

**City Of Alpine**  
**REGULAR CITY COUNCIL MEETING**  
**Tuesday, July 15, 2025 – 5:30 PM**  
**Minutes**

1. **CALL TO ORDER.**

Mayor Catherine Eaves called the meeting to order at 5:30 P.M. The meeting was held at City Council Chambers located at 803 West Holland Avenue and via Zoom Videoconference in the City of Alpine, Texas. Mayor Eaves led the pledge of allegiance to the flags.

A. Pledge of Allegiance to the United States Flag.

B. Pledge of Allegiance to the Texas Flag.

C. Determination of a Quorum and Proof of Notice of the Meeting.

**City Council Members Present:**

Mayor Catherine Eaves  
Councilor Lucy Escovedo  
Councilor Rick Stephens - *via zoom*  
Councilor Eva Martinez  
Councilor Richard Portillo  
Councilor Robert Rückes

**City Staff and Stakeholders Present:**

Geoffrey R. Calderon, Interim City  
Manager & City Secretary  
Cynthia Trevino, City Attorney  
Darrell Losoya, Chief of Police  
Abel Hinojos, Airport Supervisor  
Jessica Isley, Building Official  
Alexandra Tackett, Records Clerk

**Not Present:** *None.*

**Others Present:** 10 other attendees.

Mayor Eaves announced that a quorum of the City Council was present at the City Council Chambers and Records Clerk, Alexandra Tackett, reported that the meeting agenda was posted by 2:00 P.M. on July 10, 2025.

2. **PUBLIC COMMENTS.**

*Each person in attendance who desires to speak to the City Council on an item on the agenda shall speak during this section. A Public Comment Card must be filled out and turned in to the City Secretary at least 5 minutes prior to the start time of the meeting. The Public Comment Card may be filled out at [www.cityofalpine.com/councilcomments](http://www.cityofalpine.com/councilcomments). Public comments may be made regarding agenda items only. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. Please note that the City Council may only take action on items posted on the agenda. The Texas Open Meetings Act prohibits the Council from deliberating or taking action on an item not listed on the agenda. City Staff may ask commenters clarifying questions, respond with facts, and explain policy.*

- Richard Barchas, Ward 5, addressed the City Council regarding information item B.

3. **PUBLIC HEARINGS.**

*At this time, the Mayor will invite members of the public to address each item listed in this section.*

*Comments made during this section are limited to the topic of each public hearing. Attendees must be physically present in order to address the City Council. Comments by proxy are not allowed. Public Comments are limited to 3 minutes per person. Unused time may not be yielded to other attendees. If more than one public hearing is being held, each person will be allowed to speak during each topic.*

**Open (5:35 P.M.)**

- A. Public Hearing regarding the second and final reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a \$2,000 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses.

- **Public Comments:** None.

- B. Public Hearing to obtain citizen views and comments regarding the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact, Cumulative, Proper Notice and Meeting, and Effective Date.

- **Public Comments:** None.

- C. Public Hearing to obtain citizen views and comments regarding Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of the subject property is 10656.

**Public Comments:** None.

**Close (5:37 P.M.)**

4. **PUBLIC PRESENTATIONS.**

- A. Presentations & Recognitions
- B. Proclamations
- C. Community Interest Items

- i) Mayor Announcements
- ii) City Manager Announcements
- iii) Council Member Announcements

5. **CHANGES TO POSTED AGENDA.**

***NOTICE:*** *The City Council reserves the right to change the order of business at any time during the meeting. To change the order of business a motion, a second, and a majority vote is required.*

- A. **Items to be continued or withdrawn.** Items may be continued to the next City Council meeting or withdrawn from consideration during this agenda. Items to be continued or withdrawn require a motion, a second, and a majority vote.

*No items were continued or withdrawn.*

- B. **Items to be removed from the Consent Agenda for separate discussion.** Items may be withdrawn from the consent agenda by a simple request by the Mayor or any City Council member. Items removed from the consent agenda will be considered in the *Items Removed from the Consent Agenda* portion of the meeting directly after approval of the items not requiring separate discussion.

*Items E and F were removed from the Consent Agenda for separate discussion.*

- C. **Action items to be added to the consent agenda.** Adding action items to the consent agenda must be requested by the Mayor or any City Council member and requires a motion, a second, and a majority vote.

*No action items were added to the Consent Agenda.*

- D. **Time-Sensitive Items.** The Mayor, any City Council Member, or a member of City Staff may, by simple request, ask that time-sensitive items be considered during that section.

*No time-sensitive items were added.*

6. **TIME SENSITIVE ITEMS.**

7. **CONSENT AGENDA.**

- A. Approval of the July 1, 2025 Regular Meeting Minutes. (G. Calderon, Interim City Manager)
- B. Approval of the excused absence of Councilor Richard Portillo from the July 1, 2025 Regular City Council Meeting. (G. Calderon, Interim City Manager)
- C. Approval of the appointment of Donny Greenway to the Place 2 position on the Parks & Recreation Board. (E. Martinez, City Council)

- D. Approval of the appointment of Kari Wilson to the Place 1 position on the Hotel Occupancy Tax Committee. (R. Stephens, City Council)
- E. Approval of the June 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)
- F. Approval of the 3rd Quarter Fiscal Year 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)
- G. Approval of Special Use Permit 2025-07-01, a special use permit allowing the applicant, Alex Ponton, to establish a short term rental at 208 N. Cockrell Street. The property owner of record is PBE Services LLC. The Parcel ID of the subject property is 10656. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-07-19:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve items A, B, C, D & G, the City Council unanimously adopted the motion.

8. **ITEMS REMOVED FROM THE CONSENT AGENDA.**

E. Approval of the June 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)

F. Approval of the 3rd Quarter Fiscal Year 2025 Office of the City Secretary (OCS) Report including Legislative Services, City Council Activities, Board & Commissions Activities, Public Information, and Departmental Statistics and Updates. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-07-20:** On a motion by Councilor Richard Portillo and seconded by Councilor Robert Rückes to approve items E & F, the City Council unanimously adopted the motion.

9. **REPORTS & PRESENTATIONS.**

*Presentations are limited to 6 minutes each. A bell will ring when the 6-minute timeframe has been reached. If further time is needed the presentation may be extended an additional 4 minutes at the discretion of the presiding officer. After the initial period and extension have passed, the presentation may be extended further by a motion, a second, and a majority vote of the City Council.*

- A. Update from the Alpine Country Club. (G. Calderon, Interim City Manager)
- B. Alpine Volunteer Fire Department Update from Chief James Etchison. (G. Calderon, Interim City Manager)

**RESOLUTION 2024-07-21:** On a motion by Councilor Robert Rückes and seconded by Councilor Eva Martinez to review item B after item C, the City Council unanimously adopted the motion.

C. Update from Emergent Air. (G. Calderon, Interim City Manager)

10. **INFORMATION OR DISCUSSION ITEMS.**

- A. Discussion regarding a possible facility in Alpine for Permian Basin Drug and Alcohol Testing. (G. Calderon, Interim City Manager)
- B. Discussion regarding the City's outdoor lighting ordinance, also known as dark sky ordinance, and discussion of next steps regarding implementation, communications, and enforcement of the ordinance once the enforcement grace period ends in 2026. (G. Calderon, Interim City Manager)
- C. Discussion regarding the establishment of a burn house on City property located near the Waste Water Treatment Plant for the Alpine Volunteer Fire Department to use to practice controlled burns. (R. Rückes, City Council)
- D. Discussion regarding the pay rate for seasonal pool employees and the necessity to alter the pay rates. (L. Escovedo, City Council)
- E. Updated 2025-2026 Budget and Tax Rate Adoption Calendar. (G. Calderon, Interim City Manager)

*Mayor Eaves called for a short recess (6:25 P.M.)*

*The meeting resumed (6:30 P.M.)*

11. **ACTION ITEMS.**

*Action items are to be accompanied by a brief statement of facts, including where funds are coming from, if applicable. (Action items limited to 10 per meeting).*

- A. Approve the second and final reading of Ordinance 2025-07-01, an ordinance amending Appendix C – Zoning to the Alpine Code of Ordinances; Establishing proposed updates to include amendments to general zoning regulations, land use, acceptable uses, unacceptable uses, minimum standards, processes, permits, and general zoning issues in the city; Repealing Chapter 78 – Signs; Establishing a new section in Appendix C – Zoning, providing for the regulation of signs within the corporate city limits of Alpine; Providing the establishment of up to a \$2,000 penalty per occurrence for violations of the ordinance; And providing for the following: Findings of Fact, Enactment, Repealer, Penalty, Savings, Severability, Proper Notice and Meeting, and Effective Date clauses. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-07-22:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve, the City Council unanimously adopted the motion.

- B. Approve the first and final reading of Ordinance 2025-07-02, an ordinance amending the City of Alpine Fiscal Year 2024-2025 budget; Providing for the following clauses: Findings of Fact,

Cumulative, Proper Notice and Meeting, and Effective Date. (G. Calderon, Interim City Manager)

**RESOLUTION 2025-07-23:** On a motion by Councilor Lucy Escovedo and seconded by Councilor Eva Martinez to approve, discussion ensued.

**RESOLUTION 2025-07-24:** On a motion by Councilor Robert Rückes and seconded by Councilor Eva Martinez to postpone Action item B for a future date, the City Council then unanimously voted to adopt the original as amended.

C. Approve the Administration and Administrative Job Descriptions.

- Administrative Assistant
- Administrative Assistant II
- Administrative Receptionist
- Assistant to the City Manager
- City Secretary
- Deputy City Secretary
- Economic Development Administrator
- Grant Writer
- Records Clerk

(G. Calderon, Interim City Manager)

**RESOLUTION 2025-07-25:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to approve, discussion ensued.

**RESOLUTION 2025-07-26:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to amend the job descriptions for City Secretary, Economic Development Administrator and Grant Writer to reflect a college degree required, and to modify the Assistant to the City Manager to change the Fair Labor Standards Act to Non-Exempt, the City Council adopted the original motion as amended.

12. **EXECUTIVE REPORTS.**

*Executive reports are limited to 10 minutes each. The City Council may hold a discussion during this section regarding any item listed on the agenda. No action may take place regarding report items, unless specified on the agenda.*

**City Mayor Report**

**City Manager Report**

- i) Employee Compensation; Streets; Water; Wastewater, Budget; Grants; Information Technology & Cybersecurity; Utility Billing Software Transition; Requests for Proposals; Smart Meters; Pending Projects, City Manager Search.

13. **CITY COUNCIL MEMBER COMMENTS.**

**RESOLUTION 2025-07-27:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to recess into executive session, the City Council unanimously adopted the motion. (7:03 P.M.)

14. **EXECUTIVE SESSION.**

***NOTICE:** The City Council reserves the right to reconvene, recess, realign, change the order of business, or adjourn into Executive Session at any time during the course of the meeting prior to adjournment, to discuss any item listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (development).*

A. Consultation with Attorney § 551.071, Texas Government Code:

- a. Update on the Letter of Demand for the Living Trust of James Distel. (G. Calderon, Interim City Manager)

Personnel Matters § 551.074, Texas Government Code:

- a. Operational, Finance, and Personnel Discussions and Considerations to ensure that the City Council and the City Manager are aligned. (G. Calderon, Interim City Manager)

15. **ACTION AFTER EXECUTIVE SESSION.**

**RESOLUTION 2025-07-28:** On a motion by Councilor Robert Rückes and seconded by Councilor Richard Portillo to move into regular session, the City Council unanimously adopted the motion. (7:48 P.M.)

- A. Action, if any, concerning any of the items listed in executive session. (G. Calderon, Interim City Manager)

*No actions were taken after executive session.*

16. **ADJOURN.**

*There being no further business, the meeting was adjourned by Major Eaves. (7:49 P.M.)*

**APPROVED:**

**ATTEST:**

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Catherine Eaves, Mayor

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Geoffrey R. Calderon, TRMC  
City Secretary & Chief Governance Officer

**CERTIFICATION**

I, Geoffrey R. Calderon, do hereby certify that this notice was posted at City Hall, in a convenient and readily accessible place to the general public, and on the City website at [www.cityofalpine.com](http://www.cityofalpine.com) pursuant to Section 551.043, Texas Government Code. The said notice was posted by 2:00 P.M. on July 10, 2025, and remained so posted for at least 72 hours preceding the scheduled time of the said meeting.

**WITNESS MY HAND AND SEAL**

**this 10th day of July, 2025.**

  
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Geoffrey R. Calderon, TRMC  
*City Secretary & Chief Governance Officer*

