

**CITY OF CASTROVILLE CITY COUNCIL  
REGULAR CALLED COUNCIL MEETING**

**1209 Fiorella**

**City Council Chambers**

**October 14, 2025**

**Tuesday**

**6:00 P.M.**

**MINUTES**

**I. CALL TO ORDER**

Mayor Bruce Alexander called the meeting to order at 6:00 p.m.

**II. ROLL CALL**

Present:

Mayor Bruce Alexander

Mayor Pro Tem Sheena Martinez

Councilmember Houston Marchman

Councilmember Phil King

Councilmember David Merz

Councilmember Robert Lee

Scott Dixon, City Administrator

Debra Howe, City Secretary

Breana Soto, Community Development Director

Mike Haley, Airport Manager

Others in attendance:

Daniel Jones, new City Attorney, Denton, Navarro, Rodrigues, Santee, Benal & Zech

**III. PLEDGE OF ALLEIGENCE**

**IV. INVOCATION**

Pastor Matt Guterriez of the Discover Church gave the invocation.

**V. 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.

**VI. CONSENT AGENDA**

- a.** Minutes for September 23, 2025 Regular Called Meeting.
- b.** Minutes for September 03, 2025 Special Called Meeting.
- c.** Approve cancelling the second meeting in November (25th) and December(23rd) and call a Special Called Meeting for November 18th and December 16th, 2025.
- d.** Approve Ordinance appointing Hondo/Castroville Anvil as official newspaper for 2025-2026.

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- e. Approve an agreement with the Wildlife Habitat Federation to develop a Conservation Management Plan for the Castroville Regional Park.
- f. Approve the Medina Valley High School Facility Use Agreement.
- g. Approve tasking the Parks and Recreation Advisory Board to review the requirements for parkland dedication for developments and recommend action for the City Council consideration.
- h. Approve tasking the Airport Advisory Board to review Chapter 18, Aviation, Division 3 Rules and Regulations; Section 18-51, through 18-78 and Castroville Municipal Airport Rules and Regulations and provide recommendations on any changes/updates to the City Council for consideration.
- i. Approve tasking the Airport Advisory Board to develop a courtesy vehicle policy for City Council consideration.
- j. Approve a Resolution declaring vehicles & inoperable equipment as surplus and authorizing the City Administrator to dispose of such property in a manner beneficial to the city.

Mayor Alexander requested Item C. be removed. Councilmember King requested Item E. Councilmember Lee requested Item F. to be removed for further discussions.

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

Mayor Alexander said under Item C. the meeting date for the November Special Called was noted incorrectly. Originally, at the previous council meeting the City Council discussed changing the first meeting, November 11<sup>th</sup> due to falling on Veterans Day and discussed November 18<sup>th</sup>. The date Mayor Alexander wanted to hold the meeting was Wednesday, November 19<sup>th</sup> and the December meeting Tuesday, December 16<sup>th</sup> due to the Mayor having a conflict. The City Council said they could make both meetings and the Parks and Recreation Meeting would need to be moved in November and the Historic Landmark Commission in December.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to approve the cancelation of the second City Council meetings in November (25<sup>th</sup>) and December (23<sup>rd</sup>) and to call a Special Called Meeting for Wednesday, November 19, 2025 and December 16, 2025. A vote was taken (5:0 all ayes) the motion carried by all present.**

Councilmember King said under Item E. in the Wildlife Habitat Federation Cooperative Agreement he would like to have the word “will” changed to “may” to read “the resulting management plan is not a binding contract but is a plan that may be voluntarily carried out by the City of Castroville”.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman approve the amended agreement with the Wildlife Habitat Federation to develop a Conservation for the Castroville Regional Park. A vote was taken (5:0 all ayes) the motion carried by all present.**

Councilmember Lee said under Item F. on the MVISD Swim Team use of the pool he questioned the team having exclusive rights to the pool during the times listed in the contract. Mr. Lee also asked about the fees shown as being the same as the previous year and would they cover the cost of operation for heating the pool. Mayor Alexander said the school having exclusive use was the same as someone renting the pool for a private party. City Administrator Dixon said the City had originally made the agreement to have the school come to the city pool to train versus San Antonio and had agreed on a price to help offset the heating of the pool for all. Mr. Dixon was unsure if the City would get cost recovery. Councilmember Merz said the swim team was very active at the pool and had fundraisers to help raise funds for the pool. Councilmember Martinez asked where the fees collected for the swim team were placed.

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Mr. Dixon said they were put in the General Fund not back into the park. Mr. Dixon said the City Council could designate the funds for something they would be earmarked for that purpose.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Marchman to approve the Medina Valley High School Facility Use Agreement as presented. A vote was taken (5:0 all ayes) the motion carried by all present.**

## **VII. MAYOR'S REPORT**

- a. Utility Rates**
- b. Comprehensive Fee Schedule**
- c. Open Government**

Mayor Alexander read his report saying the rates for electric and sewer remained unchanged but gas rates had increased and the sewer averaging had changed to help offset the impact of higher sewer rates. Mayor Alexander said comprehensive fee schedule had been approved and his goal was to provide full access to what the city was doing, if permitted by law. Mayor Alexander wanted all boards and commissions to hold all their meetings at the city hall and livestream to allow citizens to view the meetings.

## **VIII. DISCUSSION AND ACTION ITEMS**

- a. Discussion and take appropriate action on assessment of user fees for payment transactions at the payment Kiosk located at the Castroville Library**

City Administrator Dixon briefed the City Council on the payment kiosk and the previous City Council choosing to waive the user fees. Mr. Dixon said the City Council at the time wanted to encourage citizens to use and made that decision. Staff provided information on the amount of fees waived since the kiosk was installed. The documentation provided said since implementation the City had paid approximately \$61,700 in kiosk processing fees on behalf of city customers. Councilmember Lee felt the City should recoup the fees and recommended a 3.5% user fee. Mr. Lee said the City charged a 3% fee if the customer paid online or in person at the City Hall. Mr. Dixon said this would need to be brought back in an ordinance as this fee would be added to the comprehensive fee schedule recently passed.

**A motion was made by Councilmember Lee and duly seconded by Councilmember Marchman to approve a 3.5% user fee for payment transactions at the payment Kiosk located at the Castroville Library. A vote was taken (5:0 all ayes) the motion carried by all present.**

- b. Consider and take appropriate action on application(s) submitted for open position(s) on City Boards and Commissions**

City Secretary Debra Howe stated the applicant had not responded to the invitation to attend the meeting and introduce themselves. Ms. Howe recommended skipping until she was able to confirm they could attend the meeting. City Council agreed.

- c. Consider and take appropriate action on termination of the professional service agreement with McCall, Parkhurst & Horton, Bond Counsel for the City of Castroville**

Mayor Alexander skipped this item as the city received a termination letter from the firm.

- d. Consider and take appropriate action on directing staff to seek requests for qualifications for bond counsel services for the City of Castroville

**A motion was made by Councilmember Martinez and duly seconded by Councilmember King to direct staff to seek requests for qualifications for bond counsel services for the City of Castroville. A vote was taken (5:0 all ayes) the motion carried by all present.**

- e. Consider and take appropriate action on rescinding the Development Agreement Policy adopted August 27, 2024

**A motion was made by Councilmember Lee and duly seconded by Councilmember Marchman to rescind the Development Agreement Policy adopted August 27, 2024.**

Mayor Alexander spoke on the current development agreement policy having references to the voted down Unified Development Ordinance. Mayor Alexander said the Planning and Zoning Commission had been tasked to recommend a new policy more in line with the current ordinances and this policy was not needed. Councilmember Merz said the current policy established expectations and was a useful form from the citizens and planning and zoning. Mr. Merz felt they should have a skeleton document for the public to see. Councilmember King said the current policy set a higher standard than the old one and he felt they should keep the current one until the draft from the Planning and Zoning Commission was approved. Councilmember Martinez said the current policy had been the supporting document during the UDO discussion. Councilmember Merz said there were items in the current policy the Mayor did not agree with, but the current policy did have things in it that the old policy did not address such as block cuts, streets, and zoning. Mr. Merz said the Planning and Zoning Commission had been tasked to review and bring back a revised policy for the City Council to review. Councilmember Lee asked if the City Council rescinded the current policy, would it affect any developments now. City Administrator Dixon said there was one commercial development pending. Mr. Dixon said he would have the proposed policy at the next meeting for the City Council to consider.

**A vote was taken (4 ayes:1 nay(Merz)) the motion carried by a majority vote.**

- f. Consider and take appropriate action to rescind Ordinance 2021-009 Subdivision, Article III. Procedures, Section 100-23 Submission of Preliminary Plat, d. exceptions adopted May 15, 2021

Mayor Alexander read his review of the ordinance and said the ordinance adopted in 2021 showed the City Council did not see the preliminary or final plats with a development agreement in place. Mayor Alexander said for transparency he felt the City Council should always see the final plats and recommended rescinding the ordinance.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to rescind Ordinance 2021-009 Subdivision, Article III. Procedures, Section 100-23 Submission of Preliminary Plat, d. exceptions adopted May 15, 2021.**

Discussion followed.

Councilmember Lee agreed the ordinance should be rescinded and the City Council should see all final plats.

Councilmember Merz said this was approved a few years ago and he would not have been in favor, but he felt city staff should have more knowledge on the information submitted than the City Council and if the plat met all city ordinances the City Council could not deny anyway.

**A vote was taken (5:0 all ayes) the motion carried by all present.**

**g. Discussion and possible action to adopt revisions to the City of Castroville Personnel Policies**

City Administrator Dixon briefed the City Council on the revisions to the personnel policies. Mr. Dixon said there was a list of changes/additions including longevity pay, certification pay, police holiday pay, and emergency response pay policies. Mr. Dixon said there were no additional financial changes as the above noted pays were included in the approved budget. Councilmember Lee saw where the appeals process was changed to remove the City Council from the appeals process and asked about exit interviews. Councilmember Marchman asked should a plan of action for employees be included in the personnel policy. This was an overall policy for employees and plans of action were not included. City Council directed staff to have the City's HR Attorney to review for any legal conflicts.

Mayor Alexander recessed the meeting for a brief break at 7:29 p.m.

Mayor Alexander reconvened the meeting at 7:36 p.m.

**h. Discussion and possible action on traffic control and traffic calming measures in District 4**

Councilmember Merz briefed the City Council on the traffic issues in his district. Mr. Merz provided a presentation with stats from the City's Stalker radar on traffic in Country Village. Mr. Merz said there were two issues he wished to address. The first was traffic cutting through and going into a cul-de-sac with no outlet at May and Sunnyland Streets and only one stop sign at the Country Lane/Village Path intersection. Mr. Merz said he felt there should be a three way stop to help control the flow, possible painting and curblane ballast to control speeding and place signage alerting drivers to the no outlet at May and Sunnyland intersection. Mr. Merz wanted these measures for the safety of the neighborhood.

**A motion was made by Councilmember Merz and duly seconded by Councilmember King to direct staff to provide wayfinding signage at May and Sunnyland intersection and direct the staff to provide traffic calming measures in the Country Village Subdivision. A vote was taken (5:0 all ayes) the motion carried by all present.**

**i. Consider and possible action amending Ordinance 2003-019 to reduce the number of full board members on the Historic Landmark Commission and set appointment dates for June of each year for two year staggered terms and reestablish the Architectural Design Review Board for Commercial Development in the CH East, CH Central and CH West Commercial Zones**

Mayor Alexander recognized Kyle McVay, 307 Madrid, to speak on this agenda item. Ms. McVay spoke as a member of the Historic Landmark Commission and questioned the need to reduce the number of board members. Ms. McVay said the current board was a well balanced board and worked well together and were on the board to support preservation. Mayor Alexander spoke on reestablishing the Architectural Design Review Board to review the commercial development plans in the CH East, CH Central and CH West Commercial Zones. Councilmember King said the previous city attorney said the City could not dictate appearances on commercial outside of the Historic District and was unsure of having a committee that had no authority. Mr. King recommended sending the request to reduce the membership back to the HLC members to provide an opinion back to City Council.

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Councilmember Lee was in favor of keeping the seven member board and the HLC being the board to do commercial, not have two boards with same duties. Councilmember Merz was in favor of keeping the current number of members. Mr. Merz felt the City should have standards on construction and staff could approve. Councilmember Marchman said he wanted to rework the code of noncontributing homes in the historical districts. Mr. Marchman also did not want citizens to serve on two boards at the same time and to reduce the number to 5 members.

No action was taken.

- j. Consider and take appropriate action on identifying areas for the storage of construction materials, spoils and debris associated with staging of infrastructure projects instead of city owned lot(s) in residential areas

Mayor Alexander said he had received calls from citizens on the City lots on London Street and others with debris and other materials causing drainage issues. Mayor Alexander said after cleanup to look for somewhere else to put materials. Councilmember Martinez suggested after cleanup to look at putting in a playground on the London Street lots. Councilmember Marchman asked where the construction materials could be stored if not on city lots. City Administrator Dixon said there were not a lot of places, temporarily at the wastewater treatment plant or out at the airport. Councilmember Merz said the city could not fill in the ponds yet nor was it a good idea to take out to the airport. Mr. Merz felt it was too costly to haul and did not think putting in a playground so close to regional park was a good idea. Councilmember King said if the city would not allow contractors working on city projects to store materials temporarily then it would hamper the city in the future on projects. Mr. King suggested they allow staging just no debris. Councilmember Lee said the neighbors had issues with the noise and sight of materials. No action was taken.

- k. Consider and take appropriate action to authorize the installation of temporary/permanent showers at the Regional Park pool

Councilmember Lee said he had requested this item to look at putting in showers at the park for safety purposes. Councilmember Martinez said the showers had been discussed before. Councilmember Merz said the Parks and Recreation Board was discussing at their November meeting. Councilmember King said the bathrooms had always been planned as a separate project and offered to work with the City Administrator to get an estimate on subcontracting the bathrooms out and refer to the Parks Board to bring to the City Council for a recommendation. No action was taken.

- l. Consider and take appropriate action on a proposal from GoodRoads, Inc. for a citywide pavement and asset assessment, including software access for pavement management planning

City Administrator Dixon said streets had been discussed at the Special Called Meeting and the City had a streets plan previously which needed updated. Mr. Dixon said he had attended a presentation on the product Hondo used on their streets. Mr. Kent Novus, who was present at this meeting, provided a presentation on the material and Mr. Dixon had asked for a 5 year plan from him. Mr. Novus had driven the city streets with Street Superintendent Daniel Silva to get an idea of their condition. Mr. Novus said the Good Roads software would provide data on grades of streets, street signs and an estimator of costs in house. The program used AI to provide this data and was mounted on the front of a vehicle. Mr. Dixon said the city had the GIS System and this would allow for updates at a third of the cost as the last street assessment from 5-6 years ago. The cost for this product was \$11,780.00 was a budgeted item.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to select GoodRoads, Inc. as a vendor to perform a comprehensive pavement condition assessment**

**and provide related pavement management software and reporting tools. A vote was taken (5:0 all ayes) the motion carried by all present.** Mr. Dixon said he was trying to make the streets funds (\$250,000) go as far as possible with working with the County on street repairs/maintenance at cost and doing this treatment to keep the streets.

**m. Consider and take appropriate action on selecting a candidate for the Texas Municipal League (TML) Region 7 Director Election**

City Secretary Howe briefed the City Council on the ballot received with two candidates vying for Region 7 Director Board position. Ms. Howe said Mr. Cimic had been involved for many years in local government and TML and would be a good choice for Region 7 representation.

**A motion was made by Councilmember King and duly seconded by Councilmember Marchman to select Ed Cimics as the candidate for the Texas Municipal League Region 7 Director. A vote was taken (5:0 all ayes) the motion carried by all present.**

**IX. 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. Tourism/Marketing position

City Administrator Dixon briefed the City Council on the BMA contract and trails with two representatives, Adrinna Calk and Patrick Conner going to the meeting on behalf of the City. Mr. Dixon said he would be requesting to be placed on the BMA agenda at their November meeting to speak to them. Mr. Dixon asked the City Council if they wished to hold a facilitated workshop and the amount they were willing to spend. Councilmember Lee did not want to pay a facilitator but to have it done in-house. Councilmember Merz was in favor of having one and not spend over \$8,000. Councilmember King was in favor and not to spend over \$10,000. Councilmember Marchman was in favor and not to spend over \$6-\$8,000. Councilmember Martinez was in favor and not to spend over \$6,000. Mr. Dixon would start looking and provide dates. Mr. Dixon said the Gas Superintendent had left the City for more money and the Tourism position was also open. Mr. Dixon said after the City Council dissolved the Economic Development Corporation and discussions on what the City wanted he was waiting to advertise for the position. Mr. Dixon suggested waiting until after the workshop and then decide what the position would be. City Council agreed.

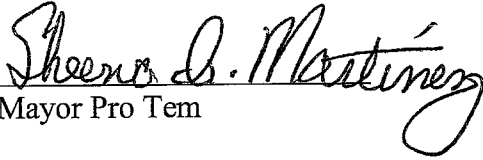
**DISCUSSION ON FUTURE AGENDA ITEMS**

Councilmember King said he would have a proclamation honoring Carol Romano.


Councilmember Lee wanted an update on the soft start pump at the Airport and the Airport land appraisal.

**XI. ADJORN**

Mayor Alexander adjourned the meeting at 9:17 p.m.

  
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Mayor Pro Tem

ATTEST:

  
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City Secretary