberate regarding the proposed sale of real estate property located along Jasper Street.

No action was taken on Executive Session Items 10A, 10B, 10C, and 10D.

**12. ADJOURNMENT**

Upon receiving a motion duly made and seconded to adjourn, the July 22<sup>nd</sup> Regular Meeting was adjourned at 9:08 p.m.

**CITY OF BASTROP, TEXAS**



Ishmael Harris, Mayor

**ATTEST:**



Victoria Psencik, Assistant City Secretary





## CONFLICT OF INTEREST STATEMENT

I, Kerry L. Fossler, a local public official of the City of Bastrop, Texas (the City), make this affidavit and hereby on oath state the following:

Action being contemplated by the (please circle) City Council or Board/Commission at the 7/22/2025 Meeting, Agenda Item 10B North End Prairie may have an effect on a business entity or real property in which I have an interest. Such interest may be a "substantial interest" as that term is defined in Chapter 171 of the Texas Local Government Code. ~~The action being contemplated may have a special economic effect on the business entity or real property distinguishable from the effect on the public.~~ **Not applicable for Bastrop Code of Ethics**

1. The business entity or real property in which I have an interest is described as follows (name; address; or lot description): 2nd degree relative (sibling) ownership of:  
Farm Lot, BLOCK 13 E M ST, ACRES 3.962 (Property ID 126740),  
PECAN STREET BASTROP LLC, HOMES FOR GOOD FOUNDATION

2. The nature and extent of my interest in the business entity or real property is herein described by stating that either I or a person related to me in the ~~first degree~~ <sup>second degree</sup> by consanguinity (blood) or affinity (marriage), as determined by Chapter 573 of the Texas Government Code (check all that apply):

- ☒ own 10% or more of the voting stock or shares of the business entity;
- ☒ own 10% or more of the fair market value of the business entity;
- ☒ own \$15,000 or more of the fair market value of the business entity; and/or received funds that exceed 10% of gross income for the previous year;
- ☒ has an equitable or legal ownership in real property with a fair market value of \$2,500 or more.

3. Alternatively, even if I do not have a "substantial interest" as defined by Chapter 171 of the Texas Local Government Code, I am filing this affidavit so to avoid the appearance of impropriety. My interest may be described as follows:

I do not personally have a "substantial interest" in the disclosed entities and property, but relatives within the 3rd degree (as defined in the Bastrop Code of Ethics) have a P3 development/subdivision matter pending matter before city staff, with original application filed on 8/08/2022. Their matter may never come before City Council, but I am disclosing and recusing myself from Executive Session Item 10B because it is specific to their property. This disclosure includes the previous calendar year, and up to any future date at which the pending matter might come before City Council.

### \*\*\* AFFIDAVIT \*\*\*

Upon the filing of this affidavit with the City/Board Secretary, I affirm that I shall abstain from any discussion, vote, or decision involving this business entity or real property unless a majority of the members of the governmental entity of which I am a member is likewise required to file and has filed affidavits declaring similar interests on the same official action.

SIGNED this 22 day of July 2025

[Signature]  
Signature of Affiant

SWORN TO AND SUBSCRIBED BEFORE ME on this the 22 day of July, 2025.

Michael Mark Muscarello  
Notary Public in and for the State of Texas  
My Commission Expires: August 2, 2026

