

**CITY OF CASTROVILLE CITY COUNCIL
REGULAR CALLED COUNCIL MEETING
1209 Fiorella
City Council Chambers
January 27, 2026
Tuesday
6:00 P.M.
MINUTES**

I. CALL TO ORDER

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

Mayor Alexander recessed 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. The City council will meet in closed session pursuant to the Texas Open Meetings Act, Chapter 551.074, Personnel Matters, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the following public officers or employees:
 - a. City Administrator R. Scott Dixon

Opened: 5:03 p.m.

Closed: 5:13 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	James, Kohler, Police Chief
Councilmember Phil King	Breana Soto, Community Development Director
Councilmember David Merz	Jonah Chang, Parks and Recreation Director
Councilmember Robert Lee	

Others in Attendance:

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

V. PLEDGE OF ALLEIGENCE

VI. INVOCATION

Pastor Matt Gutierrez, the 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. CONSENT AGENDA

- a. Minutes for January 13, 2026 Regular Called Meeting
- b. Approve First Quarter Financial Report ending December 2025
- c. Approve First Quarter Investment Report ending December 2025
- d. Approve the amendment updating the Lions Park section of the Parks & Recreation Master Plan
- e. Approve the amendment updating the Parks & Recreation Master Plan with the miscellaneous updates

Councilmember Lee requested 8d. be removed for further discussion.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to approve consent agenda items a., b., c., and e. A vote was taken (5:0 all ayes) the motion carried by all present.

Councilmember Lee asked about the amendments to the Parks Master Plan sections which referred to the City Council answering questions. Mr. Lee said they had not participated in this exercise. Mr. Lee asked about the Parks and Rec Board recommendation of using recycle water shown for the Splash Pad. Parks and Recreation Director Jonah Chang said this document was only a plan and all projects related to the Parks would come to the City Council for approval. Councilmember Merz said as the liaison for the Parks Board he was aware of the amendments and had suggested to the Chairman that the Lions Park amendments be separate.

A motion was made by Councilmember Martinez and duly seconded by Councilmember Marchman to approve Consent Item d. as presented. A vote was taken (5:0 all ayes) the motion carried by all present.

IX. PRESENTATIONS

- a. Presentation and Discussion on the City of Castroville Building Permit Process

Community Development Director Breana Soto briefed the City Council on the permitting process. Ms. Soto provided a step by step process beginning with application, payment, engineers and planner reviews with permit being issued. Ms. Soto said all contractors must be registered with the City, inspections scheduled throughout the project and any changes must be approved on an approved plan.

Ms. Soto said the City used Bureau Veritas and Safe Build for the reviews and the process generally took approximately 10 days. Ms. Soto said for Certificate of Occupancy all inspections must be completed before approval and if in the Historic District the applicant must go before the Historic Landmark Commission, must meet zoning requirements, and a review by the Historic Preservation Officer. Councilmember Martinez asked about having a notice of no work to be conducted without a permit placed on the website. Ms. Martinez said the City had problems in the past with contractors doing work and no permit had been issued. Mayor Alexander agreed with providing notice to the contractors. Council discussed noncompliance and what the City did when this happened. Ms. Soto said her department placed constraints on any future registrations for work in the City. Ms. Soto was asked who performed inspections and if discrepancies were reported. Ms. Soto said the City contracted for inspections and they only inspected what was on the plans and did not report on changes to the project. Mayor Alexander questioned how the City would find out the project was non-compliant. Ms. Soto said either the Code Compliance Officer went to check the project and noted issues or a citizen called in on something they saw. Mayor Alexander recommended the City speak with the inspectors and have them report any illegal builds to the City immediately. Councilmember Martinez asked about issuing temporary Certificates of Occupancy and Ms. Soto said they were very few issued. Ms. Martinez said this had been done years past and it had caused ongoing issues in her district. Councilmember Marchman asked for a count of permits issued in a month. Ms. Soto said approximately 20-30 up to 100 per month. Council asked if the Code Compliance Officer did inspections. Ms. Soto said the City Inspector went out and did inspections in accordance with the approved plans. Councilmember King said he had not had any issues in the past when he had needed both commercial and residential inspections. Councilmember Lee asked about criteria for getting a permit and suggested publishing a list of projects that did not require a permit. Mr. Lee asked about a timeline for receiving a permit. Ms. Soto said her office discussed a timeline based on what the project was with each applicant so they would know how long it may take to receive a permit to start work. Mr. Lee asked if the City needed to adopt a newer set of building codes. Ms. Soto said they were updated every four years and it was up to the City Council on if they wished to update. Mayor Alexander asked who signed the Building Permits for the City. Ms. Soto stated she did once everything was completed. Mayor Alexander asked if the City had thought about an in-house inspector, if it was more economical. Ms. Soto said not that she wasn't aware of any past discussions. Councilmember Lee said he was not in favor of in-house, outsourced was better. Council was appreciative of the detailed presentation on the permitting process.

b. Presentation and Discussion on Code Compliance Goals and Enforcement Procedures

Police Chief Jim Kohler briefed the City Council on the Code Compliance procedure and the department's goal for a better quality of life. Chief Kohler Code Compliance and Enforcement Department was under his direction. Chief Kohler said the goals of the department was to work with citizens to come into compliance first with legal action secondary. Chief Kohler said the department looked at zoning, land use, nuisance, housing, building, and safety codes. Chief Kohler provided the process when dealing with a complaint based code violation starting with a site visit, contacting property owner with door hangar for a 10 day compliance and a certified letter if not completed was the next step. If not resolved legal action by citation was last step to get compliance. Chief Kohler said most of the code issues were resolved without having to take legal action. Chief Kohler introduced all three officers present – Kerl Brooks (Code Enforcement/Animal Control), Terri Satterwhite (Code Enforcement)

and Josh Davidson (Animal Control/Code Enforcement). Councilmember Lee praised the officers and department saying code enforcement had improved dramatically. Mr. Lee referenced the shielding requirements written into the Flat Creek Development Agreement as an example for future standards. Councilmember Martinez gave kudos' to the department for taking care of a long standing issue in her district. Mayor Alexander wanted to make sure they all had the proper training. Councilmember Lee asked if the officers saw any issues within the codes that needed updating. Councilmember Merz said his district was the district with a lot of construction phases and questioned when Code Compliance stepped in on building/construction materials left on sites. Timelines varied with the different phases happening at the same time. Mayor Alexander said years ago code enforcement was done by a complaint only basis but now the officers were engaging in not only complaint basis but a more proactive compliance. Council appreciated the information provided on the enforcement process.

Mayor Alexander recessed the meeting for a short break at 7:25 p.m.
Mayor Alexander reconvened in open session at 7:31 p.m.

X. CITY COUNCIL LIAISON REPORTS

- Airport - January 6th - Martinez
- Historic Landmark Commission - January 20th - King
- Library - January 8th - Lee
- Parks and Recreation - January 21st - Merz
- Planning and Zoning Commission - January 14th – Marchman

Mayor Alexander spoke on attending the Airport Board meeting as Councilmember Martinez was unable to attend. Mayor Alexander said the Airport Manager provided an update on fuel sales with av gas and jet fuel up in sales. The Board was working on a Courtesy Care Policy and updates to Chapter 18, with both coming to the City Council in the future for review.

Councilmember King said the HLC had met with several agenda items for consideration. Mr. King said the board members worked well together.

Councilmember Lee said the Library Board had met discussing space and parking constraints, grant opportunities for front doors to meet ADA compliance and programs for children and senior citizens. Mr. Lee said this board was very proactive and was working well together.

Councilmember Merz said the Parks Board had met and had very productive meeting. Mr. Merz said citizens were concerned with the soccer league over running the park and had suggestions of limiting the number of members, limit usage/seasons. Mr. Merz said the board would have recommendations on new bathroom/shower plans, replacement of north restroom and having a recycle water system at the Splash Pad in Lions Park. Mr. Merz said Councilmember Lee had asked the board to review the development policy for parks and the board was currently reviewing. Mr. Merz said the meeting time was being changed to 6:30 p.m. accommodate board members schedules. Councilmember Marchman asked for clarification on the the soccer league. Mr. Merz said maximum number of participants, possibly limit to one season a year and less time in the park on weekends.

Councilmember Marchman said the P & Z met but he was unable to attend.

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

No action was taken.

XII. DISCUSSION AND ACTION ITEMS

a. Discussion and possible action on upgrades to the city council audio/video equipment

City Administrator Scott Dixon briefed the City Council on looking to get an updated proposal for the audio and video equipment but at a previous meeting the City Council had asked to look at upgrades to the TV's and or purchasing a projector for presentations. Mr. Dixon said a larger TV would cost approximately \$3500 with a projector being less. Councilmember King was good with the current set up. Councilmember Merz was looking at the streaming quality and it seemed to be pretty good. Councilmember Marchman said they could look at streaming online through the computer for the viewers to see the presentations as the City Council did. Mayor Alexander recommended starting by having larger print on the slide presentations then, look at options if this did help the reading problems.

No action was taken.

b. Discussion and possible action on a proposal for service from Seven Seas, a desalination plant operator

City Administrator Dixon and Mayor Alexander said they did not have anything from Seven Seas as of this meeting. Mayor Alexander said Seven Seas was on the East Medina Water Board's agenda but the City still did not have a proposal. Councilmember Lee said he was not in favor of the idea and questioned digging into brackish water. Mr. Lee said they needed more information before making a decision. Councilmember Merz agreed with Councilmember Lee on needing more information and questioned digging into the aquifer with no recharge. Mr. Merz was unsure of how long it could be used and how to replenish the source. No action was taken.

c. Discussion & appropriate action on the Interlocal Agreement between Bexar-Medina-Atascosa(BMA) and the City of Castroville for the use of BMA Property for a public trail system

Mayor Alexander briefed the City Council on the Bexar-Medina-Atascosa (BMA) not renewing the long standing agreement with the City for the public trail system. Mayor Alexander said the City had been working with the BMA and he had received high compliments on Parks and Recreation Director Jonah Chang on his discussions with the board. Parks and Recreation Director Jonah Chang provided the City Council with an overall summary of what the BMA would like to enter into an agreement with the City. Mr. Chang said they requested two professionally installed electric gates, road material, signage, and a shorter termed lease agreement. Mr. Chang said they wished to have a yearly renewal and for the City to pay their attorney fees. City Administrator Dixon said the City Attorney recommended going to a five-year agreement due to the City's investment. Mayor Alexander felt they needed a cost of what it would take to do what the BMA was requesting. Mr. Chang said his cost estimate was between \$8,000-\$9,000 and this would be a budget amendment for the General Fund to fund. Councilmember King said he was in favor. Councilmember Martinez was in favor. Councilmember Lee asked who would be responsible for the overflow and the damage it could cause with heavy rain. Mr. Chang said it would be BMA's responsibility. Mr. Lee was in favor and said the City needed to keep the trails.

Councilmember Marchman asked about the request for the gates to be installed professionally. Mr. Chang said the City had installed gates itself in the past and they had not been installed properly. Mr. Marchman was in favor of the agreement. Councilmember King suggested a “bump” gate to enter the canal. Mr. Chang said they wanted a locked gate for the entrance on Hwy 90.

A motion was made by Councilmember King and duly seconded by Councilmember Marchman to approve the agreement with a not to exceed amount of \$15,000 for improvements identified in the agreement including legal fees. A vote was taken (5:0 all ayes) the motion carried by all present.

d. Discussion and possible action on Flat Creek Collector - Final Plat

Mayor Alexander opened items d, e, and f for discussion with action taken separately.

Mayor Alexander said he thought there should be no action taken until conditions were met. Mayor Alexander said in the Collector Final Plat he did not see a TxDOT permit in the backup materials. Community Development Director Breana Soto said TxDOT did not issue permits they now called it a donation for the approach. Ms. Soto was asked when the project would be starting. She said there had been a preconstruction meeting that day with a start date of February 9th for the road. Mayor Alexander said he wanted a final completed first before he would be satisfied. Ms. Soto said all of the required documents had been submitted and they met the City’s ordinance requirements. Mayor Alexander said he did not see that the City Engineers had submitted letter of approval with a seal and he felt they did not support without the seal. City Administrator Dixon said the developer’s Engineer did seal the documents with their letter and bond information. Councilmember King said sealed or unsealed the Engineers were liable if something happened. Mayor Alexander said the City Engineer had approved six months prior and did they need to submit an updated letter. Ms. Soto said nothing had changed from when they had submitted the documents. Ms. Soto provided a presentation that had also been seen by the planning and zoning commission for this item. Ms. Soto said the property consisted of 5.007 acres for the final plat and was only for a collector road. There was no zoning as it was just for a roadway located north of the Dickerson property. Ms. Soto said the development would be single family with no commercial. Ms. Soto said the P & Z did recommend approval and the information in the packets had a copy of the performance bond. Ms. Soto said the City Attorney’s Office had reviewed. Mayor Alexander asked who had reviewed the documents and current City Attorney Jones was unsure who had as he did not remember seeing the documents. Ms. Soto said she had emails from the attorney’s office and would provide to the Mayor. Councilmember Lee had no questions. Mayor Alexander said the plat showed a width of 60ft up to 70-80 ft. at the beginning. Councilmember Merz clarified no parkland, just thoroughfare only. Councilmember King asked if the property was annexed into the city and who would be responsible for maintenance if the roadway was not in the city limits. Ms. Soto said all of the as-builts and inspections had to be completed before the plat would be filed at the County.

A motion was made by Councilmember Merz and duly seconded by Councilmember King to approve the Flat Creek Collector-Final Plat as presented contingent on the legal review had been completed. A vote was taken (5:0 all ayes) the motion carried by all present.

e. Discussion and possible action on Flat Creek Unit 1 - Final Plat

Community Development Director Breana Soto briefed the City Council on the Flat Creek Unit 1 Final Plat. Ms. Soto said this plat and Unit 2 would be single family dwelling units. Ms. Soto said Unit 1

consisted of 20.091 acres and the Public Utility Development Agreement (PUD) required 0.50 acres but they were committing 0.85 acres for open space with water rights being conveyed for Units 1 and 2. Unit 1 consisted of 65 lots and Unit 2 consisted of 73 lots. Ms. Soto said Planning and Zoning Commission did recommend approval of the plat. Mayor Alexander said the development had to bring water rights, complete the as-builts, pass inspections, and the city had to accept the infrastructure before the plat could be recorded. Councilmember Merz said through the development agreement they had 10 years to complete. Mr. Merz clarified this was part of Phase 1. Shad Schmit, representing Kingfish development said they were dedicating 10.2 acres for open space and would have jungle gyms, a pavilion, basketball and pickleball courts, and a gated pool. Councilmember Merz asked if the park would be opened to all citizens. Mr. Schmit said it was not a gated community and it would be open to the public. He said the pool would be gated for safety purposes and have a keycard type entry. Councilmember Lee asked what the City's responsibilities were for this development. Mayor Alexander said the City was working with P3 on reviewing all the development agreements. Ms. Soto said all of the infrastructure and streets would be dedicated to the City for acceptance. There would be a two-year Maintenance Bond once completed. Mr. Schmit said the City was not responsible for mowing the drainage areas.

A motion was made by Councilmember King and duly seconded by Councilmember Merz to approve Flat Creek Unit 1 Final Plat as presented. A vote was taken (5:0 all ayes) the motion carried by all present.

f. Discussion and possible action on Flat Creek Unit 2 - Final Plat

Community Development Director Breana Soto briefed the City Council on the Flat Creek Unit 2 Final Plat. Ms. Soto this unit as discussed with the previous item was single family dwelling units with 73 lots. Planning and Zoning Commission also approved the final plat for Unit 2.

A motion was made by Councilmember King and duly seconded by Councilmember Martinez to approve Flat Creek Unit 2 Final Plat as presented. A vote was taken (5:0 all ayes) the motion carried by all present.

XIII. CITY ADMINISTRATOR REPORT

- 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

City Administrator Scott Dixon reported that after the last meeting he had spoken to the property owners on Geneva Street about a flag lot and they were not interested in doing that. Mr. Dixon said the road had measured out at 13ft near the front and did go down to 12ft. 7 inches near the entrance to their property. Mr. Dixon said the road was not paved and the City was going to give the property owners as wide of a road as

possible. Mr. Dixon said it did get very narrow at the end, past the property entrance. Staff were still working on. Mr. Dixon said the Country Village drainage channel would be regraded and done in-house instead of through the NP Homes agreement. Councilmember Merz asked about the 380 Agreement. Mr. Dixon said they were reviewing with P3 and the 380 Agreement was going to be removed and put into the PID. Garcia Creek project would be coming back to the City Council in March for approval, an RFP was published. Mr. Dixon said the Street Maintenance and Paving projects would be discussed during the CIP meeting. There was a meeting scheduled with CPS related to the dispute. The Community Center construction was ongoing with a change to the completion date. Mr. Dixon said it was now scheduled for completion by the end of May 2026. Splash Pad still inoperable and staff were looking at the contract for a warranty claim. Mr. Dixon reminded the City Council of the upcoming facilitated Council workshop on February 27th and 28th at the Hillside Hotel. Mr. Dixon said the City Council would be receiving a survey to fill out ahead of time from the facilitator. The Multimodal Planning Effort information was in the staff report from Community Development. The forming of a Medina County Public Utility Agency notice had been published to meet the legal requirements and would be brought to the City Council at the February 10th meeting. Mr. Dixon said the cost to the City would exceed \$2500 per month. Mr. Dixon said they would be meeting with the Chamber of Commerce on February 9th to discuss doing more together on promoting the City through social media and events. Mr. Dixon said the City had been notified that the Tx Parks and Wildlife was meeting on January 22nd in Austin and the City was being recommended by TPWD staff for funding. Mr. Dixon said there would be an update provided after the meeting. Mr. Dixon said the municipal court would be conducting a warrant roundup sometime in February and a notice had been published. Councilmember Lee said if the City went into contract with the Chamber of Commerce there needed to be details on what benefits the Chamber was getting from the City currently. Mr. Dixon provided before and after pictures cleaning of the Airport Building roof after the trees had been removed. Mr. Dixon said there was a Community Engagement Meeting on the Active Transportation Grant on Monday, February 2nd. Mr. Dixon had spoken to the County that day for updates on the County Thoroughfare Plan progress and was told it should be completed in a few months then come to the cities. Mr. Dixon said he recommended the City Council adopt the city updated plan after the County approved theirs to be in line with theirs. Councilmember Merz asked if they were wanting due to cost to the City. Mr. Dixon said it wasn't a cost issue. Mr. Merz was in favor of adopting now and bring back at a later date for changes. Mr. Dixon gave an update on the City pool and questions of the pool heaters and the water temperature. Mr. Dixon said the pool was at an acceptable temperature. Councilmember Lee questioned in the Parks and Recreation Report about the Parks Board authorizing expenditure of funds for a purchase. Mr. Lee did not think they had the authority to do this. Mr. Dixon thought there was a policy allowing the boards to have authority over donated funds. Mayor Alexander was unsure if they could, saying funds overseen by the City were considered City Funds and wanted a copy of the policy. Mayor Alexander said the GOMedina meeting held that morning had seen a good attendance. Councilmember King said there had been a recent Bexar/Metropolitan Alliance Planning meeting earlier in the month. It was noted both the Mayor and City Administrator would be out the office the following week and would need all agenda items as soon as possible for the next meeting.

X. DISCUSSION ON FUTURE AGENDA ITEMS

Councilmember Merz said he had several items for the coming agendas and would send over by email. Councilmember Lee questioned the reconnect fee of \$100.00 for electricity, he thought the fee agreed upon had been \$50.00 and wanted to bring back for discussion if that amount had been passed on the

Comprehensive Fee Schedule. Councilmember Lee also had found a FAA certified land appraiser for the appraisal of the Ballfields, approved at a previous meeting. Mr. Lee said he would like to amend the scope of work to include the whole Airport for an appraisal. Councilmember Marchman felt they should get clarification on the FAA requirements.

XI. ADJOURN

Mayor Alexander adjourned the meeting at 9:39 p.m.

Bruce Alexander
Mayor

ATTEST:

Debra Howe
City Secretary