

**CITY OF SANTA FE
REGULAR COUNCIL MEETING
MARCH 28, 2024 7:00 P.M.
COUNCIL CHAMBERS
12002 HWY. 6, SANTA FE, TEXAS**

MINUTES

The meeting was called to order at 7:00 p.m. by Mayor Bill Pittman.

Roll Call: Present: Mayor Bill Pittman
Councilmember Jason O'Brien
Councilmember Ronald "Bubba" Jannett
Councilmember John Dickerson
Councilmember Dana Marks

Absent: Mayor Pro Tem Brandon Noto, excused

The invocation was given by Pastor Lucas Campbell from New Life Church, and Mayor Bill Pittman then led those present in the Pledge of Allegiance to the U. S. Flag and to the Texas Flag.

Staff Report:

1. Presentation of departmental reports by staff, specifically a recap of the activities performed during the previous month and a report of upcoming activities, events, and projects on the horizon
 - 1) Finance – city finance activities (including cash flow, financial reports, investment reports, utility audit services, PEG channel development), and Santa Fe Economic Development Corporation project updates presentation given by Finance Director Rudy Zepeda.

Citizens' Comments:

None.

Business:

Old Business:

1. **Consideration and possible action: Second and final reading of a resolution of the City Council of the City of Santa Fe, Texas, authorizing and approving the Santa Fe Economic Development Corporation's project to expend funds in accordance with an economic development agreement by and between the Corporation and NC4 Management, LLC towards the financing of water and sewer connectivity to its 175-unit senior living community located on FM 1764**

City Manager Alun Thomas said the second reading of this resolution had been postponed from the regular meeting on March 14, 2024, pending the response of the City Attorney regarding if the proposed use was a "use-by-right" or if it had the requirement of a Conditional Use Permit that a citizen had suggested. The City Attorney responded saying that he agreed with staff's interpretation that it is a "use-by-right," and the senior living community is an acceptable use. The ultimate concern of the Council is that in the future, the facility could become an apartment complex. However, Mr. Thomas explained that an apartment complex is not a "use-by-right," and that the Developer would have to have the approval from Council for a Conditional Use Permit before operating an apartment complex.

Community Services Director Georgia Carmack explained that the "independent living" units' monthly cost also includes, nursing care, personal assistance, transportation, dining, housekeeping, etcetera considers the facility a

retirement center, whether the residence use the amidites or not. Therefore, although it is considered "independent living" the resident is paying for the assisted living services. The "independent living" section will include a kitchenette whereas the "assistant living section" will not.

Councilmember Dickerson expressed his concerns about the project and what it will consist of, since Council has not seen any plans for the project. The developer, Corey Boyer, said that they have done numerous surveys to ensure the proper function of the system. The preliminary plans have been approved by the Santa Fe Economic Development Corporation (EDC) and the Board of Directors of the Galveston County Water Control & Improvement District No. 8.

There was discussion regarding the funding amount increasing if the project cost increases. EDC Director Rudy Zepeda explained that EDC approved the funding with stipulations, and that one of those stipulations was that the total expenditure does not exceed the amount of \$121,666. The discussion also included the function of the EDC and the benefits of the water and sewer connectivity for other businesses and residents.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the second and final reading of a resolution authorizing and approving the Santa Fe Economic Development Corporation's project to expend funds in accordance with an economic development agreement by and between the Corporation and NC4 Management, LLC towards the financing of water and sewer connectivity to its 175-unit senior living community located on FM 1764. The motion passed the roll call 3-1, with Councilmembers O'Brien, Jannett, and Marks voting in favor, and Councilmember Dickerson opposed.

2. Consideration and possible action: Second and final reading of an ordinance of the City of Santa Fe, Texas, amending the Traffic Control Device Inventory-Schedule III and Traffic Control Device Inventory-Schedule II in accordance with Chapter 9, Section 2, Subsection D and Subsection C, respectively, of the Code of Ordinances, of the City of Santa Fe, Texas, to move a two-way stop sign location from Traffic Control Device Inventory-Schedule III to the four-way stop sign inventory known as Traffic Control Device Inventory-Schedule II and to add stop signs on 2nd Street at Avenue L in accordance with such change

City Manager Alun Thomas said that a recent traffic analysis on 2nd Street showed that about 5,000 vehicles travel the street daily. Therefore, staff believes that adding a four-way stop at 2nd Street and Avenue L would increase the safety of the drivers. There were some concerns that due to the narrow pavements on 2nd Street and Avenue L, that it may be difficult for vehicles with a trailer may have difficulties turning. Streets Superintendent Billy Creppon said the width of these streets are not much of a difference from most of the City streets and that vehicles with a trailer already wait a little longer to make these turns. Mayor Pittman expressed concerns about vehicles with a trailer waiting much longer due to the high volume of traffic on 2nd street rather than a regular street. Mayor Pittman asked if there should be a trial for a certain amount of time to monitor whether the four-way stop is effective or not, Mr. Thomas explained that Council can make the change and if the four-way stop is not effective, then staff can bring the item back to Council to revert the change. Councilmember Marks requested that staff have alerts sent through the new mass alert system notifying the public about the added stop signs at that location.

Motion by Councilmember O'Brien, seconded by Councilmember Dickerson, to approve the second and final reading of the ordinance amending the Traffic Control Device Inventory-Schedule III and Traffic Control Device Inventory-Schedule II in accordance with Chapter 9, Section 2, Subsection D and Subsection C, respectively, of the Code of Ordinances, of the City of Santa Fe, Texas, to move a two-way stop sign location from Traffic Control Device Inventory-Schedule III to the four-way stop sign inventory known as Traffic Control Device Inventory-Schedule II and to add stop signs on 2nd Street at Avenue L in accordance with such change, along with "stop sign ahead" signs. The motion passed the roll call vote unanimously.

New Business:

1. Consideration and possible action: Approval of a request from Contract Land Staff, LLC to amend the Right-of-Way Service Agreement between the company and the City of Santa Fe, increasing the "Not to Exceed" total by \$4,000 and bringing the new "Not to Exceed" total to \$59,000, and authorizing the Mayor to execute the 1st Amendment to the Right of Way Service Agreement on behalf of the City

City Manager Alun Thomas explained the completion of the Avenue P project required the City to negotiate with the property owners in the project's area. Council authorized entering a contract with Contract Land Staff, LLC, on July 14, 2022, for their services in that process. Staff received an invoice from Contract Land Staff, LLC, with a 7.25% increase from the "not to exceed" original quote. Mr. Thomas said that staff reviewed the invoice and, given the depth of the negotiation process, staff believes the new amount is justified.

Senior Right-of-Way Manager Kathy Phillips with Contract Land Staff, LLC, was present at the meeting and gave a brief description of the process and addressed questions from the Council.

Motion by Councilmember Marks, seconded by Councilmember O'Brien, to approve the request from Contract Land Staff, LLC to amend the Right-of-Way Service Agreement increasing the "Not to Exceed" total by \$4,000 and bringing the new "Not to Exceed" total to \$59,000, and authorizing the Mayor to execute the 1st Amendment to the Right of Way Service Agreement on behalf of the City. The motion passed the roll call vote unanimously.

2. Consideration and possible action: Release of \$25,000 to Tower Road Estates LLC for reaching the next development milestone as conditioned in the Chapter 380 Agreement between Tower Road Estates, LLC, and the City of Santa Fe adopted via Resolution Number 2020-17 on December 14, 2020

Finance Director Rudy Zepeda explained that this will be the third payment of the overall total of \$100,000 which was granted to Tower Road Estates LLC through its development agreement. There are now 33 lots that have been sold and issued with Certificates of Occupancy (COs), which was the next milestone in the development. The fourth and final payment will be distributed once 44 lots have been sold and issued COs.

Motion by Councilmember O'Brien, seconded by Councilmember Dickerson, to approve the release of \$25,000 to Tower Road Estates LLC for reaching the next development milestone as conditioned in the Chapter 380 Agreement. The motion passed the roll call vote unanimously.

3. Consideration and possible action: Approval of an updated Cost Allocation Schedule for projects or expenses related to funding from the American Rescue Plan Act (ARPA)

Finance Director Rudy Zepeda said during the previous special meeting, on March 14, 2024, Council directed staff to move some items from the Capital Improvement Plan to the current year using American Rescue Plan Act (ARPA) funds. The new Cost Allocation Schedule (dated 3-19-2024), reduces the amount allocated to the Avenue P Project, and adds a Ford F-150 pickup truck, a Mack dump truck, and a side mower. Approved adjustments to the ARPA fund allocation must be presented to the City's grant administrator, Public Management LLC.

Motion by Councilmember O'Brien, seconded by Councilmember Marks, to approve the updated Cost Allocation Schedule for projects or expenses related to funding from the American Rescue Plan Act (ARPA). The motion passed the roll call vote unanimously.

4. Consideration and possible action: Authorizing the purchase of a 2023 Mack MD64 dump truck for use by the City's Street Department, in an amount not to exceed \$110,042, using allocated funds from the American Rescue Plan Act (ARPA)

Streets Superintendent Billy Creppon informed Council that currently, the department is without two dump trucks that it needs, and that the purchase of this dump truck will benefit the department in upcoming projects. The proposed dump truck, despite being a 2023 model year truck, is brand new. City Manager Alun Thomas supported the proposed purchase, and noted that Mr. Creppon had scoured the state for the best value dump truck available, which is the one whose proposed purchase is before Council.

Motion by Councilmember Dickerson, seconded by Councilmember O'Brien, Authorizing the purchase of a 2023 Mack MD64 dump truck in an amount not to exceed \$110,042, using allocated funds from the American Rescue Plan Act (ARPA). The motion passed the roll call vote unanimously.

5. Consideration and possible action: Authorizing the purchase of a full-size half-ton pickup truck for use by the City's Street Department, in an amount not to exceed \$26,406.25, using allocated funds from the American Rescue Plan Act (ARPA)

Streets Superintendent Billy Creppon said currently the department is without one pickup truck. The proposed truck has a 1-year bumper-to-bumper warrant and a 7-year (from new) warranty on the drivetrain.

Motion by Councilmember O'Brien, seconded by Councilmember Jannett, to authorize the purchase of a full-size half-ton pickup truck in an amount not to exceed \$26,406.25, using allocated funds from the American Rescue Plan Act (ARPA). The motion passed the roll call vote unanimously.

Announcements:

City Secretary Natalie Arnett let everyone know that City Hall will be closed Friday, April 23, 2024, however, she will be in the office from 7:30 a.m. to 10:30 a.m. for anyone who may need any election information. Community Services Director Georgia Carmack informed everyone that the Easter Egg Hunt that was scheduled on March 23, 2024, was cancelled due to the weather and has been rescheduled for March 30, 2024, at Joe A. Tambrella Park. Terri O'Connell with the Santa Fe Chamber of Commerce said the Pocket Market will be March 30, 2024, at Joe A. Tambrella Park. The Chamber of Commerce luncheon and the After Hours Mixer at Haak Winery will be on April 10th. The Santa Fe Lions Club will be presented "Business of the Month" at the Chamber luncheon. The Lion's Club is helping to make Joe A. Tambrella Park accessible to children with special needs, and to that end has purchased the first piece of equipment (swing). The swing will be installed on April 27th and the suggester of the swing will be there with their granddaughter so she can be the first swinger in the swing. You can still purchase raffle tickets for the Friends of the Library's quilt drawing, 1 ticket for \$1 or 6 tickets for \$5. The Friends of Mae S. Bruce Library will be having a garage sale at the library on April 27th.


Summary of action from this agenda, request for future agenda items, and scheduling future meetings: The next regular Council meeting is currently scheduled for April 11, 2024.

Motion by Councilmember Jannett to adjourn. The motion passed and the meeting adjourned at 7:38 p.m.

ATTEST:



Natalie N. Arnett, City Secretary



BILL PITTMAN, MAYOR