



## **City of Starbase**

### **Minutes of City Commission Meeting**

39046 L B J Boulevard

Brownsville, TX 78521

Wednesday, July 16, 2025

7:00 PM

A Regular Meeting was held by the Starbase City Commission of the City of Starbase, Texas, on July 16, 2025, at 7:00 p.m. in the Hub, 39046 LBJ Blvd, Unit 2, Brownsville, Texas, 78521. The following City Commission members were present:

Mayor Bobby Peden

Commissioner Jordan Buss

Commissioner Jenna Petrzelka

Commissioners absent: none

Staff Present:

City Administrator: Kent Myers

City Clerk: Caroline Cole

City Attorney: Marie Johnson (by Teams video conference)

Building Official: Tracy Rodriguez (by Teams video conference)

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

Mayor Peden called the regular meeting to order at 7:00 p.m. and a quorum was present.

#### **B. Pledge of Allegiance**

Mayor Peden led the Pledge of Allegiance.

#### **C. Public Comment on All Agenda Items**

There were no comments from the public.

**D. Consent Agenda**

1. Action on a resolution regarding controlled access devices.
2. Action regarding the minutes of the May 29, 2025, May 30, 2025, and June 27, 2025 City Commission meetings.

Kent Myers, city administrator, introduced the consent agenda. A motion was made by Commissioner Petrzelka to approve the consent agenda. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.

**E. Regular Session**

1. Discussion and action on a resolution adopting the Starbase Emergency Management Plan.

Kent Myers, city administrator, introduced the item. He stated that the city has been working with the Texas Department of Emergency Management to develop an Emergency Management Plan that meets the requirements of the Texas Government Code. A motion was made by Commissioner Buss to approve the resolution adopting the Starbase Emergency Management Plan. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.

2. Discussion and action on a resolution adopting a Launch Protocol Annex and a Private Sector Coordination Annex as local annexes to the Starbase Emergency Management Plan.

Kent Myers, city administrator, introduced the item. He said that in addition to the Emergency Management Plan it is recommended to approve the two presented annexes. The launch protocol annex sets for the measures for spaceflight activities, and the private sector coordination annex ensures that in case of an emergency that the city coordinates with the private sector. A motion was made by Commissioner Petrzelka to approve the resolution adopting the Launch Protocol Annex and a Private Sector Coordination Annex as local annexes to the Starbase Emergency Management Plan. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.

3. Discussion and action on a resolution adopting financial management policies.

Kent Myers, city administrator, introduced the item. He explained that these would be initial financial management policies that would be expanded in the future. The policies were developed in cooperation with the city's accounting firm, which include things such as accounting, auditing, and monthly reports to the commission. A motion was made by Commissioner Buss to approve the resolution adopting the

financial management policies. Commissioner Petrzelka seconded. The motion carried with a unanimous vote of 3-0.

4. Discussion regarding the upcoming 2025B Tax Note and presentation of the financing and budget calendar.

City Administrator Kent Myers led a discussion on the upcoming 2025B Tax Note and presented the financing and budget calendar. A handout outlining the proposed calendar, prepared in coordination with the City's legal and accounting firms, was distributed.

Mr. Myers explained that the issuance of the second tax anticipation note is critical to align with the budget timeline. The note is intended to provide funding for City operations from October 2025 through January 2026, bridging the period before property tax revenues become available.

Certified appraisal values from the appraisal district are expected on July 25, and these will be used to calculate the property tax rate. Staff will meet with the Long-Range Planning Committee to review budget priorities and potential changes for the upcoming fiscal year. Budget development will begin in early August.

At the regular meeting on August 20, the Commission will be presented with the certified appraisal values and a preliminary budget. At that meeting, a resolution will also be considered to set the proposed tax rate.

A special meeting will be scheduled for September 4 to meet required statutory deadlines. Mayor Peden asked for confirmation that the certified values would be final; Mr. Myers confirmed. Commissioner Petrzelka inquired about a presentation on the tax rate calculation; Mr. Myers stated it would be based on appraised values and that a presentation could be arranged if desired.

Commissioner Buss asked for clarification on whether the only action at the August 20 meeting would be setting the preliminary tax rate. Mr. Myers confirmed that was correct. It was also clarified that the September 4 public hearing would allow public input on the proposed budget, including suggested changes or additions.

Commissioner Buss asked if additional special meetings could be scheduled between September 4 and September 17, if necessary. Mr. Myers confirmed that this could be accommodated. Mayor Peden and Commissioner Petrzelka both expressed support for the proposed calendar.

5. Discussion and action to appoint a member to Long Term Planning Committee.

Kent Myers, city administrator, introduced the item, and Robert Saltzmann was recommended to fill the empty spot on the committee. Mr. Saltzmann stated that the progress in Starbase is amazing, and he would be happy to be a part of any of the future planning.

Commissioner Petrzela made a motion to appoint Robert Saltzmann to the Long Range Planning Committee. Commissioner Buss seconded. The motion carried with a unanimous vote of 3-0.

#### **F. Commission/City Manager Update**

1. Items of Community Interest: *Pursuant To Texas Government Code Section 551.0415 The Mayor, Commission And City Manager May Report On The Following Items: (1) Expression Of Thanks, Congratulations Or Condolences; (2) Information Regarding Holiday Schedules; (3) Recognition Of Individuals; (4) Reminders About Upcoming City Commission Events; (5) Information Regarding Community Events; (6) Announcements Involving Imminent Threat To Public Health And Safety.*

No items were discussed.

#### **2. City Administrator's Report**

##### **1. Building Activity Update**

Kent Myers, city administrator, updated the commission on building in Starbase. In the last three weeks, 13 permits were issued, total valuation of approximately \$5,400,000. The sprinkler for the LBJ Grocery was approved, and the Community Center at Rio was approved. Permits on the gates were approved as well.

##### **2. Banking and Financial Update**

The bank account with Bank of America is set up, and the first invoices were paid this week. The city is working on setting up online payments for permitting. Going forward, the city will give a regular finance report at each meeting.

##### **3. City Budget Calendar**

This was previously discussed in E4.

##### **4. Gate Access Update**

The city administrator reported that the gates are fully operational and functioning as intended. Following the previous council meeting, a follow-up meeting was held to address questions related to gated access. Property owners and visitors have been given entry methods.

### G. Adjourn

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

The meeting was adjourned at 7:27 p.m.

Approved by the City Commission on this 20<sup>th</sup> day of August, 2025.

APPROVED:

 for  
Bobby Peden, Mayor

ATTEST:



Caroline Cole, City Clerk

