

**CITY OF CASTROVILLE CITY COUNCIL  
SPECIAL CALLED COUNCIL MEETING  
1209 Fiorella  
City Council Chambers  
December 16, 2025  
Tuesday  
5:00 P.M.  
MINUTES**

**I. CALL TO ORDER**

Mayor Alexander called the meeting to order at 5:00 p.m.  
Mayor Alexander acknowledged there was a quorum present.

Mayor Alexander recessed the meeting to go into executive session at 5:01 p.m.

**II. EXECUTIVE SESSION**

The City Council will convene in closed session pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code for one or more of the following authorized reasons:

- a. Executive session pursuant to Texas Government Code § 551.071(1) when the governmental body seeks the advice of its attorney about: (A) pending or contemplated litigation regarding Larry Arnold;  
Opened: 5:03 p.m.  
Closed: 5:20 p.m.

- b. Texas Government Code § 551.071(2) 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 this chapter, pertaining to the drafting of the personnel policies and procedures for the City of Castroville, and any other matters which may arise.  
Opened: 5:21 p.m.  
Closed: 5:51 p.m.

**III. RECONVENE IN OPEN SESSION**

Mayor Alexander reconvened in open session at 6:00 p.m.

**IV. ROLL CALL**

Present:

Mayor Bruce Alexander

Scott Dixon, City Administrator

Mayor Pro Tem Sheena Martinez

Debra Howe, City Secretary

Councilmember Houston Marchman

Breana Soto, Community Development Director

Councilmember Phil King

Councilmember David Merz

Councilmember Robert Lee

Others in attendance:

Daniel Jones, Denton, Navarro, Rodrigues, Santee, Benal & Zech

**V. PLEDGE OF ALLEIGENCE**

**VI. INVOCATION**

Pastor Matt Gutierrez, Discover Church gave the invocation.

**VII. CITIZENS COMMENTS**

*The City Council will hear comments from any citizen or visitor. Speakers must address their comments to the presiding officer rather than individual council members or staff; stand at the podium, speak clearly into the microphone, and state your name and residential address before speaking. Speakers will be allowed a maximum of 3 minutes for testimony. Speakers making personal, impertinent, profane, or slanderous remarks will be given one warning before losing the privilege to speak or may be removed from the room. In accordance with the State Open Meetings Act, the City Council is restricted from discussing or taking action on items not listed on the agenda. Action can only be taken at a future meeting.*

No one requested to speak.

**VIII. PRESENTATIONS**

- a. Presentation from FPC, Arch and Pugh Constructors on the City Hall remodel and Library expansion. Ms. Allison Chambers, with Arch and Pugh Contractors, briefed the City Council on cost estimates for the City Hall and Library remodels. Ms. Chambers provided two options, Options A at \$4,447,628 with the new addition and Option B at \$3,147,628 without an addition and moving the Council Chambers upstairs. Ms. Chambers gave two options for the remodel of the Library. Option A was more of a full renovation at a little over \$ 1,000,000, and Option B was a more scaled back version at \$ 500,000. Mayor Alexander was in favor of Option B on both the City Hall and the Library and said they would talk more in depth at the CIP workshop. Councilmember Martinez asked if the remodel plans for the Library would change the location of the Kiosk. City Administrator Dixon said it would not be moved. Mr. Dixon said parking would also be discussed at the CIP workshop. Councilmember Marchman was in favor of Option B. Councilmember Lee did not wish to spend any money on the remodel of City Hall but use it toward a new building and he liked Option B for the Library remodel. Councilmember Merz was in favor of Option B for the Library but was undecided on the options for the City Hall. Mr. Merz said he was more in favor of Option B for the City Hall. The City Council would discuss further at the future CIP Workshop.

**IX. CONSENT AGENDA**

- a. Minutes for November 19, 2025 Special Called Meeting  
b. Adopt a revised Ordinance amending Ordinance 2009-009 and limiting the number of boards and commissions an individual may serve on

Mayor Alexander had a spelling correction for Jerry Hoge shown in the November 19<sup>th</sup> minutes. Mayor Alexander said the correct spelling was Hoog. Councilmember Merz asked for a correction under Item 9A action item on rezoning of 2.318 acres, 702 Paris, to reflect he had recused himself and stepped down from the dais.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to approve the consent agenda with minute corrections. A vote was taken (5:0 all ayes) the motion carried by all present.**

**X. Consider possible action(s) resulting from items posted and legally discussed in Executive Session**

No action was taken.

**XI. MAYOR'S REPORT**

- a. 2025 In-Review
- b. Citizen and Staff Appreciation
- c. Christmas Lighting Contest

Mayor Alexander gave an overview of what the City Council had accomplished in the past year. Mayor Alexander complemented the citizens and staff working toward the betterment of the city. Mayor Alexander reminded members of the community of the Christmas Lighting Contest and hoped for good participation.

Before moving to the Public Hearing, City Secretary Howe requested a candidate for the Library Board position be allowed to speak as the Boards and Commissions item had been inadvertently been removed from the original agenda lineup.

Mayor Alexander reopened VII. Citizens Comments.

**VII. CITIZENS COMMENTS**

Marcia Izaquirre, 1821 San Jacinto, spoke briefly on her background as a news editor for many years with the ABC network and her wish to be more involved with the community. Ms. Izaquirre hoped with her experience she would be an asset to the Library and be considered. City Council thanked her for applying. Her application would be placed on the next agenda for consideration.

Mayor Alexander reverted back to original agenda.

**XII. PUBLIC HEARING**

- a. Public hearing to discuss and obtain comments regarding a proposed performance statement amendment to the City of Castroville's 2023 Texas CDBG Program Community Development Contract CDV23-0365.

Open: 6:27 p.m.

Kevin Pell, Grant Works, spoke on having extra funds from the original grant and provided a briefing on amending the scope of work to include installation of 12 lateral sewer cleanouts within the public right-of-way to benefit the low-to-moderate income area in the already designated area. Mr. Pell said they were able to amend the original scope of work with a major amendment. Mr. Pell said the requirements were a public hearing and resolution authorizing the submission of the amendment to the TDA.

No one requested to speak.

Closed: 6:30 p.m.

Mayor Alexander moved Item XIV. Discussion and Action Items (a) up in the agenda order for discussion.

**XIV. DISCUSSION AND ACTION ITEMS**

- a. Discussion and possible action on a resolution authorizing a TxCDBG grant amendment and conducting a public hearing regarding the proposed changes to the project scope for Texas Department of Agriculture Contract No. CDV23-0365

Mayor Alexander asked if this was an add-on or new Grant. Kevin Pell explained there was no new application required and this was an add-on from funds left over from recent project. Councilmember Merz was good with the information provided. Councilmember Lee was glad the city was able to use the remaining funds. Mayor Alexander asked who was responsible for providing the options to take advantage of the funds. Mr. Pell said RESPEC Engineers had provided ways to use the unallotted funds to the city's advantage. Councilmember Martinez wanted to make sure the citizens in that area of construction would be alerted in advance.

**A motion was made by Councilmember Martinez and duly seconded by Councilmember King to adopt a resolution authorizing a major amendment to TxCDBG grant regarding the proposed changes to the project scope for Texas Department of Agriculture Contract No. CDV23-0365. A vote was taken (5:0 all ayes) the motion carried by all present.**

**XIII. CITY COUNCIL LIAISON REPORTS**

**Airport - December 2nd - Martinez**

**Library - December 11th - Lee**

**Parks and Recreation - December 9th - Merz**

**Planning and Zoning Commission - December 3rd -Marchman**

Councilmember Martinez briefed the City Council on the Airport Board meeting. Ms. Martinez said the board was working on a Courtesy Car Policy, Brask Hangar agreement, and Chapter 18 revisions with recommendations after the first of the year. Ms. Martinez said the Airport Manager reported he had met with TXDOT and was making a list of projects; changing out vending machines with refrigerators; removed trees; signage was being worked on; the city had hired a new field certified employee; RFQ for an Aviation Engineer had been published; and the Hydrological Report had a recommendation of changing the Sky Diving pattern. Councilmember Lee briefed the City Council on the Library Board meeting saying the meeting had been very positive. Mr. Lee said the board was focusing on the limited space and updates to the master plan/library policies. Mr. Lee praised the board members for their working to better the Library for the community. Councilmember Merz briefed the City Council on the Parks and Recreation Board meeting. Mr. Merz said the board discussed developments parkland requirements in the Subdivision Ordinance and some board members wanted the money in leu of land language removed. Mr. Merz said this would be brought back. Mr. Merz said Castroville had been left off the BMA meeting agenda to speak and the splash pad issues had been identified and would be addressed with the contractor.

Councilmember Marchman briefed the City Council on the Planning and Zoning Commission meeting saying the board had reviewed the Victory Lane Development Agreement shown on this agenda with a recommendation. Mr. Marchman said the board had started the review of the sign ordinance and looked at temporary storage with a recommendation to look at further. Mr. Marchman said the board had agreed on a joint workshop meeting date of February 11<sup>th</sup>, if the City Council was available.

#### **XIV. DISCUSSION AND ACTION ITEMS**

##### **b. Discussion and appropriate action on the Victory Lane Development Agreement**

City Administrator Dixon briefed the City Council on the proposed Victory Lane Development Agreement. Mr. Dixon said the original agreement was submitted in August 2025 for staff review and comments. The City had received a revised agreement in October 2025. The agreement included annexation of 50.4 acres commercial property along Hwy 90. Mr. Dixon said the Planning and Zoning Commission (P & Z) had reviewed and recommended approval subject to City Council approval and negotiation. Mr. Dixon said P & Z had received the same backup as City Council listing the Key Points of improvements to the agreement. Those shown were; reduced interest rate, better inspections controls, clearer utility responsibilities, stronger maintenance bond language, and the addition of a project schedule. Mr. Dixon said after review there were several concerns not resolved such as: no cap on total reimbursable interest, City retaining only 25% of new tax revenue, No performance milestones tied to reimbursement, TxDOT improvements listed as reimbursable items, no annual reporting, limited design or aesthetic standards and expanded vested rights protection. Mr. Dixon said staff was recommending no action be taken and to authorize submission to P3 & Associates for further review and negotiations. Mayor Alexander agreed they should submit to P3 & Associates. Councilmember King questioned the City only receiving 25% of new tax revenue and developer receiving 75% until reimbursed. Community Development Director Soto said this number was considered as the City did not receive any tax revenue due to being located outside of the City. It was noted this property was for commercial development with a value of six million. Councilmember Merz asked if some of this property was included in the northern route. Mr. Dixon said it was in the plan. Councilmember Lee asked if there were estimates of cost to the City to get utilities to the property and he also questioned the reimbursement of six million back to the developer. Mr. Lee said he was not ready to make a decision at this time. Councilmember King asked to clarify the sales tax percentage agreement between the City and the County. Councilmember Merz asked how the City could get to a point to make an informed decision. Mayor Alexander said the development advisory firm, P3 and Associates, that had been engaged, knew what the City wanted and they would make recommendations to be brought back to the City Council. Councilmember Merz said to send questions to P3 and questioned the 25% new tax revenue the City would receive. Councilmember Marchman asked if there was any kind of timeline for P3 to review. Mr. Dixon said there was not. Councilmember Lee asked if any changes necessary to the current proposed agreement after the City Council rescinded the newer development agreement policy. Ms. Soto said the proposed agreement had been submitted under the old development agreement guidelines.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to take no action at this time and authorize staff to submit proposed development agreement to P3 and Associates for review, negotiate on behalf of the City, and bring back for City Council approval. A vote was taken (5:0 all ayes) the motion carried by all present.**

- c. Consideration and possible action on a Resolution authorizing the initiation of eminent domain proceedings to acquire right-of-way for the Northern Route thoroughfare connection

Mayor Alexander said this resolution was the next step in moving forward on eminent domain proceedings with the Alsatian Oaks property. City Council had been discussed with legal counsel previously in executive sessions.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to adopt a Resolution authorizing the initiation of eminent domain proceedings to acquire right-of-way for the Northern Route thoroughfare connection.**

Further discussion followed.

Councilmember Lee asked for a cost moving forward to proceed with the eminent domain process. Mayor Alexander said the costs associated with the process were fair market value of the land and legal/attorney fees. City Administrator Dixon said it could get resolved before going through the legal process, if there was an agreement on fair market value. Mr. Dixon said legal costs could be between \$30,000-\$80,000. Mr. Dixon said the County would be the one to build out eventually. Councilmember Merz clarified they had a road with a 60 ft. right of way currently and there were no houses in that location. Mr. Dixon said that was correct and they would have to adjust the right of way another 60 ft. to make up the 120 ft. corridor needed. Mr. Merz said this connection was needed to help alleviate the traffic issues the City was experiencing.

**A roll call vote was taken: Martinez – aye, Marchman – aye, King – aye, Merz – aye and Lee - aye (5:0 all ayes) the motion carried by all present.**

- d. Consider and take appropriate action on appointing a City Council member to act as Liaison to the Chamber of Commerce

Mayor Alexander spoke on the City working more with the Chamber of Commerce and from his conversations with the Chamber they were happy to have a better working relationship. Mayor Alexander recommended appointing Councilmember Marchman as the City Council liaison.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember King to appoint Councilmember Houston Marchman as the City Council Liaison to the Chamber of Commerce. A vote was taken (5:0 all ayes) the motion carried by all present.**

- e. Consider and take appropriate action on requesting a traffic study be completed by the Police Department for the Downtown Historic Commercial District, including but not limited to Fiorella, Paris, Lafayette, and London Streets

Councilmember Marchman briefed the City Council on safety concerns with the increase in foot traffic in the historical downtown area during special events and shopping local. Mr. Marchman said there were continued problems of speeding traffic. Mr. Marchman requested a traffic calming study be completed by the Castroville Police Department for the areas of Fiorella, Paris, Lafayette, and London Streets.

**A motion was made by Councilmember Marchman and duly seconded by Councilmember King to authorize the Castroville Police Department to conduct a traffic calming study for the Downtown Historic Commercial District, including but not limited to Fiorella, Paris, Lafayette, and London Streets. A vote was taken (5:0 all ayes) the motion carried by all present.**

- f. Consider and take appropriate action to adopt a resolution to update the City of Castroville Personnel Policies and Procedures

City Administrator Dixon spoke briefly on updating the City's Personnel Policies and Procedures saying it was found in the discussions in Executive Session the Personnel Policies had been originally adopted by ordinance and to make any changes/updates they were to be changed by ordinance, not a resolution. Mr. Dixon said there were two options for the City Council to consider – (1) to adopt by ordinance or (2) bring back an ordinance repealing the current ordinance and adopt by a resolution.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to direct staff to bring back an ordinance of repeal and providing a resolution for adoption of the Personnel Policies and Procedures. A vote was taken (5:0 all ayes) the motion carried by all present.**

Mayor Alexander opened items g., h., i., and j. for discussion on setting dates for meetings.

- g. Consider and take appropriate action on setting a date for a Joint Special Called Work Session with the Historic Landmark Commission to review the Historic Landmark Commission Ordinance and historic preservation

Councilmember King spoke briefly on holding the strategic workshop and CIP discussions for a better understanding of what this City Council wanted to work toward, before meeting with the Planning and Zoning Commission and the Historic Landmark Commission. Community Development Director Soto said the HLC was meeting the following evening and a date would be discussed.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to authorize the Mayor to set date and time for a joint work session with the Historic Landmark Commission. A vote was taken (5:0 all ayes) the motion carried by all present.**

- h. Consider and take appropriate action on setting a Joint Special Called/Work Session with the Planning and Zoning Commission for discussion and preparation of a Development Agreement Policy and discussion on an Institutional Zone

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to set date and time for a joint work session with the Planning and Zoning Commission for February 11, 2025 at 5 p.m. for discussion and preparation of a Development Agreement Policy and discussion on an Institutional Zone. A vote was taken (5:0 all ayes)**

- i. Discussion and appropriate action to set a date for a Council Workshop to discuss the 2026–2036 Community Investment Plan (CIP)

No date was set.

- j. Discussion and appropriate action to set a date for the Council Planning Workshop

No date was set.

**XV. CITY ADMINISTRATOR REPORT**

The following report topics may be discussed and acted upon:

- a. Drainage Projects
- b. BMA Trail Access
- c. Streets, Maintenance and Paving Plan
- d. WWTP Ponds
- e. CPS Energy Dispute
- f. Community Center Construction
- g. Lions Park Splash Pad
- h. Facilitated Council Workshop
- i. Hwy 90 TxDOT Construction Project
- j. County Streets Plan
- k. Airport Well Soft Start Pump
- L. Department Report

City Administrator Dixon briefed the City Council on his report highlighting the Hwy90 TxDOT Construction Project was having some conflicts and TxDOT was not finished with the 30% design phase. Mr. Dixon said there was no update on the BMA Trail Access. Mayor Alexander said the City had received an apology from the BMA Attorney for leaving the City off the recent agenda and said City Staff had made a very good impression. Mr. Dixon said he hoped to have more information on street improvement projects with the county soon and continued to work with Commissioner Sitter. Mr. Dixon said the CPS Energy dispute was ongoing and Clark Hill was authorized to represent the City. The Community Center construction project had been restarted. Councilmember Lee asked what the completion date was. Mr. Dixon said February 23<sup>rd</sup> but was not confident in that date due to the delays due to the government shut down. Mr. Dixon said the purchase of a Soft Start Pump for the Airport Well was costly and not needed at this time and the City had received resignations from the two newest linemen and the positions would be advertised. Councilmember Marchman asked if there was a timeline on the street improvement program with the county. Mr. Dixon said no, Commission Sitter was working diligently on a plan to move forward with the City. Mayor Alexander wished to introduce the newest Engineer with RESPEC Jeff Tondre who was in attendance.

**XVI. DISCUSSION ON FUTURE AGENDA ITEMS**

- a. Discussion on purchasing a soft start pump for the Airport Well.
- b. Geneva Street Drainage
- c. Personnel Policies and Procedures Repeal Ordinance and Resolution
- d. Call the General Election

**XVII. ADJORN**

Mayor Alexander adjourned the meeting at 7:51 p.m.

Bruce Alexander  
Mayor

ATTEST:

Debra Howe  
City Secretary