

**City of Starbase**  
**Minutes of City Commission Meeting**  
39046 L B J Boulevard  
Brownsville, TX 78521  
Thursday, May 29, 2025  
9:00 AM

A Regular Meeting was held by the Starbase City Commission of the City of Starbase, Texas, on May 29, 2025, at 9:00 a.m. in the Hub, 39046 LBJ Blvd, Unit 2, Brownsville, Texas, 78521. The following City Commission members present:

Mayor Bobby Peden  
Commissioner Jenna Petrzelka

Commissioner Jordan Buss

Commissioners absent: none

Staff Present:

City Administrator: Kent Myers  
Assistant City Attorney: Marie Johnson  
Assistant City Attorney: Judy El Masri

City Attorney: Andrew Messer  
City Clerk: Caroline Cole

**A. Call to Order and Quorum Determination**

*Mayor Peden called the regular meeting to order at 9:01 a.m. and a quorum was present.*

**B. Pledge of Allegiance**

*Mayor Peden led the Pledge of Allegiance.*

**C. Oaths of Office**

*Omitted, the Mayor and Commission had previously been sworn in.*

**D. Proclamation designating May 29 as Starbase Day.**

*The proclamation was read and presented by Mayor Peden.*

**E. Public Comment on Items Listed in Sections (F), (G), and (H) – comments limited to two minutes per individual, as set forth above.**

*No comments were made.*

**F. Regular Session**

1. Discussion and action on a proposal from Texas Municipal League Intergovernmental Risk Pool for insurance coverage for general liability, law enforcement liability and errors & omissions liability, and authorize the City Administrator to execute same.

*Kent Myers, City Administrator, introduced the item. A motion was made by Mayor Peden to approve the proposal. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

2. **Resolution No. 2025-05-29-0F2-RE** - Discussion and action on a resolution establishing rules of procedure and decorum for City Commission meetings governing public conduct and citizen comments addressing the City Commission.

*Kent Myers, City Administrator, introduced the item. A motion was made by Mayor Peden to approve the resolution. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

3. Discussion and action to appoint a City Attorney.

*Andy Messer, from Messer Fort, introduced the item. A motion was made by Mayor Peden to appoint Andy Messer / Messer Fort as City Attorney. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

**G. Executive Session:** In accordance with Texas Government Code, Chapter 551, the City Commission will recess into Executive Session (closed meeting) to discuss the following:

1. **Section 551.071(2):** Consultation with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551, regarding:
  - a. The roles and duties of the City Attorney, City Administrator, City Clerk, City Engineer, Fire Marshal, municipal inspection and permitting services, and municipal information technology services.

**2. Section 551.074(a)(1):** Deliberation regarding the appointment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, regarding:

- a. City Attorney;
- b. City Administrator;
- c. City Clerk;
- d. City Engineer;
- e. Fire Marshal; and
- f. Building Official.

*Mayor Peden recessed the meeting into executive session at 9:10 a.m.*

**H. Reconvene into Open Session:** In accordance with Texas Government Code, Chapter 551, the City Commission will reconvene into Regular Session to consider and take appropriate action, if any, regarding any items discussed in Executive Session.

*The meeting reconvened into open session at 9:39 a.m. by Mayor Peden.*

*No action was taken.*

**I. Public Comment on Items Listed in Section (J) – comments limited to two minutes per individual, as set forth above**

*No comments were made.*

**J. Regular Session**

**1.** Discussion and action on an agreement with Messer Fort, PLLC to provide City Attorney services and authorize the Mayor to execute a waiver.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

**2. Ordinance No. 2025-05-29-J02-OR** Discussion and action on an ordinance creating the City Administrator position.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petzelka seconded. The motion carried with a unanimous vote of 3-0.*

Enrollment and engrossment requirement:

**ORDINANCE NO. 2025-05-29-0J2-OR**

**AN ORDINANCE OF THE CITY OF STARBASE, TEXAS, CREATING THE POSITION OF AN ADMINISTRATIVE OFFICER OF THE CITY TO SERVE AT THE WILL OF THE CITY COMMISSION OF THE CITY OF STARBASE TEXAS, AND PROVIDING THAT SUCH PERSON IS TO BE COMPENSATED AS DIRECTED BY THE MAYOR AND THE CITY COMMISSION OF STARBASE, TEXAS AND PROVIDING DUTIES OF THE ADMINISTRATIVE OFFICER, PROVIDING FOR A REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT OF THIS ORDINANCE; PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

3. Discussion and action on an agreement with Clear Career Professionals to provide City Administrator services.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

4. Discussion and action to appoint a City Administrator.

*Kent Myers, acting City Administrator, introduced the item. A motion was made by Commissioner Buss to appoint Kent Myers to the City Administrator position. Commissioner Petrzelka seconded. The motion carried unanimously with a vote of 3-0.*

5. **Ordinance No. 2025-05-29-J05-OR** Discussion and action on an ordinance setting forth the duties of the City Clerk position.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

Enrollment and engrossment requirement:

**ORDINANCE NO. 2025-05-29-0J5-OR**

**AN ORDINANCE OF THE CITY OF STARBASE, TEXAS SETTING FORTH THE DUTIES AND POWERS OF THE CITY CLERK, AS AN OFFICER OF THE CITY; PROVIDING FOR SEVERABILITY AND REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT OF THIS ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.**

6. Discussion and action on an agreement with Clear Career Professionals to provide City Clerk services.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the agreement. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

7. Discussion and action to appoint a City Clerk.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to appoint Caroline Cole to be city clerk. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

8. Discussion and action on an agreement with SAFEbuilt to provide municipal inspection, permitting and fire marshal services.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the agreement. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

9. Discussion and action on an agreement with SAFEbuilt to provide Community Core software for municipal inspections, permits and zoning applications.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

10. Discussion and action to appoint a Fire Marshal.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to appoint Cliff Nevins as Fire Marshal. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

11. Discussion and action to appoint the Building Official.

*Kent Myers, City Administrator, introduced the item. Tracy Rodriguez from SafeBuilt, spoke about her qualifications for the position. A motion was made by Commissioner Petrzelka to appoint Tracy Rodriguez as Building Official. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

12. Discussion and action on an agreement with Halff Associates, Inc. to provide City Engineer services.

*Kent Myers, City Administrator, introduced the item. Marcos Diaz and Mario Garcia from Halff spoke. A motion was made by Commissioner Buss to approve the agreement. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

13. Discussion and action on a contractual relationship with Tec-Refresh, Inc. to provide municipal information technology services and maintenance of the official city website.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

14. Discussion and action on an assignment agreement with JustFOIA, Inc. to provide an online submission portal and management system for public information requests.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the agreement. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

**K. Public Hearing Items – comments limited to three minutes per individual, as set forth above.**

1. **Ordinance No. 2025-05-29-0K1-OR** Discuss, hold a public hearing and act on an ordinance adopting the International Building Code.

*The Mayor opened the public hearing at 9:50 a.m.  
There were no members of the public that commented.  
The Mayor closed the public hearing at 9:51 a.m.*

*Kent Myers, City Administrator, introduced the item. Building Official Tracy Rodriguez spoke to provide more detailed information. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

2. **Ordinance No. 2025-05-29-K02-OR** Discuss, hold a public hearing and act on an ordinance adopting the International Residential Code.

*The Mayor opened the public hearing at 9:52 a.m.  
There were no members of the public that commented.  
The Mayor closed the public hearing at 9:52 a.m.*

*Building Official Tracy Rodriguez presented information on the International Residential Code. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

- 3. Ordinance No. 2025-05-29-K03-OR** Discuss, conduct a public hearing and act on an ordinance adopting the city's fee schedule.

*The Mayor opened the public hearing at 9:52 a.m.  
There were no members of the public that commented.  
The Mayor closed the public hearing at 9:53 a.m.*

*A clarification on time of opening public hearing was asked for by City Attorney Andy Messer.*

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

- L. Public Comment on Items Listed in Section (M) – comments limited to two minutes per individual, as set forth above.**

*No speakers.*

**M. Regular Session**

- 1. Resolution No. 2025-05-29-M01-RE** Discussion and action on a resolution adopting an official city newspaper for the publication of public notices required by law.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the resolution. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

- 2. Ordinance No. 2025-05-29-M02-OR** Discussion and action on an ordinance adopting the International Energy Conservation Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

- 3. Ordinance No. 2025-05-29-M03-OR** Discussion and action on an ordinance adopting the International Fire Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

- 4. Ordinance No. 2025-05-29-M04-OR** Discussion and action on an ordinance adopting the International Mechanical Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

- 5. Ordinance No. 2025-05-29-M05-OR** Discussion and action on an ordinance adopting the International Plumbing Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

- 6. Ordinance No. 2025-05-29-M06-OR** Discussion and action on an ordinance adopting the International Swimming Pool & Spa Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

- 7. Ordinance No. 2025-05-29-M07-OR** Discussion and action on an ordinance adopting the National Electric Code.

*Tracy Rodriguez, Building Official, introduced the item. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

- 8. Ordinance No. 2025-05-29-M08-OR** Discussion and action on an ordinance establishing a process for accepting and approving requests for controlled access devices on public and private streets.



*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the ordinance. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

**N. Public Comment on Items Listed in Section (O) – comments limited to two minutes per individual, as set forth above.**

*No speakers.*

**O. Regular Session**

1. **Resolution No. 2025-05-29-O01-RE** Discussion and action on a resolution designating the City Administrator as the designated officer to give notice to banks, credit unions or savings associations requesting proposals.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the resolution. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

2. **Resolution No. 2025-05-29-O02-RE** Discussion and action on a resolution adopting a written policy permitting the consideration of applications from banks, credit unions and savings associations not doing business in the city.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the resolution. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

3. Discussion and action on the issuance and publication of a request for proposal for the provision of municipal depository and banking services.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve as presented. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

4. Discussion and action on a Spacecraft Infrastructure Permit Agreement with Space Exploration Technologies, Corp.

*Kent Myers, City Administrator, introduced the item, and Assistant City Attorney Marie Johnson spoke. A motion was made by Commissioner Petrzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

5. **Resolution No. 2025-05-29-O05-RE** Discussion and action on a resolution creating the Starbase Long-Term Development Planning Committee.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the resolution. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

6. Discussion and action to appoint members to the Starbase Long-Term Development Planning Committee.

*Kent Myers, City Administrator, introduced the item. Commissioner Buss recommended Sheila McCorkle to the committee, and Commissioner Petrzelka recommended Cesar Ruvalcaba to the committee. A motion was made by Commissioner Petrzelka to appoint Sheila McCorkle and Cesar Ruvalcaba to the committee. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

**P. Public Comment on Items Listed in Section (Q) – comments limited to two minutes per individual, as set forth above.**

*No speakers.*

**Q. Regular Session**

1. **Resolution No. 2025-05-29-Q01-RE** Discussion and action on a resolution adopting procedures for the submission of Public Information Requests and identifying the Public Information Officer.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the resolution. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

2. **Resolution No. 2025-05-29-Q02-RE** Discussion and action on a resolution declaring the number of inhabitants residing in city limits.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the resolution. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

3. **Ordinance No. 2025-05-29-Q03-OR** Discussion and action on an ordinance requiring a survey to be made of the city's boundaries.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Buss to approve the ordinance. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.*

Enrollment and engrossment requirements:

**ORDINANCE NO. 2025-05-29-0Q3-OR**

**AN ORDINANCE OF THE CITY OF STARBASE, TEXAS, REQUIRING A SURVEY OF THE BOUNDARIES OF THE MUNICIPALITY; PROVIDING FOR INCORPORATION OF PREMISES; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; PROVIDING FOR ENGROSSMENT AND ENROLLMENT OF THIS ORDINANCE; AND PROVIDING FOR PUBLICATION AND AN EFFECTIVE DATE.**

4. Discussion and action on a license agreement with Space Exploration Technologies, Corp. for the provision of meeting space to hold City Commission Meetings, office space for city staff, and equipment use for City Commission Meetings.

*Kent Myers, City Administrator, introduced the item. A motion was made by Commissioner Petrzelka to approve the agreement. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

5. **Resolution No. 2025-05-29-Q05-RE** Discussion and action on a resolution adopting an official city website, city logo and city flag.

*Kent Myers, City Administrator, introduced the item. Long Term Planning Committee Member Sheila McCorkle spoke about the website. A motion was made by Mayor Peden to approve the resolution. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.*

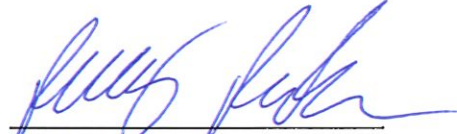
**R. Adjourn**

*A motion was made by Commissioner Petrzelka to adjourn. Mayor Peden seconded. The motion carried with a unanimous vote of 3-0.*


*The meeting was adjourned at 10:22 a.m.*

Approved by the City Commission on this 16<sup>th</sup> day of July, 2025.

APPROVED:

  
Bobby Peden, Mayor

ATTEST:

  
Caroline Cole, City Clerk

